1.1.1.1 Enrollment/Graduation Data

During **Recertification**, the school will be required to enter Enrollment/Graduation Data. The school user will be able to view previous data from the Recertification Summary screen.

To begin working on the Enrollment/Graduation Data section of the Recertification Application, the user will click **Start by Category** or **Start by Program**.

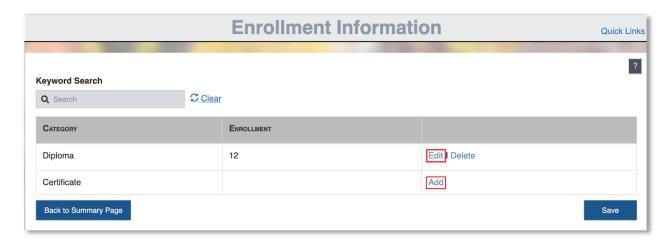### 1.1.1.1.1 Enrollment/Graduation Data by Category

While in the Enrollment Information Section it is important to note that the only Category type(s) that will appear is based on what Credentials the school offers (currently under the **Programs/Course** section). For example, if the school only offers Diplomas, the only Category type will be Diplomas**.**

To add or update Enrollment Information the user will click either **Edit** or **Add**.
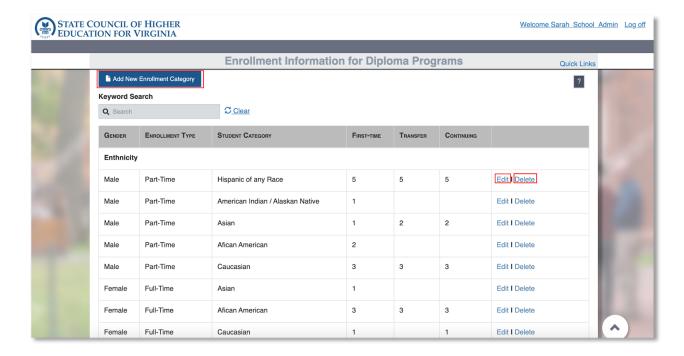Note - Add will only appear if the Category is new.
Note - any updates added, edited, or deleted enrollment information will automatically update the Enrollment Information page and the Recertification Summary page.
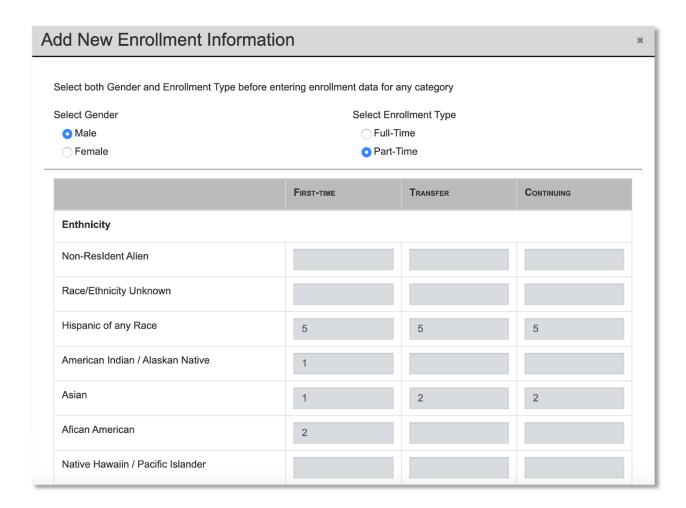
1.1.1.1.2 Adding/Editing Enrollment Information by Category

After the user selects **Edit**, they will be taken to the Enrollment Information page by Category where they can **Add New Enrollment Category, Edit existing Enrollment Category**, or **Delete existing Enrollment Category**.

1.1.1.1.3 Adding Enrollment Information by Category

If the user clicks **Add New Enrollment Category**, a popup will appear on the screen. The user is able to use the radio buttons to select **Gender** and **Enrollment** type. As the user is selecting from the top options (**Gender** and **Enrollment** type), the application will populate data that was previously inputted.

Add New Enrollment Information   ✕

Select both Gender and Enrollment Type before entering enrollment data for any category

Select Gender
- ● Male
- ○ Female

Select Enrollment Type
- ○ Full-Time
- ● Part-Time

Enthnicity	FIRST-TIME	TRANSFER	CONTINUING
Non-ResIdent Alien			
Race/Ethnicity Unknown			
Hispanic of any Race	5	5	5
American Indian / Alaskan Native	1		
Asian	1	2	2
Afican American	2		
Native Hawaiin / Pacific Islander			

The user can add new or edit existing enrollment data. As the user is adding or editing data, the application will automatically total enrollment information.

Once the user is done adding or editing existing information, the user will select **Save** to save the changes.
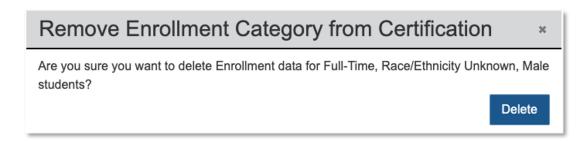
1.1.1.1.4   Editing Enrollment Information by Category

The user is able to edit existing enrollment information by selecting **Edit**. Once **Edit** is selected, input boxes will appear on the screen. The user can select **Cancel** to close the edit boxes, select **Delete** to delete enrollment information, or add/edit data, then hit **Save** to save changes.

Gender	Enrollment Type	Student Category	First-time	Transfer	Continuing	
Enthnicity						
Male	Part-Time	Hispanic of any Race	8	5	5	Cancel I Delete

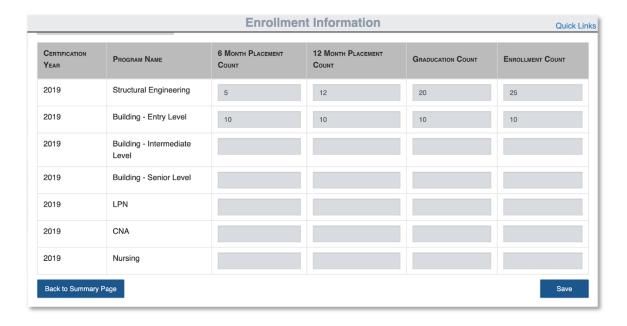| First-time	Transfers	Continuing
8	5	5

Save

1.1.1.1.5 Deleting Enrollment Information by Category

The user is able to delete enrollment information by selecting **Delete**. If the user selects **Delete**, a popup message will appear on the screen asking for deletion confirmation.

Remove Enrollment Category from Certification ✖

Are you sure you want to delete Enrollment data for Full-Time, Race/Ethnicity Unknown, Male students?

Delete

1.1.1.1.6 Enrollment Information by Program

Once on the Enrollment Information by Program page, the user will be able to enter enrollment data by Program. Note - the application will automatically pull existing and new program information to this screen.

Enrollment Information
Quick Links

Certification Year	Program Name	6 Month Placement Count	12 Month Placement Count	Graduccation Count	Enrollment Count
2019	Structural Engineering	5	12	20	25
2019	Building - Entry Level	10	10	10	10
2019	Building - Intermediate Level				
2019	Building - Senior Level				
2019	LPN				
2019	CNA				
2019	Nursing				

Back to Summary Page | Save

The user will fill out all enrollment information then select **Save** to save all changes. The changes will appear on the **Recertification Summary** screen.