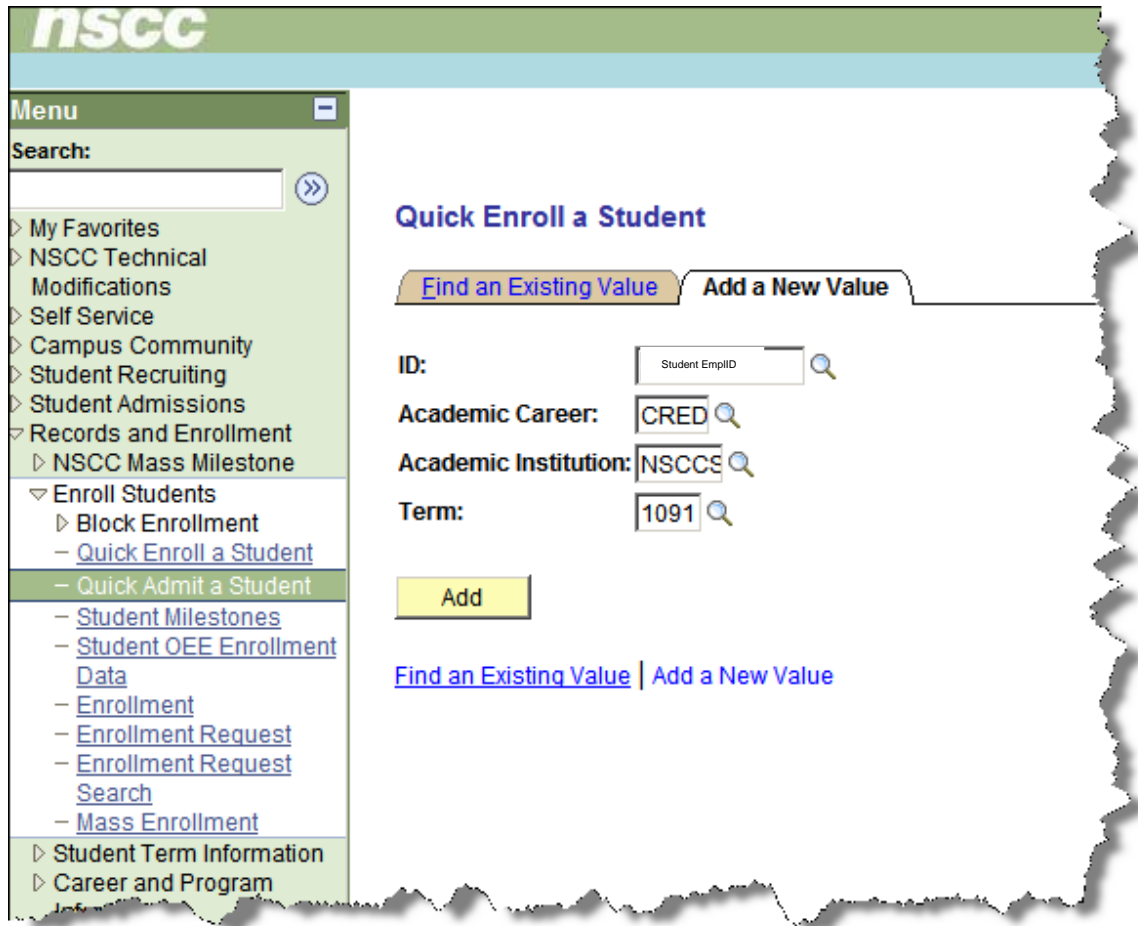
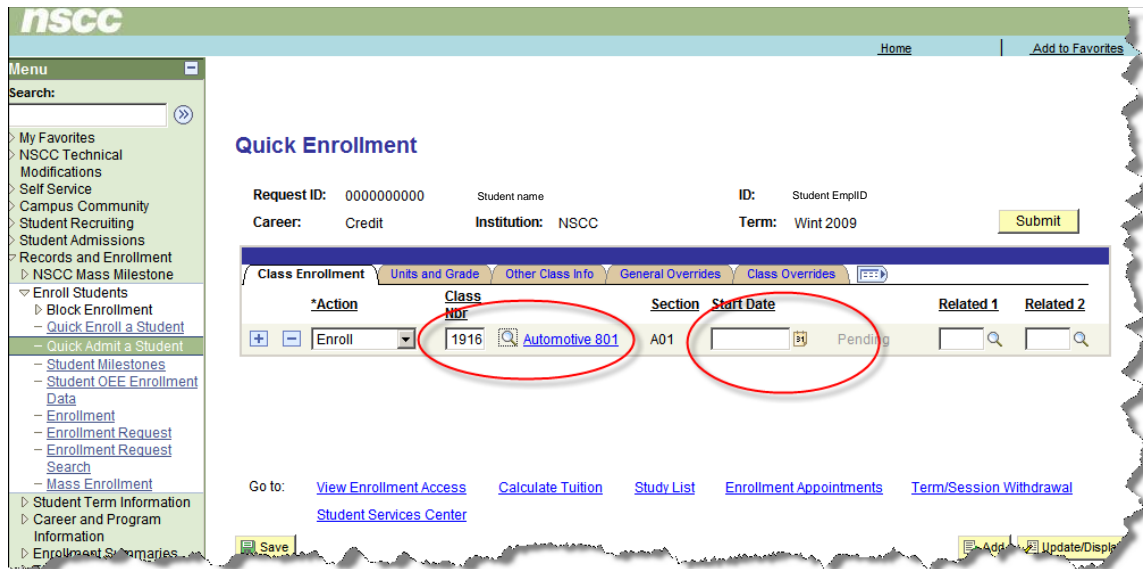


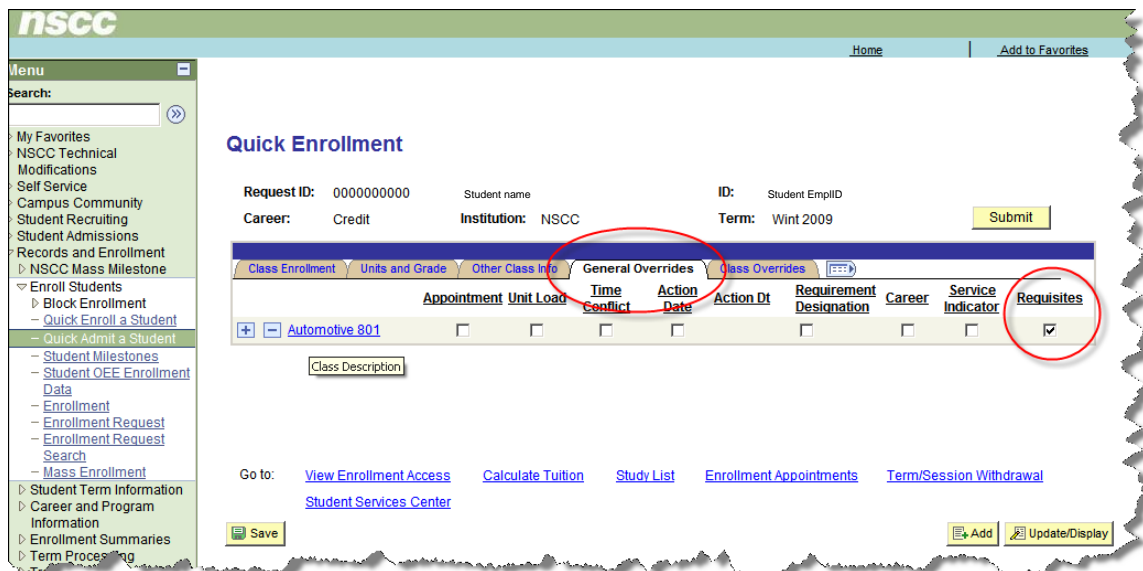
How To Quick Enrol an Apprentice into PeopleSoft



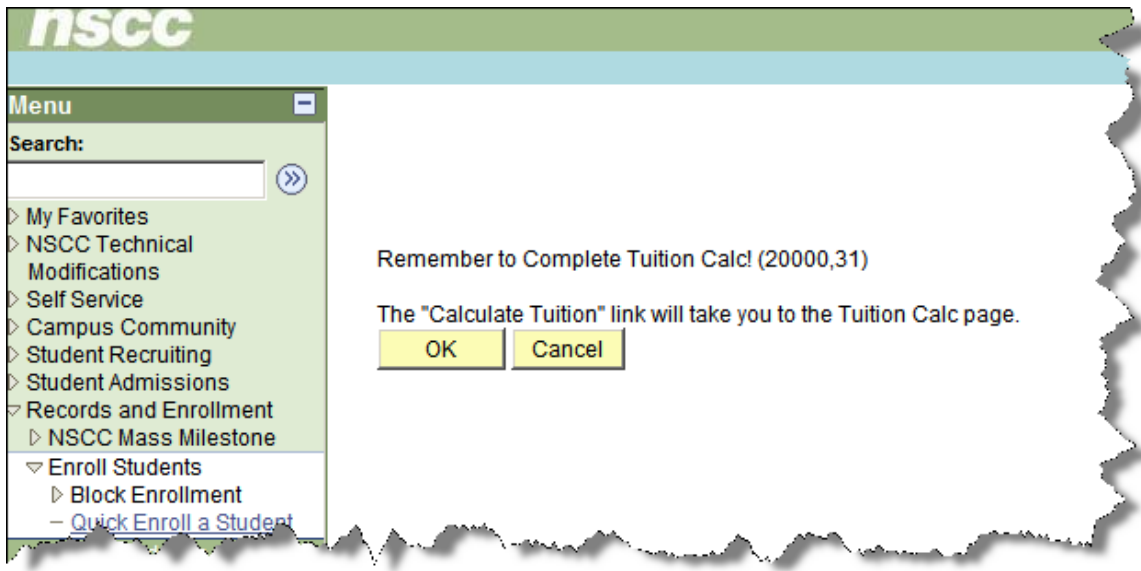
Enter the student Id number and the current term. Click “ADD”.



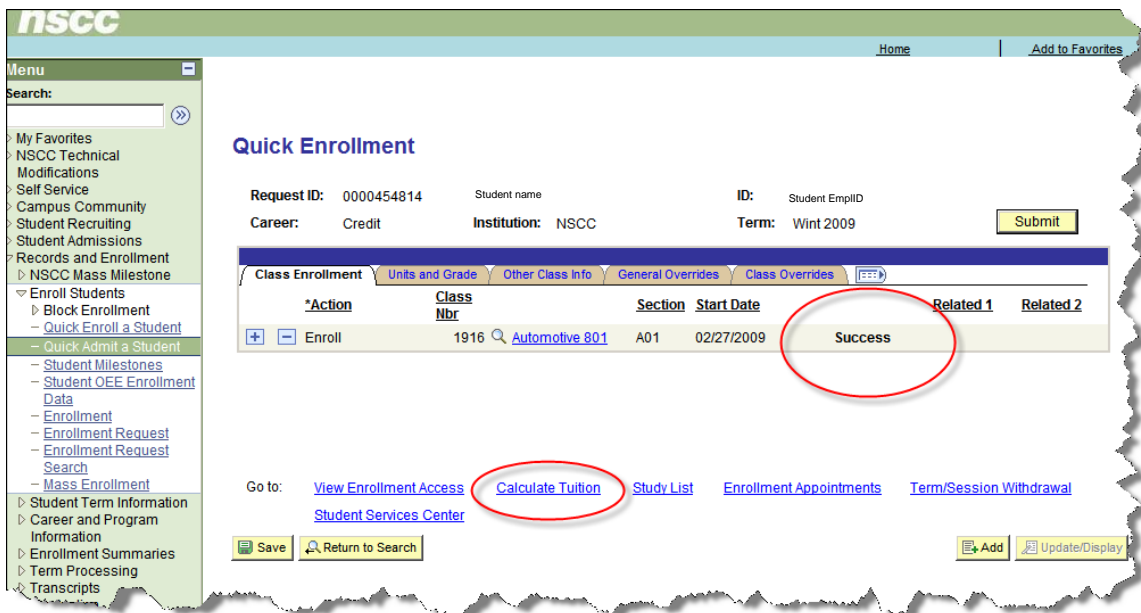
Enter the appropriate class number for the course. (ie. ASTA 0801 = class number 1916 for term 1091). Choose the current date (the date you are enrolling the student) as the start date.



Click on the General Overrides Tab and check mark the box for Requisites. It is always okay to check off this box when registering Apprentices. Click "SUBMIT".



Click "OK".



"Success" shows the student has been enrolled correctly into the course. Click on the Calculate Tuition link.

The screenshot shows the NSCC Tuition Calculation web application. The interface includes a navigation menu on the left, a search bar, and a main content area. The main content area displays the "Tuition Calculation" form, which is divided into two columns of fields. The "Calculate Tuition and Fees" button is highlighted with a red circle. Below the form are buttons for "Save", "Return to Search", and "Refresh".

Menu

Search:

- My Favorites
- NSCC Technical Modifications
- Self Service
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
 - NSCC Mass Milestone
 - Enroll Students
 - Block Enrollment
 - Quick Enroll a Student
 - Quick Admit a Student
 - Student Milestones
 - Student OEE Enrollment Data
 - Enrollment
 - Enrollment Request
 - Enrollment Request Search
 - Mass Enrollment
 - Student Term Information
 - Career and Program Information
 - Enrollment Summaries
 - Term Processing
 - Transcripts
 - Graduation
 - Transfer Credit Evaluation
 - 3 C's Summaries
 - Student Background

Tuition Calculation

Student name: ID: Student EmpID

[Academic Information](#) [Display Student's Account](#)

View All First 1 of 1 Last

Academic Career:	Credit
Find View All First 1 of 7 Last	
Academic Institution:	Nova Scotia Community College
Business Unit:	Nova Scotia Community College
Term:	Wint 2009 Semester
Billing Career:	Semester Credit
Primary Program:	Cooking-Apprenticeship
Campus:	Akerley Campus
Override Billing Units:	<input type="checkbox"/>
Projected Bill Units:	<input type="checkbox"/>
Override Init Enrl Fee:	<input type="checkbox"/>
Override Init Add Fee:	<input type="checkbox"/>
Tuition Residency:	<input type="text" value="0.000"/>
Override Tuition Group:	<input type="text"/>
Tuition Group:	Credit Tuition Group
Tuition Calc Required:	<input checked="" type="checkbox"/>
Tuition Calc Date Time:	02/10/2009 2:02PM

[Display Tuition and Fees](#) [Display Errors / Warnings](#)

Click on the "CALCULATE TUITION AND FEES" button and click "SAVE".

You have successfully enrolled an Apprentice into PeopleSoft.