

Fundamentals of Student Management Processes Training

– Registrars Part Two

Qmlativ Managing Student Checklist of Video

Topic	
Adding an Alert	
Special Programs	
Audit History	
Status Change	
Withdrawals	

Additional Topics if Time Allows	
SMS Cleanup – Section Master	
Mailing Label Report	
Dashboard Library	

Below are the topics in the PDC lesson.

Lesson 2: Student Information	
General Profile	
Emergency Contacts	
Emergency Contacts - Simulation	
Student Alerts –	
Student Alerts - Simulation	
Lesson 3: Student Enrollment	
Withdraw Students	
Withdraw Students - Simulation	
Status Change	
Status Change - Simulation	
Re-enroll Student	
Student Mailing Labels	

