

Nova Scotia Confirmation of Enrolment Portal: Declining Enrolment

Student Assistance



Nova Scotia Electronic Confirmation of Enrolment Portal

Reasons for declining student enrolment:

- Student is not enrolled full-time (definition of full-time: 60% of full course load; 40% for students with a disability)
- Student information displayed in “New Requests” is incorrect (SIN, student name, date of birth, program, start/end dates and the number of weeks)
- Student has withdrawn
- Student did not enroll
- Past period of study end date
- Other (you are able to indicate other reasons why enrolment was declined)

The “New Requests” Page

Log onto the Nova Scotia Portal. Go to the “New Requests” tab to view students. Please review and ensure student information is correct (SIN, student name, date of birth, program, start/end dates and the number of weeks). If any of the information is incorrect or it meets one of the reasons listed above, the student file must be declined.

NOVASCOTIA CANADA

Student Assistance - Confirmation of Enrolment - Logout

Labour and Advanced Education

LAE

Welcome: James Bond

Last Name: HUUU - School

SIN:

Year: 2013

Search

Non-COE List Filter

Last Login: Oct/09/2013

Send

Home **New Requests** Not Confirmed Complete Cancel Admin Other Tasks

An *next to the student's name signifies that the student can be confirmed as enrolled Full-Time at 40% of a full course load.

SIN	Name	DOB mm/dd/yy	Student ID	Field of Study	Start Date mmyy	End Date mmyy	Tuition/ Fees	Wks	Award CSL/NSSL	Conform FTE	EI Fees Due	Re- Assess
122333444	Astair, Fred	05/10/1899		B Fine Arts	09/13	04/14		34	\$5624/50	0.5 0.25		Edit

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NOVASCOTIA

Declining Enrolment:

Step 1

From the "New Requests" page select the student file you want to decline. Please click the "edit" button, it will change to "save" then, under the "Confirm FTE" tab click "N" (to not confirm). Next click "save" then the "send" button. These steps send the file to the "Not Confirmed" tab.

The screenshot shows the NOVA SCOTIA CANADA web application interface. At the top, there is a navigation bar with "Student Assistance > Confirmation of Enrollment > Logout" and "Labour and Advanced Education". Below this, the "LAE" (Labour and Advanced Education) section is visible. A welcome message for "James Bond" is shown, along with a "Last Login: Oct/09/2013" timestamp. A search area includes a dropdown menu for "HUUU - School", a "Non-COE List Filter" checkbox, and input fields for "Last Name:", "SIN:", and "Year:" (set to 2013). A "Search" button is present. A navigation bar contains tabs: "Home", "New Requests", "Not Confirmed", "Complete", "Cancel", "Admin", and "Other Tasks". Below the navigation bar, a table lists student records. The first row shows a student with SIN 122333444, Name Astair, Fred, DOB 05/10/1899, Field of Study B Fine Arts, Start Date 09/13, End Date 04/14, Tuition/Fees, Wks 34, Award CSL/NSSL \$5624/\$0, and a "Confirm FTE" column with radio buttons for "Y" and "N". A "Save" button is highlighted in red, and a red circle is drawn around the "N" radio button. A red text annotation says "Click 'N' to decline". Another red text annotation says "Click 'Save' to change button to 'Save'". A "Send" button is also highlighted in red, with a red text annotation "Click after 'Save'".

NOVA SCOTIA CANADA

Student Assistance > Confirmation of Enrollment > Logout

Labour and Advanced Education

LAE

Welcome James Bond Last Login: Oct/09/2013

HUUU - School Non-COE List Filter

Last Name:

SIN:

Year: 2013

Search

Click after "Save" **Send**

Home **New Requests** Not Confirmed Complete Cancel Admin Other Tasks

*An * next to the student's name signifies that the student can be confirmed as enrolled Full-Time at 40% of a full course load.*

SIN	Name ▼	DOB mm/dd/yy	Student ID	Field of Study	Start Date mm/yy	End Date mm/yy	Tuition/ Fees	Wks	Award CSL/NSSL	Confirm FTE	El Fees Due	Re- Assess	
122333444	Astair, Fred	05/10/1899		B Fine Arts	09/13	04/14		34	\$5624/\$0	<input type="radio"/> Y <input checked="" type="radio"/> N			Save Click "Edit" to change button to "Save"

1 Click "N" to decline

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NOVA SCOTIA

Declining Enrolment:

Step 2

Please go into the “Not Confirmed” tab to complete the student’s file.

NOVA SCOTIA CANADA

Student Assistance > Confirmation of Enrollment > Logout

Labour and Advanced Education

LAE

Welcome : James Bond Last Login: Oct/10/2013

Pick Group: Non-COE List Filter

Last Name:

SIN:

Year:

Home New Requests **Not Confirmed** Complete Cancel Admin Other Tasks

An * next to the student's name signifies that the student can be confirmed as enrolled Full-Time at 40% of a full course load.

SIN	Name ▼	DOB mm/dd/yy	Student ID	Field of Study	Start Date mm/yy	End Date mm/yy	Tuition/ Fees	Wks	Award CSL/NSSL	Reasons
122333444	Astair, Fred	05/10/1899		B Fine Arts	09/13	04/14	\$0.00	34	\$5624/\$0	

Page 1 of 1 Click the "?" to indicate reasons

NOVA SCOTIA

Under “Reasons” click the “?” this will open a screen where you can input the reason/reasons for declining the student.

In the example below, the student is being declined because the program information is incorrect.

NOVA SCOTIA CANADA

Student Assistance > Confirmation of Enrolment > Logout

Labour and Advanced Education

LAE

Welcome James Bond

Last Login: Oct/10/2013

Reason(s) for Non-Confirmation of Enrolment

SIN	Name	DOB mm/dd/yy	Field of Study	Start Date mm/yy	End Date mm/yy	NSSL Award	CSL Award
122333444	Astair, Fred	05/10/1899	B Fine Arts	09/13	04/14	\$00	\$5624

Reason(s) Confirmation of Enrolment Request denied

- Wrong SIN
- Student is not registered or enrolled yet
- Wrong Name
- Past PSED
- Withdrawn from Program/School
- Not enrolled full-time (60% full course load; 40% with permanent disability)
- Program Start Date incorrect
- Wrong year of study
- Program End Date incorrect
- Others
- Wrong Program of study

Comment(s)

Student is enrolled in Bachelor of Arts Dance. The program Start date is August 20/13, program end date March 28/14. The number of weeks are correct.

Input Correct information in box

Save Return record to New Request Send Back

More than one reason can be selected when declining the student file. If the reason is not listed, please select "Others". The "Comment(s)" box is used to explain or add further information regarding the reason for declining the student. Once you complete the file information, please click "save" then "send".

The student file will be sent to the Nova Scotia Student Assistance Office where it will be reviewed. If required, the student file will be sent back to the "New Requests" tab with the updated/correct information. If the updates are correct, you can confirm the student's enrolment.