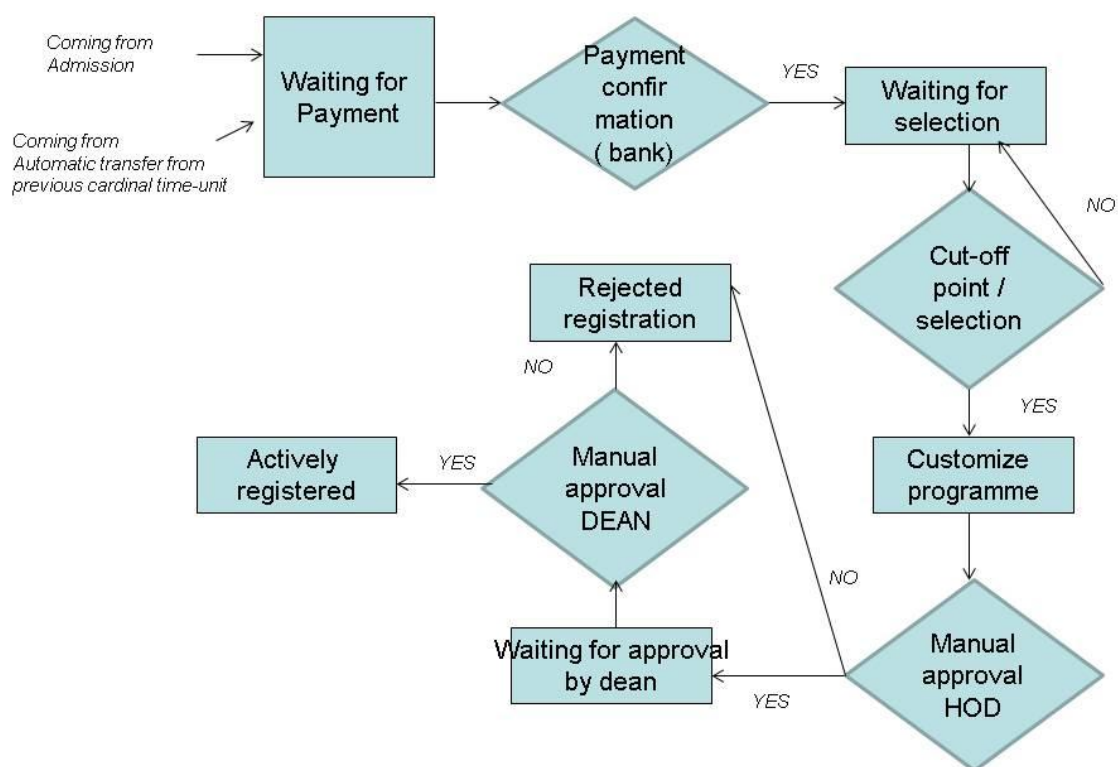


note		Version: 4 2012-02-22	
Subject	Flow for continued registration process		
To	Opus User Group		
CC	Ed Simons, Markus Pscheidt		
From	Monique in het Veld	[datum]	[doccodeuci]

Continued registration Flow



Continued Registration (version 4 2011-10-27)

Identified steps in continued registration:

Action / phase	Input	Result - Status in flow	Who sets status
Start continued registration	Progress status / Transfer students	Waiting for payment continued registration	Automatically set by the system
Confirmation of payment	Bank (Zanaco) / Financial Office	Waiting for selection (cut-off point or otherwise)	Financial Office / Dean
Waiting for selection	HOD / Dean	Customize programme (electives, exemptions)	Dean / HOD
Customize programme	Student / HOD / Dean	Waiting for approval of registration	HOD / Dean
Review customized student study years/semesters/trimesters and approve formally	HOD / Dean	Actively registered / Rejected registration	Dean
Request for Change (not implemented yet !)	Student / HOD / Dean	-	Dean
Rejected registration	Financial Office / Dean	-	-
Actively registered	Dean	-	-

Note: registry can perform all steps of the process.

Progress statuses in continued registration:

Status code	Status	Continuing	Increment	Graduating	Carrying
01	CP - Clear Pass	Y	Y	N	N
03	R - Repeat Academic Year	Y	N	N	A
04	P - Proceed	Y	Y	N	N
14	S - Suspended	N	N	N	N
15	E - Expelled	N	N	N	N
19	PT - At part-time	Y	N	N	S
22	EU - Exclude University	N	N	N	N
23	WP - Withdrawal with permission	Y	N	N	A
25	G - Graduate	N	N	Y	N
27	PR - Proceed and Repeat	Y	Y	N	S
29	TPT - To part-time	Y	N	N	S
31	FT - To full-time	Y	Y	N	N
34	ES - Exclude school	N	N	N	N
35	EP - Exclude program	N	N	N	N
37 P	WTP - Withdrawal Without Permission	N	N	N	N
53	DE - Deferred Examinations	N	N	N	N

Continuing : yes means not expelled or withdrawn ...

Increment : proceed to the next cardinal time unit

Graduating : is this step the final one in a study programme

Carrying : do you take courses from the previous step in the study programme with you to the next or repeated cardinal time unit:

N: NO

A: ALL

S: SELECTED (ONLY FAILED COURSES)