What is the Mid-Year Enrollment Process

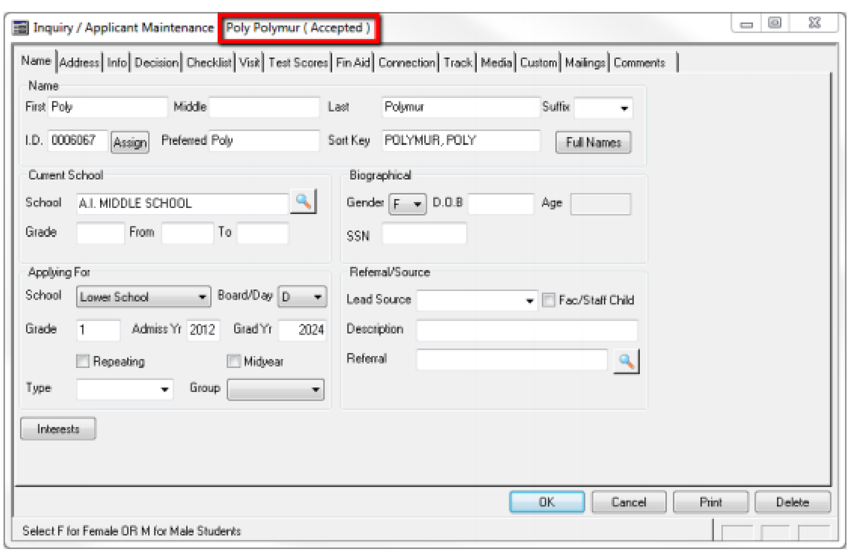
Review the necessary steps to enroll student(s) into your school after your school has stopped accepting contracts for Next Year student enrollment. The recommended procedure to enroll students after the Next Year student enrollment session has ended is to physically print an Enrollment contract within the Enrollment Management application.

Note: *If your school uses Online Enrollment to publish contracts and you have already begun your Enrollment process for the upcoming school year, you will need to create a paper contract for students who are enrolling Mid-Year.*

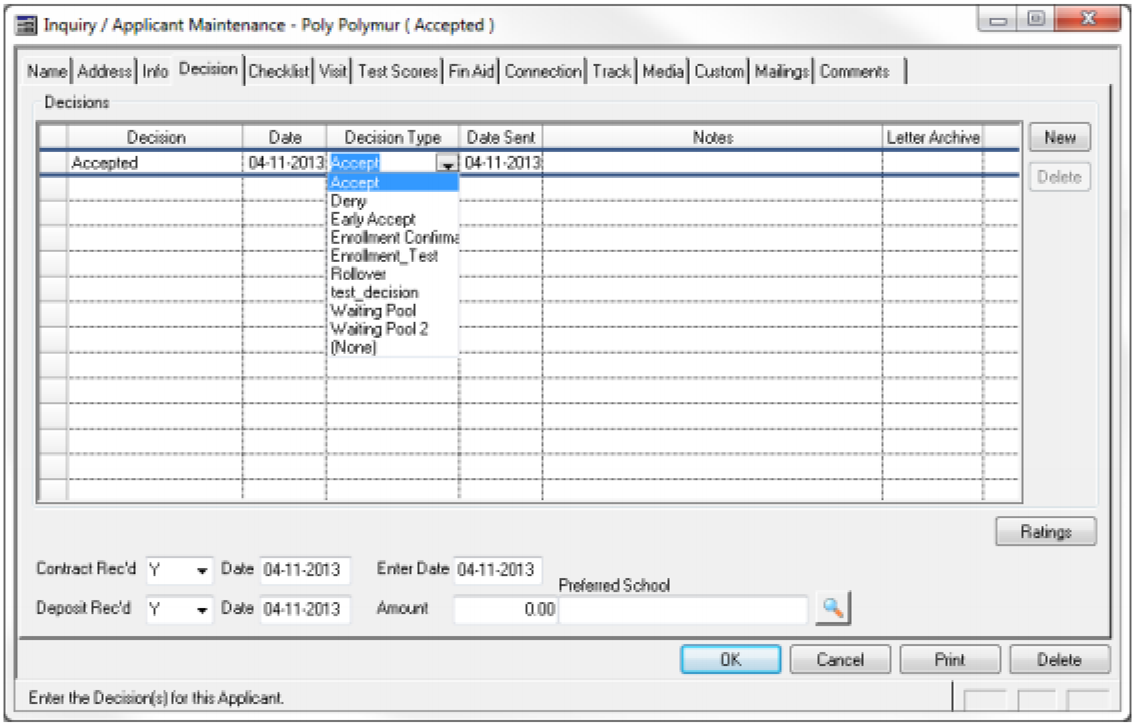
If the student(s) that need to be enrolled into your school are not currently in the Advantage system, you will need to add the student(s) as new Inquiry/Applicants in the Admissions application and then set the Current Decision to Accepted in the Decision tab. This automatically makes the student(s) available in the Enrollment Management application. When the student(s) become available in the Enrollment Management Application, you can then print the Enrollment contact.

<u>To perform the Mid-Year Enrollment procedure:</u>

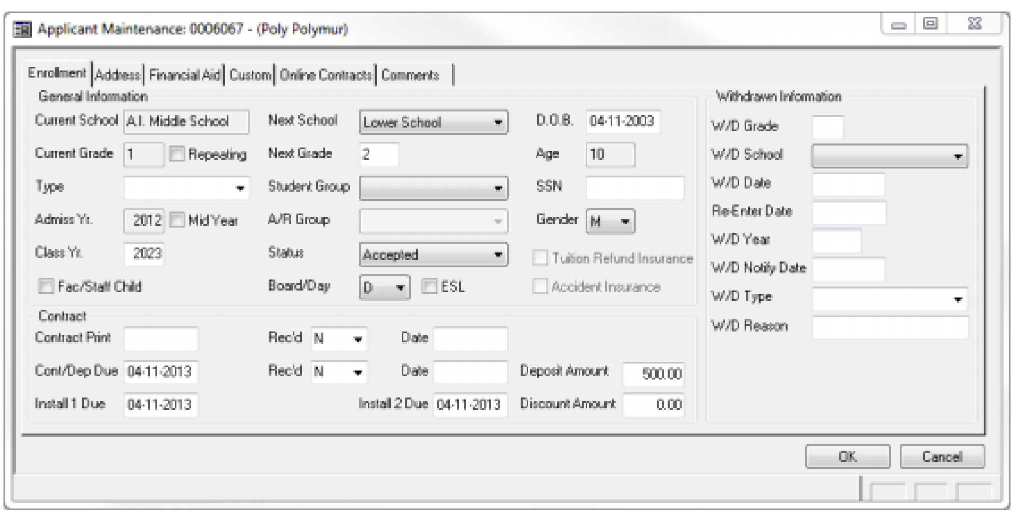
1. Open a student Applicant record in the Admissions application. The Student Applicant record should have (Accepted) appearing after the student's name.



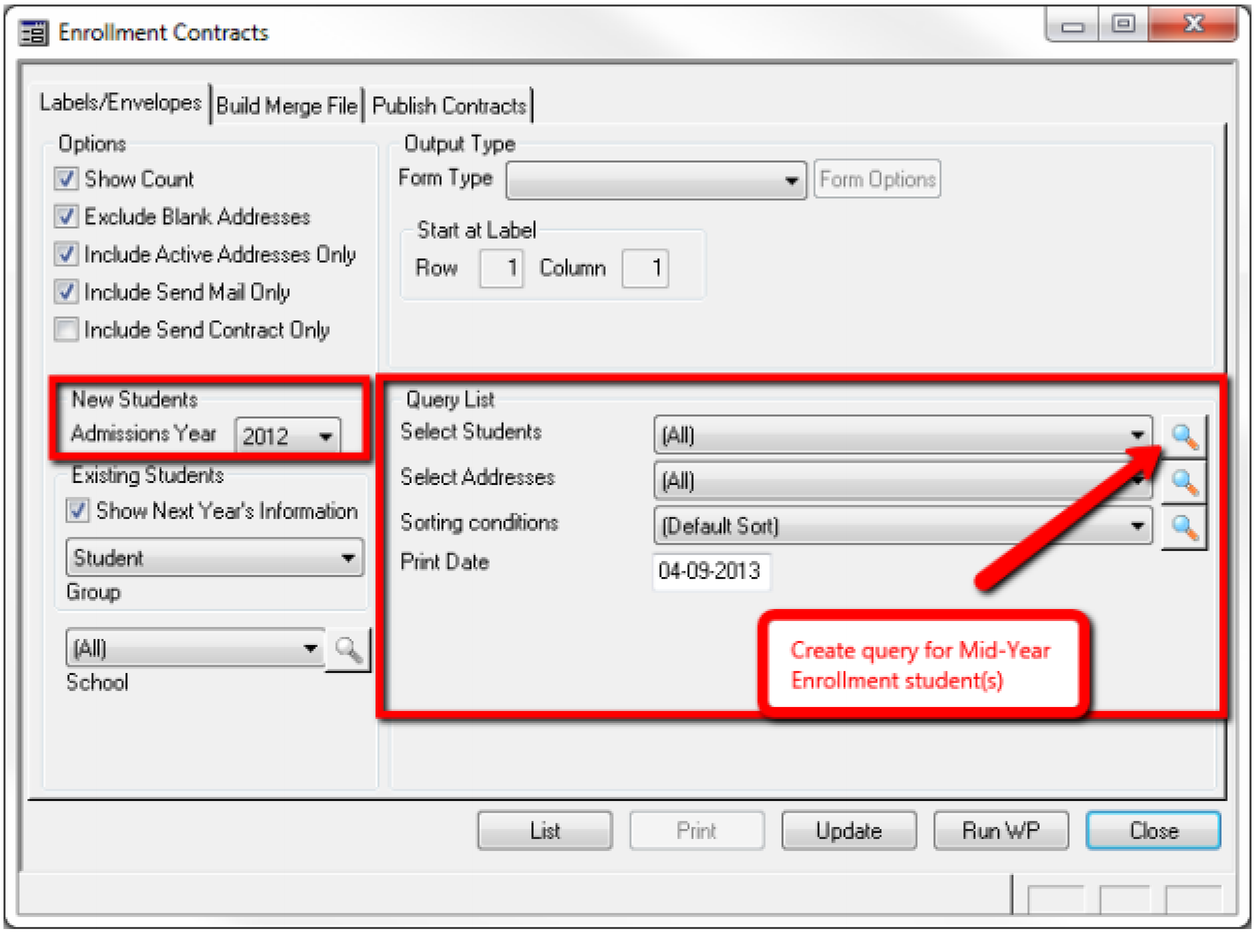
The (Accepted) indicator in the title of this screen only appears if Accepted is selected from the Decision Type column in the Decision tab.



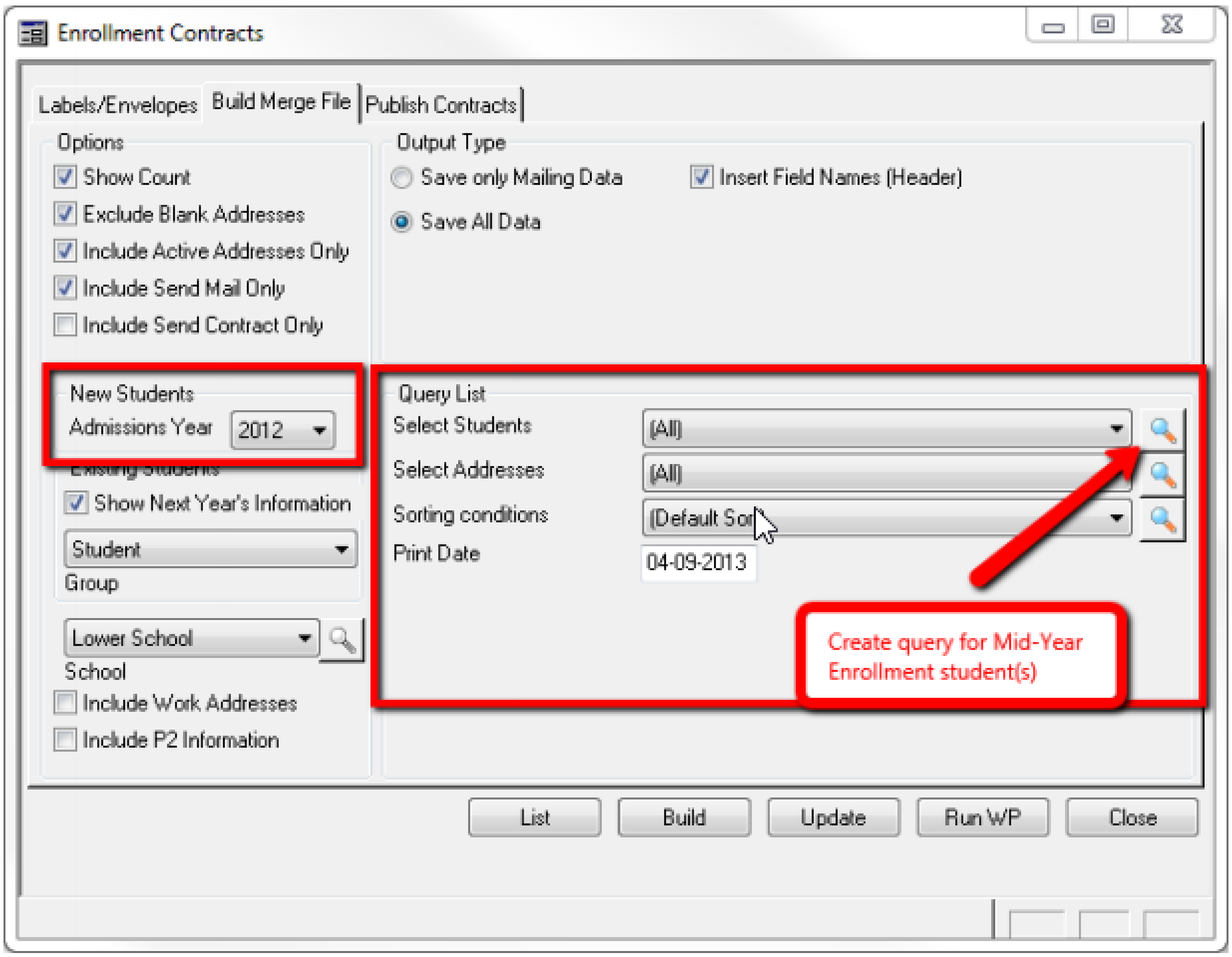
2. . Open the Enrollment Management application and click Maintenance > Students and search for the student(s) by entering the proper search criteria. Once you have confirmed that the student is available in the Enrollment Management application, enter the necessary Enrollment data. The Enrollment data should include the Enrollment Deposit, Due Dates, Tuition, and Discount Amounts.



3. In the Enrollment Management application, click Enrollment Contracts > By Student or By Family. Enter the necessary information on the Labels/Envelopes tab. For more information about the fields in the Labels/Envelopes tab, see the Enrollment Management System Reference Guide. Ensure that you enter the correct year in the Admissions Year field for the Mid-Year student enrollment and create a new query in the Query List area that will enable you to select the student(s) who need to be enrolled Mid-Year.

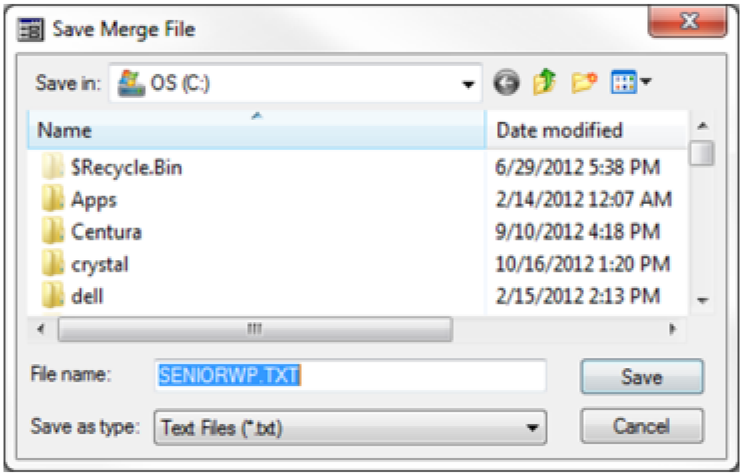


4. When you have entered all of the necessary information on the Labels/Envelopes tab, click the Build Merge File tab to produce a text file (*.txt) to use with your word processing program's mail merge function. You can include more than just mailing information in the merge document by selecting the Save All Data, Include Send Mail Only and Include Send Contact Only options. For more information about the fields in the Build Merge File tab, see the Enrollment Management System Reference Guide. Ensure that you enter the correct year in the Admissions Year field for the Mid-Year student enrollment.



5. When you have entered all of the necessary information into the Build Merge File tab, click Build. If you have selected the Show Count checkbox on the Build Merge File tab, the Enrollment Contracts screen appears displaying the number of items selected. Click Yes to proceed with the build process.

6. Specify the file name and directory in which to save the .txt file. The file name defaults to SENIORWP.TXT. Rename this file, or save the file with the default name, and remember the directory location where you are saving this file.



7. Click Save on the Save Merge File screen.

8. Open your word processing program and build the merge data file.