

## Student Pre-enrolment

### Student Pre-Enrolment (InPlace temporary enrolment)

InPlace automatically pulls enrolment details from the Student Administration Management System (SAMS) and Student Registration System (SRS). Occasionally a Student may need to be placed before they are officially enrolled in the Course Offering.

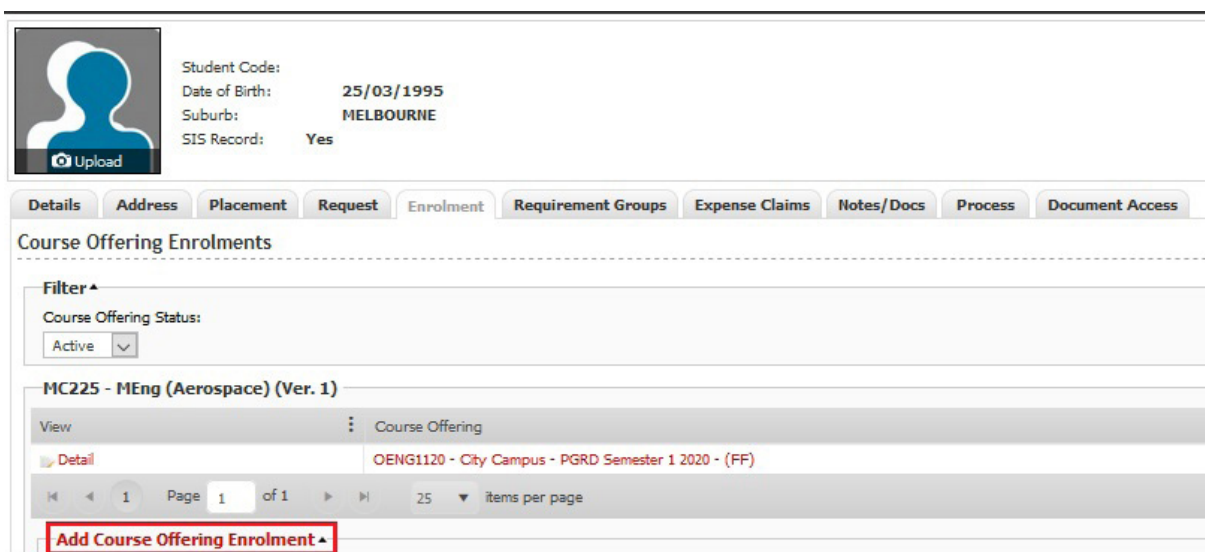
In this situation you will need to manually pre-enrol the Student in InPlace (before they are enrolled in SAMS) in the Course Offering. This is the equivalent of a temporary or dummy enrolment until the official enrolment is actioned and fed into InPlace to merge with the temporary one.

*\*Note: WIL Champions have this access but WIL Practitioners do not by default. It is an additional privilege; if you feel you need access to this feature, contact the InPlace Support Team.*

### Part 1: Pre-Enrol a Single Student

Navigate to **Manage > Student**

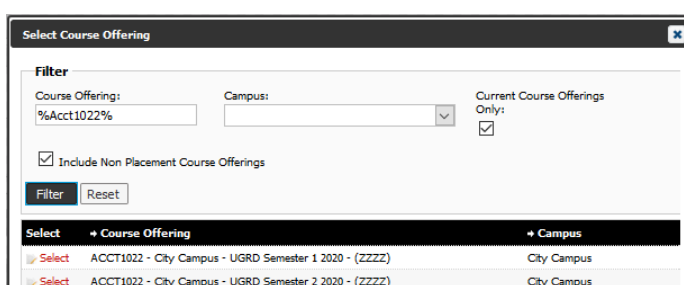
1. Use the **Filter** fields to locate / select a **Student** from to display the **Student List**.
2. Click on the **Filter** button to search.
3. To view the Student details click on the **Detail** link.
4. Select the **Enrolment** tab.
5. Locate the appropriate course and click on the **Add Course Offering Enrolment** link.



7. Click on the '...' button to display the Select Course Offering window.

*\*Note: If the window does not display results, record the name and ID number of the student being pre-enrolled and move to Part 1a: Requirement Group Workaround (on next page) to continue.*

8. Use the **Filter** fields to locate the required the Course Offering and click **Filter** to search.



9. Locate the appropriate Course Offering and click **Select**.
10. Enter the **Year**.
11. Tick **Pre-enrolment** flag check-box.
11. Click **Save** to update the enrolment of the selected Student.

**Add Course Offering Enrolment** ▼

Course Offering:  
 ... X

Program:  
**MC225 - MEng (Aerospace) (Ver. 1)**

Pre-Enrolment:

Year (yyyy):

**Save** Cancel

## Part 1a: Requirement Group Workaround

Navigate to **Manage > Student**

1. Use the **Filter** fields to locate / select the **Student** recorded in the Part 1.
2. Click on the **Filter** button to search.
3. Click on the **Clear Clipboard** icon.
4. Click on the green **add student to Clipboard** icon displayed next to the student's ID number.
5. Locate the appropriate course and click on the **Add Course Offering Enrolment** link.

### Student List

**Filter** ▲

Student Code:  Surname:  Given Name:  Email:

Discipline:  Campus:

Curriculum:  X Q-

Requirement Group:  X Q-

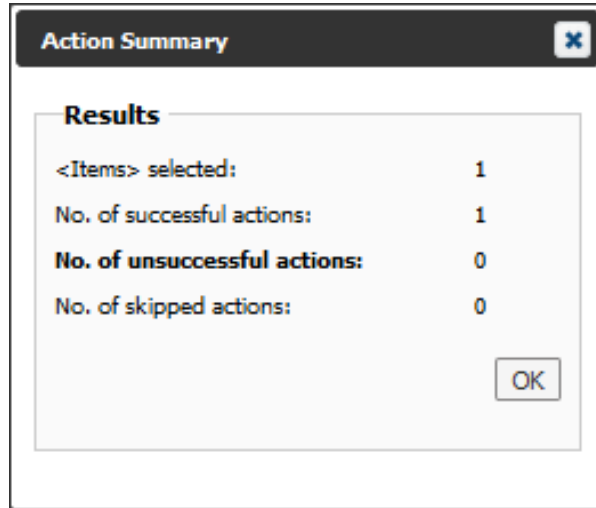
Groups:  X Q-  Select Student Status  
 Enrolled  Deferred  Inactive  Phantom

Select to include Students who have inactive Enrolments

Student Code	Surname	Given Name	Status	Email
<input checked="" type="button" value="Add"/> 3700195	-	Prive	Enrolled	3700195@student.rmit.edu.au

6. Click on the **Bulk Action** button.
7. Set the **Select task** drop-down menu to **Add Enrolment**.
8. Set the **Requirement Group Type** drop-down menu to **Course Offering**.
9. Input the name of the required **course offering** into the **Requirement Group** field to search and select.
10. Tick **Pre-Enrolment** check-box flag.
11. Complete the **Year (Number)** field.
12. Click on the **Save** button.

13. Review the **Action Summary** pop-up window (and if necessary fix any issues and rerun).
14. Click on the **Ok** button.



15. Click on the **Student** tab to return to the **Student List** page.
16. Click on the **Student ID Number** to view the Student details.
17. Select the **Enrolment** tab.
18. Scroll to the **newly added course offering** and click on the **Detail** link.
15. From **Program** drop-down list, choose a suitable program
16. Tick **Pre-Enrolment** check-box flag.
17. Complete the **Year (Number)** field.
18. Click on the **Save** button.

