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**Student Information System**

Liverpool John Moores University

**A Quick Guide to Referral Class Enrolment**

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**Note: This is not a training guide**

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# Introduction

Post Assessment Board processing is the period the Assessment Boards. Decisions made in the Board then need to be reflected on the Student Record

The processes detailed below are the manual steps to complete the tasks that will reflect the Boards decisions and ensure that the student’s record is correct for the next Academic Year

## Enrolling Students on to Referral Classes

Faculty staff are responsible for enrolling students onto Referral classes. As of the Academic Framework Review (2011) students normally have only 2 further chances at successfully completing a module after the first attempt is failed. These 2 attempts are:

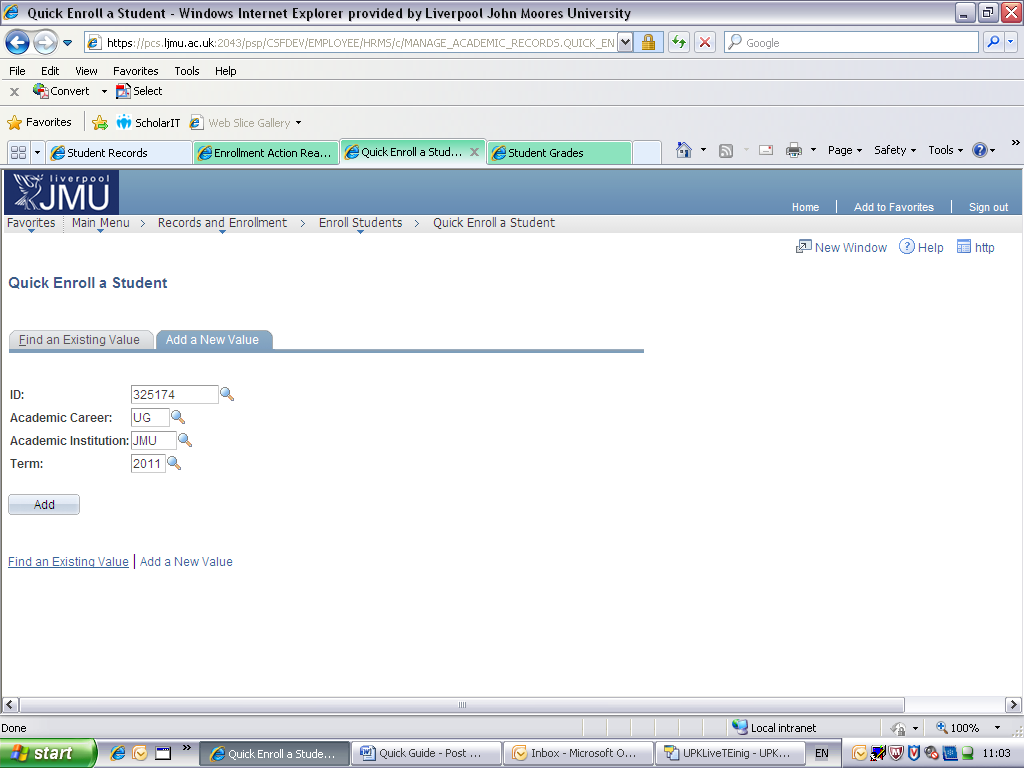
**Ref** – Referral, this is the student’s first referral

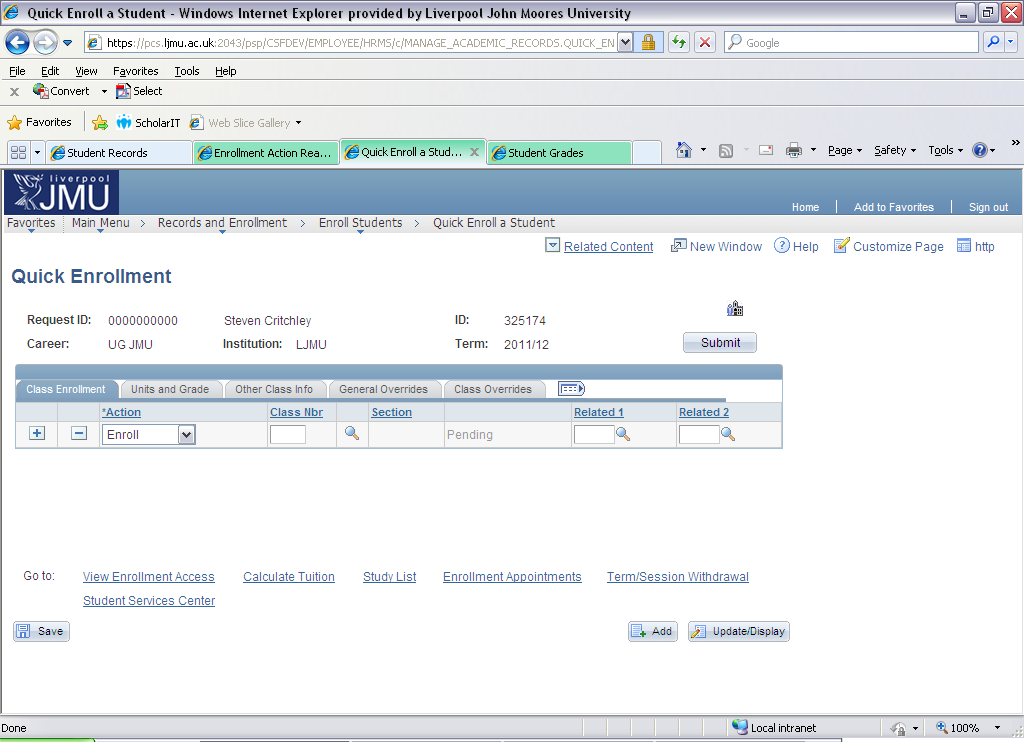
**ESR** – Exceptional Second Referral, this is the student’s second and final attempt and is not automatic. Enrolment onto an ESR is not an automatic entitlement. Further details of this can be found in the Academic Framework and Progression Training documents

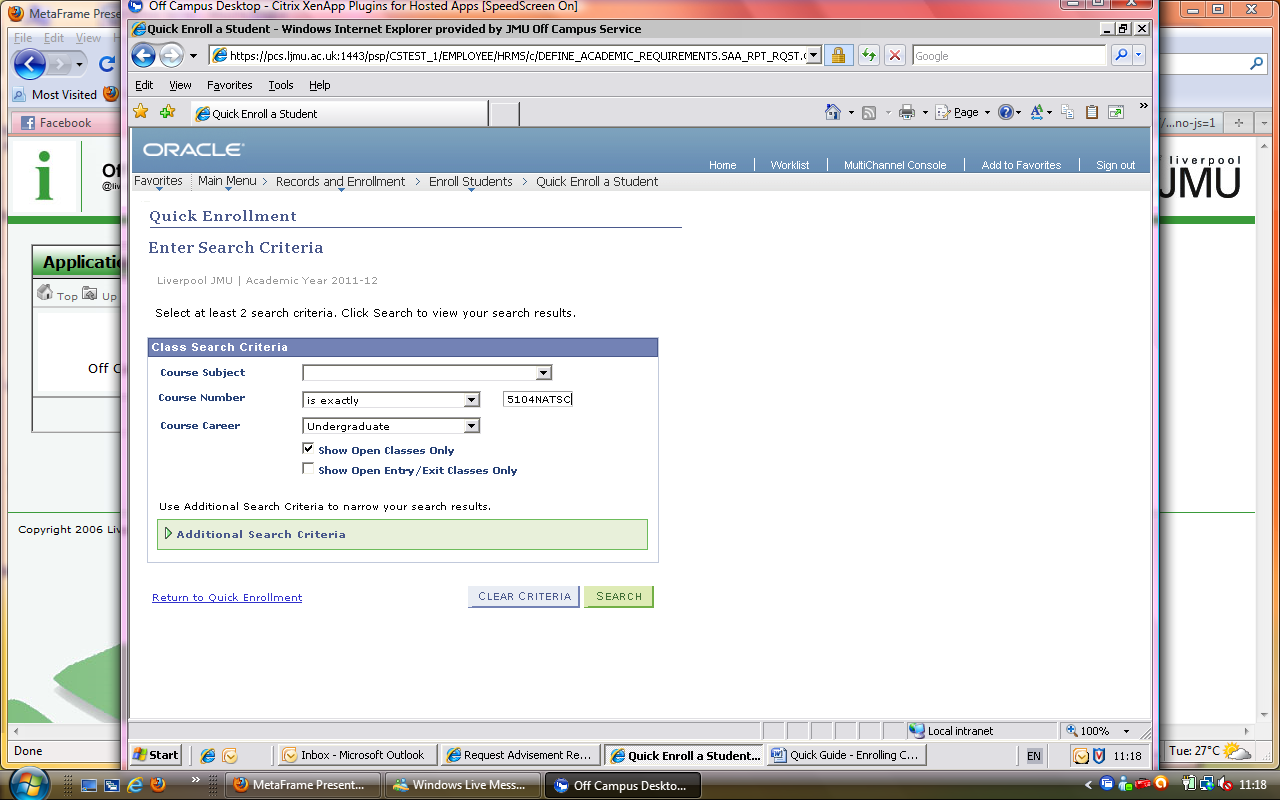
The grading basis for all referral and ESR classes has been set up as a Capped pass mark. This allows us to record the actually mark that a student receives for the attempt and in addition allows us to display the capped mark alongside.

**Navigation: Records and Enrolment>Enrol Students>Quick Enrol**

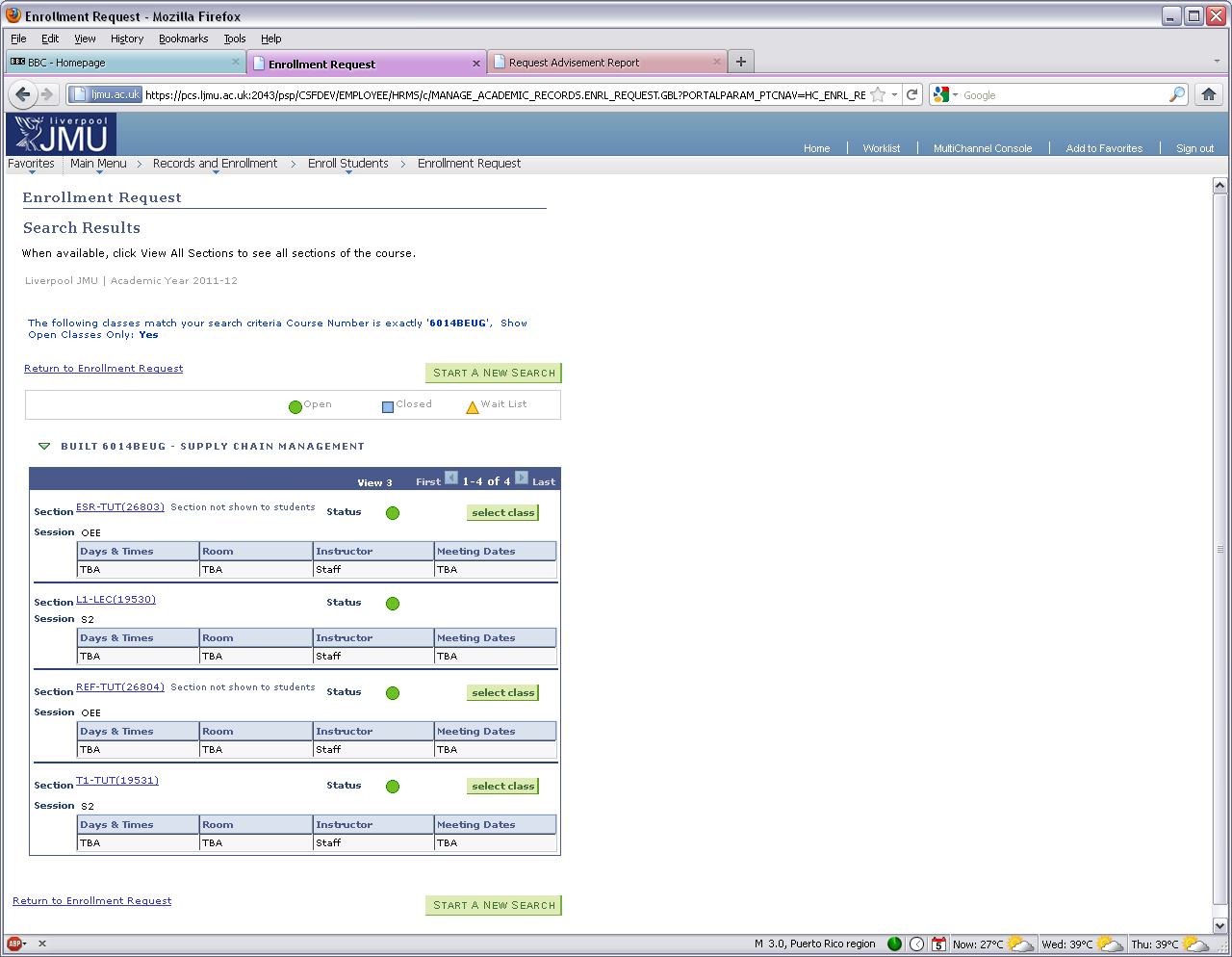
* Ensure the Add a New Row tab is displayed
* Enter the student ID
* Enter the students career (for the students programme that the classes are associated with)
* Enter the student’s Academic Institution (if needed)
* Enter the Term that the classes need to be studied



* Click Add. This opens the Quick Enrol page
* Don’t change the Enrolment Action. Keep the value at ‘Enrol’
* Enter the Class number if known or click the Class Search icon
* The Course Search parameters will display
* Enter the course Catalogue number needed (this can easily be located using the Student Grades page)



* If need be change the Career to match the students career.
* Click Search
* The results will display ALL matching classes. Remember this will include standard classes as well as Referral classes.
* Click ‘View all Sections’ to display all the matching classes.



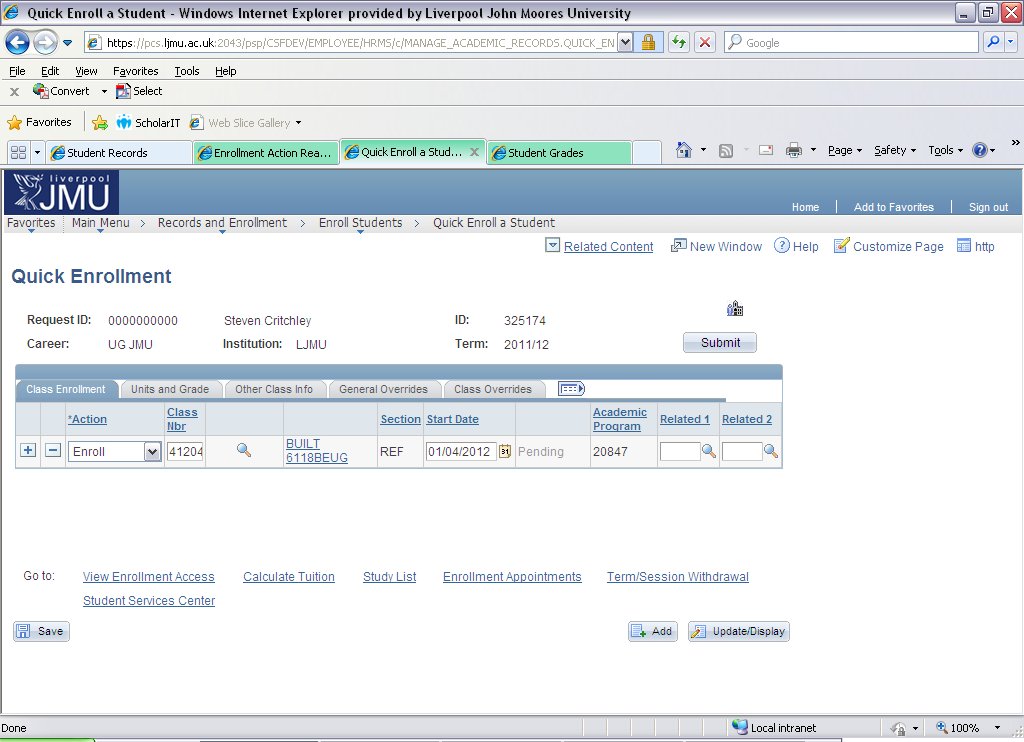
* Click the ‘select Class’ button next to the required class referral class, this will either be Ref or ESR class

Remember that referral classes don’t have any associate class. Only the primary graded class will be displayed and used.

* Enter a Start Date. The Referral/ESR Classes run from the beginning of each 15 week session (Semester 1, Semester 2 and Summer). Please enter the Start Date that relates to which session the Referral/ESR is being studied.

E.g.

* + Semester 1 – 01/09/20\*\*
  + Semester 2 – 01/01/20\*\*
  + Summer - 01/04/20\*\*



* Click the Other Class Info tab
* Enter the Action Reason of ‘002 Referral Opportunity’
* Click the General Override tab
* Click the Action Date check box
* Enter the Action Date. This should be identical to the Start Date entered.
* Click the Add New Row if further classes needed to be added
* When all Courses and Classes have been added, click the Submit button.
* The process will then enrol the students onto the Classes.

The grades for these courses can then be recorded either straight onto the Grade Roster or recorded in Grade Book if all previous assignment marks are to be included in the overall grade calculation (see the Grading Quick Guide)