Records & Registration, Peoplesoft Style

CARRI HUDGINS & MICHELLE GOLDSYS
Service Indicators

- **RGP (Negative)** - Prevents official transcripts from being printed. This was created after the conversion to indicate that a review was needed on the student’s record. Usually having to do with transfer work and CTE careers. There are approx. 3000 records to review.

- **RTR (Negative)** - Prevents official transcripts from being printed. This was created after the conversion to indicate that a review was needed on the student’s record due to transfer work that was equated to a prep course and converted to an incorrect grading basis, that may cause incorrect GPA calculations.

- **RCK - (Positive)** Indicates that the Records Department has reviewed student records that were converted for accuracy.

- **Registration 3rd/4th Attempt** - Indicates that the student is enrolled in one or more classes for the 3rd or 4th attempt.
  - This hold will allow additional registration, while preventing drops.
  - Students who wish to drop other courses will need us to do it for them.
Appeals

- All appeal forms available online [http://www.daytona.state.edu/rec/reg/forms.html](http://www.daytona.state.edu/rec/reg/forms.html)
- Submitted to the Q&A or Falcon Center on any campus.
- Processed within 7-10 business days.
- Decisions emailed to FalconMail account.
- To check the status, students/staff contact Camille Wasick x. 3202.

3rd & 4th Attempt appeals -
- Students are unable to register themselves.
- 3rd Attempt - They may register without/prior to filing an appeal.
- 4th Attempt - Appeal must be approved in order to be registered.
Attendance

- Utilizing Grades First
- Due the week of Add/Drop.
- Students marked as Active or Never Attended.
- Financial Aid recipients marked as Never Attended will be dropped for non-attendance.
- We do not drop cash paying students.
- Please encourage students who are not planning to attend to drop or withdraw, don’t tell them they will be automatically dropped.
- W1
# Add/Drop History

## Dropped for Non-Payment:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Catalog Nbr</th>
<th>Academic Career</th>
<th>Enrollment Request ID</th>
<th>Last Update Date/Time</th>
<th>Enrollment Request Source</th>
<th>Enrollment Req Detail Sequence</th>
<th>Enrollment Request Action</th>
<th>Enrollment Request Reason</th>
<th>Enrollment Action Date</th>
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<td>430</td>
<td>Drop</td>
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Add/Drop History

Enrollment Request Search

- Academic Institution: DSC01
- Academic Career: Daytona State College
- Term: 2168
- Enrollment Request ID: 
- Enrollment Request Source: 
- Enrollment Request Action: 
- Enrollment Action Reason: 
- User ID: 876422
- EmpID: 876422
- Class Nbr: 

Enrollment List

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</table>
Students are to be referred to the Department Chair for approval/signature.

Students must obtain the signature of Student Accounts or Financial Aid to show that tuition has been satisfied.

During this transition, we will still accept forms signed by an instructor, but students need to be referred to the Chair.
Reminders

- Overrides
- PLEASE use Referral Forms!
- If you’re not sure, call us!
- Reinstatements go the Department Chair
- Avoid telling students they will be automatically dropped.
- Student Advocate referrals.
Viewing Unofficial Transcripts

My Academics > View Unofficial Transcripts
Tracking transcripts and evaluations:

This student has no outside transcripts listed:

Same page under the Admissions Tab > External Education information, see all the schools that are listed for this student;
Tracking Transcripts and Evaluations:

When the drop down is selected, the status of the transcript appears:

When selecting the transfer credit tab, and detail. The student will be able to see the details of the evaluation, and that it has been posted to the DSC record. The same process is there for Test credits and Other credits.
Applying for Graduation

- Log in to MyDaytonaState
- Click on My Academics
- Choose Apply For Graduation
The student’s academic program will show the active degree plan the student is eligible to apply to graduate in. If the student’s degree is not listed, the student must contact Academic Advising:

The student selects the available graduation term and clicks Continue:
The student verifies the graduation data is correct, and clicks on the Submit Application button:

The application has been successfully submitted, but the student must pay the graduation fee before the application can be processed.

- The fee is $10.00 for the first certificate, $20.00 for the first Associates and $20.00 for the first Bachelors degree.
- The student may pay in person or by phone (386-506-3024) in Student Accounts.
Viewing Graduation Status:

Students may check the status of their graduation application by clicking on the View Status button on the Graduation link:
Viewing Graduation Status:

- When a student applies for graduation, the status will be Applied.

- Prior to the Department Chair approving or denying the application, the status will be In Review.

- After the Dept. Chair approves the application, the status will be Pending Completion.

- If the Dept. Chair denies the application, the status will be Denied.

- At the end of the semester after all requirements are met, the status will be Complete.
Enrollment Verifications

» My Academics > Records > Enrollment Verification
Enrollment Verification – 2 options

National Student Clearinghouse

PDF Format