



Enrollment Confirmation Review

Educational Partnerships Central Region



Enrollment Confirmation Email

2024SP [REDACTED] Enrollment Confirmation

[REDACTED]

Reply Reply All Forward

Mon 11/27/2023 9:13

2024SP [REDACTED] Student Roster Master List Template.xlsx 134 KB
2024SP [REDACTED] Enrollment Confirmations.xlsx 61 KB
2024SP [REDACTED] Controlled Rosters.pdf 65 KB
DCCCD Roster Changes Template 1-21-20.xlsx 21 KB

Greetings partners,

I am excited to provide **2024 Spring Enrollment Confirmations**.

Attached you will find one or more of the following:

- Encrypted PDF Rosters for Controlled/Restricted Course Sections
- Encrypted Spreadsheet containing Blended Course Sections and Controlled Course Sections, if applicable
- Encrypted Enrollment Roster including comments regarding student enrollment
- Roster Change Request Template

Carefully review the Enrollment Roster for notes related to schedule adjustments. Schedule adjustments may include but are not limited to changes to requested sections, course availability, and registration flags. **We understand schedule adjustments may be needed and ask that all Roster Change Request requests are submitted, via the attached document, by 12/15/2023. To ensure accuracy when processing changes, requested schedule adjustments outside of this document will not be accommodated.** Please note that students enrolled in courses through CTE may appear on the confirmation excel document as well.

Reminder: Students who seek accommodations must submit an [application](#) before the start of each semester.

I look forward to supporting you and your students and hope to hear from you soon.

Thank you,

[REDACTED]





Encrypted PDF Rosters for Controlled/Restricted Course Sections

November 10 2023 15:10 SECTION ROSTER 2024SP - Eastfield College Page 1

Section....: CHEM-1407-42R06 Introductory Chemistry II
 Instructors: [REDACTED]

Schedule	
01/16/24 05/09/24 OJHH TBA BLND T 02:15PM 03:45PM	01/16/24 05/09/24 OJHH TBA LAB R 02:15PM 03:45PM

Drop ID	Student Name/Email Address/	Spec Credits/ Need CEUs	Acad Level Taken Class	Acad Program	Ant Admit	Cmpl Rpt	Acad Add/Drop/ Cr Withdraw
[REDACTED]	[REDACTED]@student.dcccd.edu	4.00 cr	CR	APPN.DUAL-CREDIT	UAH		New 11/03/23
[REDACTED]	[REDACTED]@student.dcccd.edu	4.00 cr	CR	APPN.DUAL-CREDIT	UAH		New 11/03/23

- Section-specific rosters
- Comparable to high school class rosters
- Check to ensure that all students are accounted for
- Strive for enrollments of at least 15 students
- Review instructor name and course meeting information





Encrypted Course Spreadsheets

Section Name	Course Title	Course Start Date	Course End Date	Building Name	Room Number	Schedule
MATH-1342-42r05	Elementary Statistical Methods	1/16/2024 0:00	5/9/2024 0:00	CET	INET	UMTWRFS (INET)
ENGL-2323-42r11	British Literature II	1/16/2024 0:00	5/9/2024 0:00	OJHH	TBA	MW 10:20-11:40 (LEC)
SPAN-2312-42r01	Intermediate Spanish II	1/16/2024 0:00	5/9/2024 0:00	OJHH	TBA	MW 10:30-11:50 (LEC)
HIST-1302-42r11	United States History II	1/16/2024 0:00	5/9/2024 0:00	OJHH	TBA	TR 08:45-10:05 (LEC)
MATH-1316-42r16	Plane Trigonometry	1/16/2024 0:00	5/9/2024 0:00	CET	INET	UMTWRFS (INET)
HIST-1302-42r17	United States History II	1/16/2024 0:00	5/9/2024 0:00	OJHH	TBA	TR 10:15-11:35 (LEC)
SPAN-1112-42r03	Beginning Spanish II	1/16/2024 0:00	5/9/2024 0:00	OJHH	TBA	UMTWRFS (INET) MW 12:15-13:35 (LEC)

- Manipulatable enrollment confirmation data
- Blended enrollment confirmation
- Restricted data should match PDF documents
- Partners with blended enrollment should take special note of class schedule information
- Make sure that all students/classes are accounted for





Encrypted Enrollment Roster with Comments

Dallas-College-Course-	Dallas-College-Section-#,-if-available	Status
CHEM-1407	42R01	Registered
HIST-1301	42R23	Registered
SPCH-1311	42R02	Registered
CHEM-1407	42R02	Registered
CHEM-1407	42R02	Registered
HIST-1301	42R14	Registered
SPAN-1412	42R02	Registered
SPCH-1311	42R01	Registered
CHEM-1407	42R02	Registered
CHEM-1407	42R01	Registered
SPAN-1412	42R02	Registered
EDUC-1300	42R02	Registered
CHEM-1407	42R02	Registered
HIST-1301	42R23	Registered
EDUC-1300	42R05	Registered
EDUC-1300	42R05	Registered
SPCH-1311	42R04	Not Registered - TSI NM
SPCH-1311	42R01	Registered
CHEM-1407	42R01	Registered

- Provides status update for each enrollment request made
- Partners should read and make enrollment adjustments or provide data as needed
- Adjustments should be addressed via the Roster Change Requests





Roster Change Requests

- Complete all fields when submitting requests
- Noting complete withdrawal or new student triggers a more detailed review of student record
- Please confirm ID numbers when submitting information
- Roster changes should be submitted once
 - Updates should only be submitted once the document has been returned to the partner
 - Updates should be added to the same document

