

RGM

Placement- Help Guide

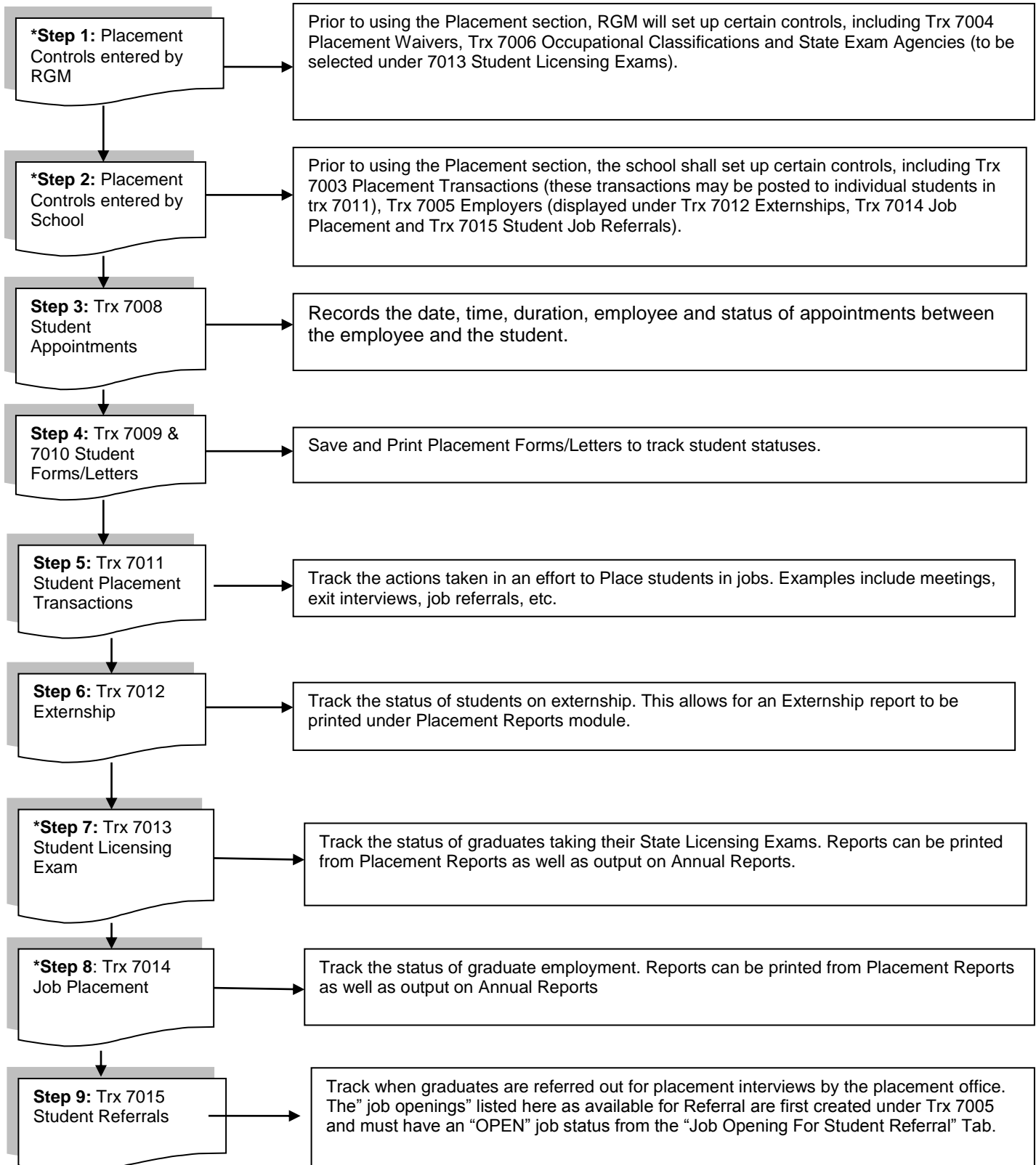
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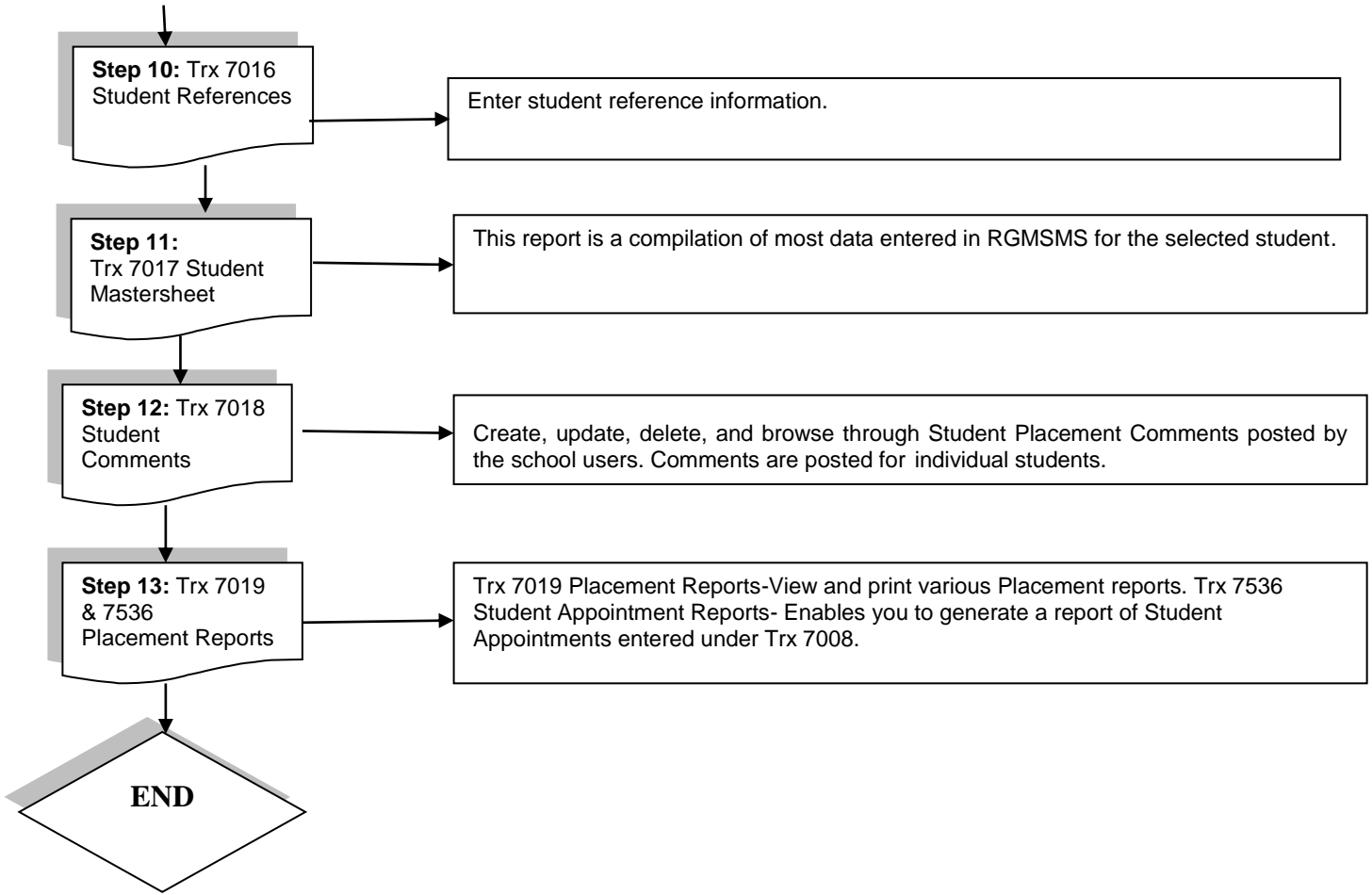
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Placement Processing Flow Chart

Conventions:

Asterisk (*) Required Step





Placement Transactions [7003]

ADMINISTRATION RECRUITMENT ADMISSION REGISTRAR FINANCIAL AID FISCAL PLACEMENT DEFAULT PREVENTION PERKINS BILLING TRX #:					
PLACEMENTS - PLACEMENT TRANSACTIONS					
KEY	SEQ. NO	PLACEMENT TRANSACTION	ACTIVE RECORD	CAMPUS RESTRICTIONS	
<input type="checkbox"/> 0028800201	000000	FIRST REFERRAL	YES	00288002	
<input type="checkbox"/> 0028800202	000000	GRADUATE STUDENT PENDING FOR STATE LICENSE	YES	00288002	
<input type="checkbox"/> 0028800203	000000	GRADUATE STUDENT READY TO BE PLACED	YES	00288002	
<input type="checkbox"/> 0028800204	000000	INITIAL INTERVIEW	YES	00288002	
<input type="checkbox"/> 0028800205	000000	LICENSED STUDENT	YES	00288002	
					1 to 5 of 5 RECORDS
COPY GLOBAL PLACEMENT TRANSACTIONS					
<input type="button" value="Exit"/> <input type="button" value="Search"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Print"/> <input type="button" value="First"/> <input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="Last"/>					

Module Description

Customize your own Types of Placement Transactions that shall be used in Trx 7011 Student Placement Transactions module to record the efforts/actions taken when placing students in jobs or tracking state licensing efforts.

Field	Description
Key	Number sequentially assigned for each entry under the logged in school or campus
Seq. No.	Listing order of transactions as they appear in Student Placement Transactions module 7011
Placement Transaction	Description or Name of the Transaction
Active Record	Yes, transaction will appear as an option in Student Placement Transactions module 7011. No, transactions will NOT appear as an option in Student Placement Transactions module 7011.
Campus Restrictions	Campus Key #

Placement Waivers [7004]

ADMINISTRATION RECRUITMENT ADMISSION REGISTRAR FINANCIAL AID FISCAL PLACEMENT DEFAULT PREVENTION PERKINS BILLING TRX #: <input type="text"/> <input type="button" value="Go"/>				
PLACEMENTS - PLACEMENT WAIVERS VIEW MOD				
<input type="checkbox"/>	KEY	PLACEMENT WAIVER	ACTIVE RECORD	CAMPUS RESTRICTIONS
<input type="checkbox"/>	0000000001	ACTIVE MILITARY SERVICE DEPLOYMENT	YES	00288002
<input type="checkbox"/>	0000000002	DEATH	YES	00288002
<input type="checkbox"/>	0000000003	DISABLED	YES	00288002
<input type="checkbox"/>	0000000004	INCARCERATED	YES	00288002
<input type="checkbox"/>	0000000005	INTERNATIONAL STUDENTS WHO HAVE RETURNED TO THEIR COUNTRY OF I	YES	00288002
<input type="checkbox"/>	0000000006	MEDICAL CONDITION THAT PREVENTS EMPLOYMENT	YES	00288002
1 to 6 of 6 RECORDS				
<small>COPY GLOBAL PLACEMENT WAIVERS</small>				
<input type="button" value="Exit"/> <input type="button" value="Search"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Print"/> <input type="button" value="First"/> <input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="Last"/>				

Module Description

Create Types of Placement Waivers that shall be used in Trx 7014 Student Job Placement module. These entries are the only acceptable reasons for waiving a student's placement obligation. Placement waivers accepted and/or specified by the institution's Accrediting or State Agency are the only types entered. Placement Waivers are part of placement reports (IPEDS, Accrediting Agency, etc.) but do not have an adverse effect on the institution's placement rate.

Field	Description
Key	Number sequentially assigned for each entry under the logged in school or campus
Placement Waiver	Description or Name of the Placement Waiver (Ex. Disabled, Deceased, Incarcerated)
Active Record	Yes, transaction will appear as an option in the Student Job Placement module trx 7014. No, transactions will NOT appear as an option in the Student Job Placement module trx 7014.
Campus Restrictions	Campus Key #

Employers [7005]

Module Description

Enter Employers that shall be used in Trx 7012 Student Externship, Trx 7014 Student Job Placement and Trx 7015 Student Referral modules. Names of prospective employers hiring graduates in their field of study are entered, as well as employers participating in the student externship program. You may also enter Job openings available from these employers, and keep track of students referred to these Job Openings.

“Employer- Detailed Info” Tab

Field	Description
Key	Number sequentially assigned for each entry under the logged in school or campus
Active Record?	Yes, employer will appear as an option in the Student Job Placement module trx 7014, Externship module trx 7012 and Student Referrals trx 7015. No, employer will NOT appear as an option under those modules.
Has Contract?	Refers to an active contract between the College and the Employer
Contact Person	Contact Person at Employer
Contact Person Title	Title of Contact Person above
Company Name	Name of Company hiring graduate(s)
Company Specialty	Refers to the Occupation Classifications

Address, State, City, Zip, Country	Address of Company hiring graduate(s)
Phone, Fax, Mobile Numbers	Contact numbers of Employer
Email Address	Email Address of Employer
Last On-site Visits	Refers to the most recent visit at the Employer by the College Representative
Website	Refers to the web address of the Employer's website
Notes	Track additional comments or notes about the employer

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | FISCAL | **PLACEMENT** | DEFAULT PREVENTION | PERKINS BILLING | TRX #:

PLACEMENT - EMPLOYERS(7005) ADD MODE

List of Employers | Detailed Info | Print Preview | **Job Openings for Student Refer...** | Company / Employer Specialty

*Employer Name: CAROLINE NESSARIAN, , CHILD AND FAMILY GUIDANCE CENTER
 Key:

*Job Classification: 310000-HEALTHCARE SUPPORT OCCUPATIONS
 *Occupational Code: 319101-CAREGIVER

*Job Title: Nurse

Job Description:
 Job Qualifications:

Job Start Date: 01/22/2016 Job End Date:

*Status: OPEN
 Pay Code: Hour Pay Rate: 12

“Job Openings for Student Referral” Tab:

This Tab is used to track Job Openings with Employers so that you may refer students and later track their interviews and hiring status.

- First the employer must be added under the **List of Employers Tab of Trx 7005**.
- Job Openings entered here with the status of **OPEN**, will appear as an option in TRX 7015 Student Referrals.
- When the Job has been filled or is canceled, update the **Status** box with the appropriate status and the Job Opening will no longer appear as a current Job Opening in TRX 7015 Student Referrals.

- “Job Openings for Referral” Tab

Field	Description
Employer Name	Name of Employer with available employment position
Key	Number sequentially assigned for each entry under the logged in school or campus
Job Classification	Refers to the Job Classification that fits the Job Opening. Job Classifications are created in TRX 7006
Occupational Code	Refers to the Occupational Code that fits the Job Opening. Occupational Codes are created in TRX 7006.
Job Title	The title of the available Job Opening
Job Descriptions	Enter a description of the position/job
Job Qualifications	Enter required or optional qualifications for the Job Opening
Job Start Date	Refers to the Start Date of the Job Opening
Job End Date	Refers to the Date the Job Opening is expected to end
Status	Refers to the current status of the Job Opening. If it is OPEN, it will appear as an option in Student Referrals TRX 7015.
Pay Code	Refers to the frequency of Payment at this Job
Pay Rate	The Payment Rate offered for the Job Opening

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | FISCAL | **PLACEMENT** | DEFAULT PREVENTION | PERKINS BILLING | TRX #:

PLACEMENT - EMPLOYERS(7005) VIEW MODE

List of Employers | Detailed Info | Print Preview | Job Openings for Student Refer... | **Company / Employer Specialty**

<input type="checkbox"/>	KEY	FIELD/SPECIALTY DESC	IN USE
<input type="checkbox"/>	000017	TOGOSYAN CORPORATION	YES
<input type="checkbox"/>	000018	HOSPICE	YES
<input type="checkbox"/>	000019	HOSPITAL	YES
<input type="checkbox"/>	000020	REHABILITATION CENTER	YES
<input type="checkbox"/>	000021	MEDICAL RECORDS MANAGEMENT	YES
<input type="checkbox"/>	000022	CATERING	YES
<input type="checkbox"/>	000023	HOME HEALTH	YES
<input type="checkbox"/>	000024	RETAIL	YES
<input type="checkbox"/>	000025	LOGISTICS	YES
<input type="checkbox"/>	000026	MANUFACTURING	YES

COPY GLOBAL COMPANY SPECIALTY 1 to 10 of 28 RECORDS

Exit | Search | Save | Cancel | Add | Modify | Delete | Print | First | Prev | Next | Last

“Company/ Employer Specialty” Tab

This tab is used to create Employer Classifications meant to further narrow down the job specialty. Records created here will appear under the “Detailed Info” Tab in this module.

“Company/ Employer Specialty” Tab

Field	Description
Key	Number sequentially assigned for each entry under the logged in school or campus
FIELD/SPECIALTY DESC	Refers to the Occupation Classifications narrowed down further
In Use	Yes, record will appear as an option in applicable modules. No, record will no longer appear as an option under applicable modules.

Kinds of Occupational Classifications [7006]

ADMINISTRATION RECRUITMENT ADMISSION REGISTRAR FINANCIAL AID FISCAL PLACEMENT DEFAULT PREVENTION PERKINS BILLING TRX #: <input type="text"/> Go!				
PLACEMENT - KINDS OF OCCUPATIONAL CLASSIFICATIONS (7006)				
<input type="checkbox"/>	KEY	OCCUPATIONAL CLASSIFICATIONS	IN USE	
<input type="checkbox"/>	190000	LIFE, PHYSICAL, AND SOCIAL SCIENCE OCCUPATIONS	YES	OCCUPATIONAL TITLES
<input type="checkbox"/>	250000	EDUCATION, TRAINING, AND LIBRARY OCCUPATIONS	YES	OCCUPATIONAL TITLES
<input type="checkbox"/>	290000	HEALTHCARE PRACTITIONERS AND TECHNICAL OCCUPATIONS	YES	OCCUPATIONAL TITLES
<input type="checkbox"/>	310000	HEALTHCARE SUPPORT OCCUPATIONS	YES	OCCUPATIONAL TITLES
<input type="checkbox"/>	390000	PERSONAL CARE AND SERVICE OCCUPATIONS	YES	OCCUPATIONAL TITLES
<input type="checkbox"/>	430000	OFFICE AND ADMINISTRATIVE SUPPORT OCCUPATIONS	YES	OCCUPATIONAL TITLES
<input type="checkbox"/>	490000	INSTALLATION, MAINTENANCE, AND REPAIR OCCUPATIONS	NO	OCCUPATIONAL TITLES
				1 to 7 of 7 RECORDS
COPY GLOBAL OCCUPATIONAL CLASSIFICATIONS				

ADMINISTRATION RECRUITMENT ADMISSION REGISTRAR FINANCIAL AID FISCAL PLACEMENT DEFAULT PREVENTION PERKINS BILLING TRX #: <input type="text"/> Go!				
ADMINISTRATION - OCCUPATIONAL TITLES(0000)				
<input type="checkbox"/>	KEY	OCCUPATIONAL TITLE	IN USE	
<input type="checkbox"/>	191011	ANIMAL SCIENTISTS	YES	
<input type="checkbox"/>	191012	FOOD SCIENTISTS AND TECHNOLOGISTS	YES	
<input type="checkbox"/>	191013	SOIL AND PLANT SCIENTISTS	YES	
<input type="checkbox"/>	191021	BIOCHEMISTS AND BIOPHYSICISTS	YES	

Module Description

Enter Occupational Classifications and Titles applicable to the institution's programs that shall be used in Student Job Placement module Trx 7014.

TIP: Click GLOBAL OCCUPATIONAL CLASS. link at the bottom left to ADD the Occupational Class Titles. Once the Occupational Class. is added, click the OCCUPATIONAL TITLES link on the right to select applicable job titles (screen shot #2 above)

Field	Description
Key	Number sequentially assigned for each entry under the logged in school or campus
Occupational Classification	Name/Description of the Occupational Classification (Ex. Healthcare Support Occupations)
In Use	Yes, classification appears as an option in Student Job Placement module. No, classification does NOT appear as an option in Student Job Placement Module
Occupational Title	Name/Description of the Occupational Title (Front Office Assistant, Back Office Assistant, Prenatal Tech, Phlebotomy, Home Health, Health Technologist, Medical Assistant, etc)

Student Appointments [7008]

List of Appointments	Detailed Info	Print Preview
Key: <input type="text"/>		
Department: <input type="text" value="PLACEMENT"/>		
*Date: <input type="text" value="01/26/2016"/>		
*Employee: <input type="text"/>		
*Time: <input type="text" value="09:00"/> <input type="text" value="AM"/> Duration: <input type="text" value="30"/> (Mins)		
COMMENTS: <input type="text" value="Met for Exit Interview"/>		
Status: <input type="text" value="Done"/>		
Post Appointment Remarks: <input type="text"/>		
<input type="button" value="Edit"/> <input type="button" value="Search"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/> <input type="button" value="Print"/> <input type="button" value="First"/> <input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="Last"/>		

Module Description

Create Student Appointments. This module tracks the date, time, duration, employee and status of appointments between the employee and the student.

Note: Once an appointment STATUS has been selected from the STATUS dropdown field, POST APPOINTMENT REMARKS is the only field that can be modified.

TIP: Appointments entered here can be tracked and printed from Student Appointments Report Trx 7536.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Department	Select Placement since a student appointment is being scheduled with the Placement Department
Date	Refers to the date of the student Placement Appointment
Employee	Refers to the Employee who will meet with the student during this appointment. Active Staff members who have been assigned to the Placement modules in their employee profiles will appear as an option on the Staff dropdown
Time	Refers to the start time of the appointment
Duration	Refers to the estimated length of the appointment (Example 30 minutes.)
Comment	Enter any comments related to the scheduled appointment such as the purpose, or items to follow up on
Status	Refers to the result of the appointments. If the student showed for the appointment, select DONE, if the appointment was cancelled and not rescheduled select -CANCEL, if the student didn't show for the appointment but rescheduled

	select- RESCHEDULE. Once a status has been selected, Post Apt. remarks is the only field that can be modified
Post Appointment Remarks	Enter any comments related to the results of the appointment such as items resolved, determined, etc.

Student Forms [7009]

[List of Student Forms](#) | **Detailed Info** | [Print Preview](#)

Key: [View Form in PDF](#)

*Form: 010023-EMPLOYMENT WAIVER

Received By:

RGM Staff:

*Form Date: 01/26/2016

*Award Year: 2016

Form Status: 000001-RECEIVED AND CORRECT << new

Module Description

As part of the student's enrollment process, forms are exchanged between the school and the student. Also internal forms are used to track student statuses.

As such, these forms can be specified here so that schools can track them and the system can check these forms to facilitate the validation of internal processes such as check processing and package calculation.

TIP:

- Forms are available to view and print as a PDF by clicking on the blue hyperlink after they are posted.
- The institution can create their own Forms under TRX 1025 and assign them to Placement Dept under TRX 1026. Or you can select from existing Forms under TRX 1025. Forms assigned to the Placement Dept. under 1026 will be available here in TRX 7009.

ADDING MULTIPLE FORMS:

TIP: To post and print more than one form at a time, click the Add/View Multiple Forms button

[List of Student Forms](#) | **Detailed Info** | [Print Preview](#)

KEY	FORM	RECEIVED BY	RGM STAFF	DATE RECEIVED	AWARD YEAR	FORM STATUS
1	STUDENT TRACKING FORM	PIERCE, DIANE	DALIA, CIURO	03/11/2007	2007	RECEIVED AND CORRECT

Field

Description

Key	Refers to the number sequentially assigned for each entry
Form	Title of Form
Received By	School staff member who received the form
RGM Staff	RGM Staff member posting the form (if applicable)
Form Date	Date form is received
Award Year	Award Year form is for
Form Status	Status of form

Student Placement Letters [7010]

PLACEMENT - STUDENT LETTERS (7010) ADD MODE

Student: Key: 5049 SS Number: [] Last Name: ABARCA First Name: JOSE M.I.: [] Card No.: 0 SEARCH CLEAR

Enrolled In: 00234001-000002-000050-GREEN BUILDING CONSTRUCTION SKILLS - FULL TIME - 900 CLOCK HOURS - NON-START ▼

Start Date: 05/10/2010 End Dates : (O) 12/13/2010 (R) 05/10/2010 (M)

List of Student Letters **Detailed Info** Print Preview

Key: []

Letter Date: 03/02/2016

Date Printed: []

*Letter: 000013-PLACEMENT LETTER SENT TO STUDENT ▼

Response: 000001-ANSWERED ▼

*Status: SENT ▼

Exit Search Save Cancel Add Modify Delete Print First Prev Next Last

Module Description

Schools send letters to students periodically. Welcome Letters, Financial Notices, Placement Follow-up and others can be automatically generated from the system. In this screen, users would be able to Post and then view and print the Letters posted to the student's record.

TIP:

- The institution can create their own Letters under TRX 1027 and assign them to specific Departments under TRX 1028. Or you can select from existing Letters under TRX 1027. Letters assigned to this Department under 1028 will be available here in TRX 7010.

Field	Description
Key	Refers to the number sequentially assigned for each entry
Letter Date	Date the letter was written
Letter Name	Topic of the letter
Response	Status of the Letter
Letter Status	Letter status

Student Placement Transactions [7011]

Key:

*Transaction Date:

*Placement Transaction:

Employee:

Remarks:

Module Description

This module records the efforts or actions taken when placing students. Types of Placement Transactions are first created in the Placement Transactions Control Trx 7003.

Field	Description
Key	Number sequentially assigned for each entry under the logged in school or campus
Transaction Date	Date the Placement Transaction occurred
Placement Transaction	Type of action taken. Types of Placement Transactions are created in Placement Transactions module TRX 7003
Employee	Employee performing the Placement Transaction
Remarks	Additional details regarding the Placement Transaction

Student Externships [7012]

The screenshot shows the 'Detailed Info' tab for a student externship. The form includes the following fields and values:

- Key: [Empty]
- MOVE TO JOB PLACEMENT button
- *Occupational Class: 310000 - HEALTHCARE SUPPORT OCCUPATIONS
- *Occupational Title: 319092-MEDICAL ASSISTANTS << new
- *Subject: 1157-0000001157 - DMS 250 CLINICAL PRACTICUM I
- Placement Staff: [Empty]
- *Status: Active
- *Total Hours/Units: 480.00
- *Start Date: 01/01/2016
- *Expected End Date: 03/01/2016
- Actual End Date: [Empty]
- *Employer: 504
- 000504- AUTOMOBILE OF SOUTHER CALIFORNIA << New
- Company Specialty: GENERAL BUSINESS << new
- Has Contract: YES
- *Address: 2601 SOUTH FIGUEROA

Buttons at the bottom: Exit, Search, Save, Cancel, Add, Modify, Delete, Print, First, Prev, Next, Last.

Module Description

This module tracks students placed at externship sites. If the student is later hired for employment by the externship site, the module conveniently allows the externship details to be copied and posted to Student Job Placement module.

- Types of Occupational Classifications and Titles are created in the Occupation Classifications Control Trx 7006.
- Employers and their contact information are created in Employers Control Trx 7005.
- The only subjects to display under "Subjects" field are ones with externship hours assigned under Trx 4007 & 4008 Subjects.

TIP: MOVING THE EXTERNSHIP TO STUDENT JOB PLACEMENT:

Student was hired by the externship site and you wish to post this externship as a Job Placement:

1. Before moving a Student Externship to Student Job Placement you must save the transaction **MOVED TO JOB PLACEMENT** in Trx 7011 Placement Transactions module.

The screenshot shows the 'PLACEMENT - STUDENT PLACEMENT TRANSACTIONS(7011)' form. The 'Detailed Info' tab is active. The form includes the following fields and values:

- Student: 771
- SS Number: [Empty]
- Last Name: [Empty]
- First Name: BRANDI
- M.I.: [Empty]
- Card No.: 771
- SEARCH CLEAR buttons
- Enrolled In: 000001-001-VOCATIONAL NURSE - FULL TIME - 54.5 CREDIT HOURS - GRADUATED
- Start Date: 04/18/2005
- End Date: 04/19/2006
- Manual Expected End Date: [Empty]

Buttons at the top: List of Student Placement..., Detailed Info, Print Preview.

Buttons at the bottom: Exit, Search, Save, Cancel, Add, Modify, Delete, Print, First, Prev, Next, Last.

The 'Transaction Date' is 07/30/2008. The 'Placement Transaction' is 0000000099 - MOVED TO JOB PLACEMENT. The 'Employee' is 1. The 'Remarks' are 'Student was hired by externship site'. A red arrow points to the 'MOVED TO JOB PLACEMENT' text in the Placement Transaction field, and a circled '1' is next to it.

- Once the MOVED TO JOB PLACEMENT transaction is posted, the **MOVE TO JOB PLACEMENT** button is enabled in the Student Externship module.

PLACEMENT - STUDENT EXTERNSHIPS (7012) VIEW MODE

Student:

Enrolled In:

Start Date: 04/18/2005 End Date : 04/19/2006 Manual Expected End Date :

List of Student Externshi... **Detailed Info** Print Preview

Last Updated By: ambender0905 on 07/30/2008 10:08:59 hrs.

Key: 2

*Occupational Class: 310007 - PHARMACY TECH.

*Occupational Title: 311012 - NURSING AIDES, ORDERLIES, AND ATTENDANTS

Subject: MT11-0000000208 - EXTERNSHIP 1

Placement Staff:

*Status: Active Total Hours/Units:

*Start Date: 01/01/2008 *End Date: 02/15/2008

*Employer: 87 000087-BEAVER MEDICAL GROUP Has Contract:

- Click the **MOVE TO JOB PLACEMENT** button under the detailed info tab of the externship record you wish to copy. If the move was successful, the screen will display RECORD SUCCESSFULLY SAVED. Click **OK**.

Start Date: 04/18/2005 End Date : 04/19/2006 Manual Expected End Date :

List of Student Externshi... **Detailed Info**

Last Updated By: ambender0905 on 07/30/2008 10:08:59 hrs.

Key: 3

*Occupational Class: 310007 - PHARMACY TECH.

*Occupational Title: 311012 - NURSING AIDES, ORDERLIES, AND ATTENDANTS

Subject: MT11-0000000208 - EXTERNSHIP 1

Placement Staff:

*Status: Active Total Hours/Units:

*Start Date: 01/01/2008 *End Date: 02/15/2008

*Employer: 87 000087-BEAVER MEDICAL GROUP Has Contract:

Microsoft Internet Explorer

Record Successfully Saved

3

- The STATUS of the externship will automatically change to **COMPLETED AND PLACED**.

List of Student Externshi... **Detailed Info** Print Preview

Last Updated By: ambender0905 on 07/30/2008 10:08:59 hrs.

Key:

*Occupational Class: 310007 - PHARMACY TECH.

*Occupational Title: 311012 - NURSING AIDES, ORDERLIES, AND ATTENDANTS << new

Subject: MT11-0000000208 - EXTERNSHIP 1

Placement Staff:

*Status: **Completed & Placed** 4 Total Hours/Units:

- The externship will post automatically in the Student Job Placement module as a Job Placement record. Go to Student Job Placement module and **MODIFY** the record to reflect the new **employment start and end dates, pay rate, number of hours per week, etc.**

Field	Description
Key	Number sequentially assigned for each entry under the logged in school or campus

Occupation Classification	Name/Description of the Occupational Classification
Occupation Title	Name/Description of the Occupational Title
Subject	Subject requiring the externship hours
Placement Staff	School employee responsible for placing the student
Status	Completion status of student during externship. Defaults to Active. Must be manually changed to COMPLETED upon completion of the externship subject or COMPLETED and PLACED once the student is Placed in related employment. Automatically Defaults to COMPLETED AND PLACED upon moving the Externship to Job Placement by clicking the MOVE TO JOB PLACEMENT button
Start Date	Date student start the externship
Employer	Company or individual representing the Externship site
Address	Address of Externship site
Contact Person	Contact person at Externship Site
Phone and Fax Numbers	Contact numbers of Externship site
MOVE TO JOB PLACEMENT button	Copies to externship record to Student Job Placement module. Upon clicking, the student externship status is changed to COMPLETED and PLACED
Total Hours/Units	Total Hours/Units of the Externship class
End Date	Date the student completes the externship
Has Contract?	If YES, there is a contract on file between the school and the externship site

Student License Exams [7013]

List of Student License Exams	Detailed Info	Print Preview
Key: <input type="text"/> Lic.Exam Grace Period-BPPE: <input type="text"/>		
*State Licensing Agency: 020118-AMERICAN REGISTRY FOR DIAGNOSTIC MEDICAL SONOGRAPHY (ARDMS)		
*License Field: (RDMS) ABDOMEN (AB)		
Report Date (Practical):	03/01/2016	Grade: <input type="text"/> Result: PASSED
Report Date (Written):	03/01/2016	Grade: <input type="text"/> Result: PASSED
Practical No Show:	NO	
Written No Show:	NO	
Comments:	<input type="text"/>	
Exit	Search	Save Cancel Add Modify Delete Print First Prev Next Last

Module Description

This module enables you to track Students taking State and/or Licensing Exams.

Field	Description
Key	Number sequentially assigned for each entry under the logged in school or campus
Lic. Exam Grace Period	Displays the Grace Period a graduate must wait before the next Licensing Exam is offered again. This is set-up under Administration/Program Set-up/Detailed Info Tab and relates to the grace period allowed by BPPE for Annual Report Tracking.
License Feild	Are of Study
Report Date (Practical), Grade, Result	Date the Practical part of the Test was taken. Grade and Passing Result of the Practical Test
Practical No Show	Refers to if the Graduate was scheduled for the test but failed to show up
Occupational Title	Name/Description of the Occupational Title (Front Office Assistant, Back Office Assistant, Prenatal Tech, Phlebotomy, Home Health, Health Technologist, etc)
Report Date (Written), Grade, Result	Date the Written part of the Test was taken. Grade and Passing Result of the Written Test
Practical No Show	Refers to if the Graduate was scheduled for the test but failed to show up
Comments	Comments/notes made by the school about the test

TIP: ADDING A STATE LICENSING AGENCY:

1. Go to **Business Partners TRX 1002** and **ADD** the **State Licensing Agency**.
2. Select **State Licensing Agency** under Type of Organization dropdown
3. Enter remaining information, click **SAVE**.

List of Business Partners **Detailed Info** Print Preview

KEY: 20002 CAMPUS RESTRICTION: GLOBAL

*KIND OF ORGANIZATION: STATE LICENSING AGENCY COVERED STATE: CA LEAVE BLANK IF COVERS ALL ST

*BUSINESS PARTNER NAME: CALIFORNIA BOARD OF COSMETOLOGY

ABBREVIATION: CBC FORMER ABBREVIATION:

ED ID: PROVIDES BUDGET: HAS REFUND POLICY :

*ADDRESS: #@

*CITY:

STATE: CA ZIP CODE: 00000 0000

*COUNTRY: UNITED STATES OF AMER FOREIGN POSTAL CODE:

CONTACT PERSON:

PHONE NUMBER: FAX NUMBER:

E-MAIL ADDRESS:

WEBSITE:

STATE BOARD COURSES **1** LICENSE FIELDS

Exit Search Save Cancel **Add** Modify Delete Print First Prev Next Last

ADDING LICENSING FIELDS:

1. Upon saving the State Licensing Agency in TRX 1002, a link will appear for License Fields, click **License Fields**.

List of Business Partners **Detailed Info** Print Preview

KEY: 20002 CAMPUS RESTRICTION: GLOBAL

*KIND OF ORGANIZATION: STATE LICENSING AGENCY COVERED STATE: CA LEAVE BLANK IF COVERS ALL ST

*BUSINESS PARTNER NAME: CALIFORNIA BOARD OF COSMETOLOGY

ABBREVIATION: CBC FORMER ABBREVIATION:

ED ID: PROVIDES BUDGET: HAS REFUND POLICY :

*ADDRESS: #@

*CITY:

STATE: CA ZIP CODE: 00000 0000

*COUNTRY: UNITED STATES OF AMER FOREIGN POSTAL CODE:

CONTACT PERSON:

PHONE NUMBER: FAX NUMBER:

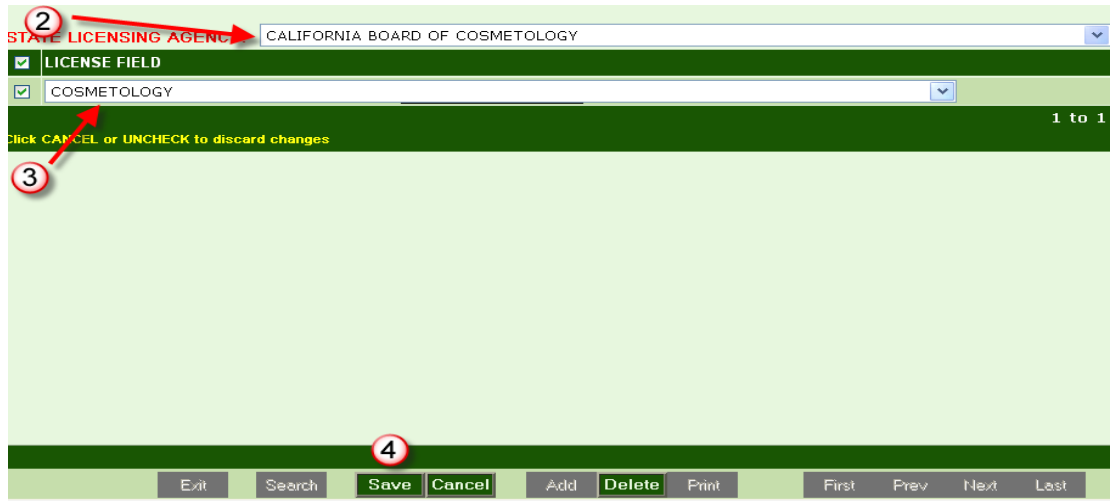
E-MAIL ADDRESS:

WEBSITE:

STATE BOARD COURSES LICENSE FIELDS **1**

Exit Search Save Cancel **Add** Modify Delete Print First Prev Next Last

2. Select the **State License Agency**.
3. Click **ADD** and Select the **License Field** from the dropdown.
4. Click **SAVE**.



5. Go to **State Authorizations TRX 1004** and **ADD** the State Licensing Agency, Click **SAVE**.

Student Job Placement [7014]

List of Student Job Placement	Detailed Info	Print Preview
Occupational Class:	<input type="text"/>	
Occupational Title:	<input type="text"/>	
Placement Waiver:	<input type="text"/>	
*Placement Type:	<input type="text"/>	"(In Field" OR "In Related Field" are the only Types that will be counted as Employed in field of Study)
Placement Mode:	<input type="text"/>	
Placement Staff:	<input type="text"/>	No Of Hours per Week: <input type="text"/> - <input type="text"/>
*Annual Salary	<input type="text"/>	
Pay Rate	<input type="text"/>	<input type="text"/>
Start Date:	<input type="text"/>	End Date: <input type="text"/>
Employer:	<input type="text"/>	Verification Date: <input type="text"/>
	<input type="text"/>	<< New

Module Description

This module tracks the Job Placement status of Graduates.

- Types of Occupational Classifications and Titles are created in the Occupation Classifications Control under Trx 7006.
- Employers and their contact information are created in Trx 7005 Employers.
- Types of Placement Waivers are created in Trx 7004 Waivers. Placement Waivers accepted and/or specified by the institution's Accrediting or State Agency are the only types entered.
- If a student is hired for employment by their externship site, the externship site data can be conveniently copied to the Student Job Placement module without reentering information.

Field	Description
Key	Number sequentially assigned for each entry under the logged in school or campus
Occupation Classification	Name/Description of the Occupational Classification
Occupation Title	Name/Description of the Occupational Title
Placement Waiver	Acceptable reasons for waiving a graduate's placement
Placement Type	Graduate's Job Placement Status
Placement Mode	If the Graduate received assistance from the school in obtaining the job
Placement Staff	School employee responsible for placing the graduate
Number of Hours Per Week	Amount of hours the graduate works per week at the job placement
Annual Salary	The amount of income the graduate earns from the job on an annual basis.
Pay Rate	Graduate's Pay Rate at Job Placement

Start Date	Date graduate started the Job Placement
End Date	Date the graduate's employment at the job placement was terminated
Verification Date	The date the school verified the Graduate's employment
Employer	Company or individual employing the graduate
Company Specialty	Specialty assigned under Trx 7005
Address	Address of the graduate's employer
Contact Person	Contact person at the graduate's place of employment
Phone and Fax Numbers	Contact numbers of the graduate's employer
Email address	Email address of the graduate' employer

Job Referrals [7015]

The screenshot shows a web-based form titled "Detailed Info" for entering employer information. The form is set against a light green background. At the top, there are three tabs: "List of Student Forms", "Detailed Info" (which is active), and "Print Preview". The form fields are as follows:

- *Employer: A text input field followed by a dropdown menu.
- Address: Two stacked text input fields.
- State: A dropdown menu.
- City: A dropdown menu.
- Country: A dropdown menu.
- Zip Code: Two small text input fields.
- Foreign Postal Code: A text input field.
- Contact Person: A text input field.
- Phone Number: A text input field.
- Fax Number: A text input field.
- Email Address: A text input field.

At the bottom of the form, there is a navigation bar with the following elements:

- Navigation links: "<< STUDENT PROFILE", "<< STUDENT JOB PLACEMENTS", and "STUDENT ADDRESS REFERENCE >>".
- Action buttons: Exit, Search, Save, Cancel, Add, Modify, Delete, Print, First, Prev, Next, Last.

Module Description

This module enables you to refer students to Job Openings and track the interviewing and hiring status of that particular referral. When a student is hired through a referral, it also posts as a Student Placement under Trx 7014. Employers must first be entered under Trx 7005 Employers.

TIP: Job Openings are first entered in TRX 7005- Job Openings for Student Referral Tab, and only appear here if the status of the Job Opening is **OPEN**.

Field	Description
Key	Number sequentially assigned for each entry under the logged in school or campus
Employer	First box refers to the employer key number of the employer offering the Job Opening. Keys are assigned to employers in TRX 7005 as they are saved. If the key number is unknown, select the name of the Employer from the dropdown.
Address	Address of the Employer offering the Job Opening
State	State of the Employer offering the Job Opening
City	City of the Employer offering the Job Opening
Zip Code	Zip of the Employer offering the Job Opening
Country	Country of the Employer offering the Job Opening
Foreign Postal Code	Postal Code if country is not USA.

Contact Person	Person to be contacted regarding the Job Opening
Phone Number	Number of the contact person at the Job Opening
Fax Number	Fax Number of the contact person at the Job Opening
Email Address	Email Address of the contact person at the Job Opening
Occupational Classification	Refers to the Job Classification that fits the Job Opening. Job Classifications are created in TRX 7006
Occupational Title	Refers to the Occupational Code that fits the Job Opening. Occupational Codes are created in TRX 7006.
Referral Date	Date the School referred the student to the Job Opening
Referral Status	Progress of the student pursuing the Job Opening
Comments	Comments related to the Job Referral
Pay Rate	The Payment Rate offered for the Job Opening
No Hours/Weeks	Number of Hours the graduate/student will be working
Start Date	Enter the Start date of the graduate/student if they are hired
End Date	Enter the end date of the employment if known
Placement Type	Refers to the Job Opening being employment that is considered related work to the graduate's/student's program of study.
Placement Staff	Staff member who referred the student to the job opening
Placement Code	If the student was referred to the job opening by the school.

Student References [7016]

List of Student References	Detailed Info	Print Preview
Key:	<input type="text"/>	Active: YES <input type="button" value="v"/>
Contact Person:	<input type="text" value="Mary Smith"/>	
Relationship to Student:	<input type="text" value="AUNT"/>	
*Address:	<input type="text" value="122 Dawn Dr"/>	
(address line 2):	<input type="text"/>	
State:	CA <input type="button" value="v"/>	
*City:	TUSTIN <input type="button" value="v"/>	Zip Code: 92780 <input type="button" value="v"/>
*Country:	UNITED STATES OF AMERICA <input type="button" value="v"/>	Foreign Postal Code: <input type="text"/>
Contact Number:	<input type="text" value="(228)446-9554"/>	Mobile #: <input type="text" value="(566)988-8544"/> <input type="button" value="x"/>
Other Contact #:	<input type="text" value="(297)558-8455"/>	Fax #: <input type="text"/>
Email:	<input type="text" value="marysmith@yahoo"/>	
Created By:	<input type="text"/>	On: <input type="text"/>

Module Description

This module stores Student Reference information. Typically a list of Student References (i.e. Relatives, Friends, etc.) is collected in the Admissions Process and/or Exit Interviews. Schools refer to Student References for various reasons such as emergency numbers and locating the student for Default Prevention once the student becomes inactive.

- Student References are collected during the Exit Interview (at a minimum) for the purpose of contacting the loan borrower in Default Prevention follow-up.
- Student Reference Module is available under ALL areas of RGM (Admissions, Registrar, FA, Fiscal, Placement, and Default Prevention.) A record saved under one area will be available for viewing/modifying in other Student Reference Modules.
- This module is NOT for tracking changes to STUDENT contact information. Updates to STUDENT information are performed in the Student Profile.

Field	Description
Key	Number sequentially assigned for each entry under the logged in school or campus
Contact Person	Contact Person Name at the Address, Phone/Fax numbers and/or Email Address
Relationship to Student	Refers to the Relationship of Reference to Student
Address	Address for the Reference

Phone numbers	Updated Phone Number for the Reference
Email	Updated email for the Reference
Fax	Updated Fax Number for the Reference

Student Mastersheet [7017]

Student:

Enrolled In:

Start Date: 05/25/2015 End Dates : (O) 05/04/2017 (R) 05/05/2017 (M)

Award Year:

Check the Kind of Information that you want to include in the Mastersheet ALL [CLEAR INFORMATION]

*Click GENERATE button after selecting the sections

<input type="checkbox"/> PERSONAL DATA	<input type="checkbox"/> SUBJECTS COMPLETED	<input type="checkbox"/> FORMS TRACKING
<input type="checkbox"/> ENROLLMENT DATA	<input type="checkbox"/> ATTENDANCE	<input type="checkbox"/> LETTERS TRACKING
<input type="checkbox"/> FINANCIAL AID ELIGIBILITY	<input type="checkbox"/> CUMULATIVE HOURS	<input type="checkbox"/> APPOINTMENTS
<input type="checkbox"/> PAYMENT PERIOD	<input type="checkbox"/> LEAVES OF ABSENCE	<input type="checkbox"/> COMMENTS
<input type="checkbox"/> OTHER PELL	<input type="checkbox"/> SATISFACTORY PROGRESS <input type="text" value="Default"/>	<input type="checkbox"/> PENDING WORK
<input type="checkbox"/> PELL ELIGIBILITY USED	<input type="checkbox"/> TERM PROGRESS	<input type="checkbox"/> DATA EXCHANGE MESSAGES
<input type="checkbox"/> FINANCIAL AID NEED AND AWARDS MADE	<input type="checkbox"/> TERMINATIONS	<input type="checkbox"/> DATA TRANSMISSIONS
<input type="checkbox"/> TUITION ACCOUNTS	<input type="checkbox"/> RETURN OF TITLE IV CALCULATIONS	<input type="checkbox"/> TSM / FAH
<input type="checkbox"/> AID DISBURSEMENTS	<input type="checkbox"/> REFUND POLICY CALCULATIONS	<input type="checkbox"/> SSCR AND SSCE SENT
<input type="checkbox"/> ORIGINATIONS and DISBURSEMENTS	<input type="checkbox"/> REFUNDS DUE BALANCE	<input type="checkbox"/> DATA CHANGES
<input type="checkbox"/> PELL ORIGINATIONS	<input type="checkbox"/> JOB PLACEMENTS	<input type="checkbox"/> FAESA.CHANGES

Module Description

This report is a compilation of most data entered in RGMSMS for the selected student. You may select to view or print only selected data or ALL data available. **For additional detailed instructions on the Student Mastersheet, see the Student Mastersheet Manual.**

TIP: ACCESSING THE STUDENT MASTERSHEET

1. First select the student enrollment you wish to view from the **Enrolled In** dropdown. If a student has multiple enrollments RGMSMS will default to the current or latest enrollment.
2. From the **Award Year** dropdown box, select to generate the report on the Entire Current Enrollment Period (default), ALL Enrollments, or only data in the specified Award Year.

STUDENT MASTERSHEET VIEW MO

Student:

Enrolled In:

Start Date: 08/08/2006 End Date : 09/04/2007 Manual Expected End Date : 09/08/2007

Award Year:

Check the Kind of Information that you want to include in the Mastersheet ALL [CLEAR INFORMATION]

<input checked="" type="checkbox"/> PERSONAL DATA	<input checked="" type="checkbox"/> SUBJECTS COMPLETED
<input checked="" type="checkbox"/> ENROLLMENT DATA	<input checked="" type="checkbox"/> ATTENDANCE
<input checked="" type="checkbox"/> FINANCIAL AID ELIGIBILITY	<input type="checkbox"/> CUMULATIVE HOURS

Scroll down to see generated **1** report

3. **Select the data** you wish to view by clicking the box to the left of each section. Clicking **ALL** will select all sections available for viewing. To clear the selected criteria, uncheck the box.
4. The report will generate below the criteria. Scroll down using the outer bar to view the report.

Award Year: Entire Enrollment Period Scroll down to see generated report

Check the Kind of Information that you want to include in the Mastersheet: ALL [CLEAR INFORMATION]

<input type="checkbox"/> PERSONAL DATA	<input type="checkbox"/> SUBJECTS COMPLETED
<input type="checkbox"/> ENROLLMENT DATA	<input type="checkbox"/> ATTENDANCE
<input checked="" type="checkbox"/> FINANCIAL AID ELIGIBILITY	<input type="checkbox"/> CUMULATIVE HOURS
<input type="checkbox"/> OTHER PELL	<input type="checkbox"/> LEAVES OF ABSENCE
<input type="checkbox"/> FINANCIAL AID NEED AND AWARDS MADE	<input type="checkbox"/> SATISFACTORY PROGRESS
<input type="checkbox"/> TUITION ACCOUNTS	<input type="checkbox"/> TERM PROGRESS
<input type="checkbox"/> AID DISBURSEMENTS	<input type="checkbox"/> TERMINATIONS
ORIGINATIONS and DISBURSEMENTS	<input type="checkbox"/> RETURN OF TITLE IV CALCULATIONS
<input type="checkbox"/> PELL ORIGINATIONS	<input type="checkbox"/> REFUND POLICY CALCULATIONS
<input type="checkbox"/> PELL DISBURSEMENTS	<input type="checkbox"/> REFUNDS DUE BALANCE
<input type="checkbox"/> DIRECT LOAN ORIGINATIONS	<input type="checkbox"/> JOB PLACEMENTS
<input type="checkbox"/> DIRECT LOAN DISBURSEMENTS	<input type="checkbox"/> EXTERNSHIPS
<input type="checkbox"/> FFELP LOANS	<input type="checkbox"/> FORMS TRACKING
<input type="checkbox"/> DATA EXCHANGE MESSAGES	<input type="checkbox"/> LETTERS TRACKING
<input type="checkbox"/> DATA TRANSMISSIONS	<input type="checkbox"/> APPOINTMENTS
<input type="checkbox"/> DATA CHANGES	<input type="checkbox"/> COMMENTS
<input type="checkbox"/> FAFSA CHANGES	<input type="checkbox"/> PENDING WORK
<input type="checkbox"/> TRANSACTION TRACKING	

5. Use the inner scroll bar to navigate through the report.

<input checked="" type="checkbox"/> PELL DISBURSEMENTS	<input checked="" type="checkbox"/> REFUNDS DUE BALANCE
<input checked="" type="checkbox"/> DIRECT LOAN ORIGINATIONS	<input checked="" type="checkbox"/> JOB PLACEMENTS
<input checked="" type="checkbox"/> DIRECT LOAN DISBURSEMENTS	<input checked="" type="checkbox"/> EXTERNSHIPS
<input checked="" type="checkbox"/> FFELP LOANS	<input checked="" type="checkbox"/> FORMS TRACKING
<input checked="" type="checkbox"/> DATA EXCHANGE MESSAGES	<input checked="" type="checkbox"/> LETTERS TRACKING
<input checked="" type="checkbox"/> DATA TRANSMISSIONS	<input checked="" type="checkbox"/> APPOINTMENTS
<input checked="" type="checkbox"/> DATA CHANGES	<input checked="" type="checkbox"/> COMMENTS
<input checked="" type="checkbox"/> FAFSA CHANGES	<input checked="" type="checkbox"/> PENDING WORK
<input type="checkbox"/> TRANSACTION TRACKING	

PERSONAL DATA

ADDRESS: RENO, NV 89509	CONTACT NUM: HOME: WORK: MOBILE PHONE: FAX: ACADEMIC LEVEL: HIGH SCHOOL DIPLOMA	MARITAL STATUS: SINGLE UNMARRIED GENDER: FEMALE RACE: WHITE (NON-HISPANIC) CITIZENSHIP: US CITIZEN ALIEN CARD #: VETERAN: N
----------------------------	--	--

ENROLLMENT DATA

COURSE: [1] - COSMETOLOGY (DIPLOMA) - 60 WEEKS	ADMISSION BASIS: HIGH SCHOOL DIPLOMA	GRADUATION REQUIREMENT: 1800 HOURS /56 WEEKS
TRANSFER HRS/UNITS: 0 HOURS	ENROLLED HOURS: 1800 HOURS	PREREQUISITE:
PROGRAM START DATE: 08/08/2006	EXPECTED END: 09/04/2007	ATTENDANCE STATUS: THREE QUARTER TIME

6. To print the report, click the **Hide Criteria** button, then click **PRINT**.

ENROLLMENT DATA

COURSE: [1] - COSMETOLOGY (DIPLOMA) - 60 WEEKS	ADMISSION BASIS: HIGH SCHOOL DIPLOMA	GRADUATION REQUIREMENT: 1800 HOURS /56 WEEKS
TRANSFER HRS/UNITS: 0 HOURS	ENROLLED HOURS: 1800 HOURS	PREREQUISITE:
PROGRAM START DATE: 08/08/2006	EXPECTED END: 09/04/2007	ATTENDANCE STATUS: THREE QUARTER TIME

6

Exit Cancel Show Criteria **Hide Criteria** Print

Student Comments [7018]

List of Student Comments **Detailed Info** Print Preview

Last Updated By: Gicastro8 on 10/22/2013 09:09:38 hrs.

Key:

*Enrollment: 000001-12/02/2013-DIAGNOSTIC MEDICAL SONOGRAPHY

*Standard Comment: 000033-OTHER

Section: PLACEMENT

User Eyes Only: YES

Section Only: NO

Comments: Student informed me they were only interested in working in a hospital

Exit Search **Save** Cancel Add Modify Delete Print First Prev Next Last

Module Description

This module shall enable you to create, update, delete, and browse through Student Placement Comments posted by the school user. Comments are posted for individual students.

- Selecting **YES** in the **User Eyes Only** drop down will prohibit other users from viewing the comment.
- Selecting **YES** in the **Section Only** dropdown will prohibit users without access to the Placement Modules from viewing the comment.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Enrollment	If the selected student has multiple enrollments they will display here. Select the enrollment for which the comment should be posted
Standard Comment	A listing of Standard Comments that are automatically posted by the system. A user may select a standard comment or leave it blank and enter a specific comment in the Comments Field
Section	Refers to the section for which the comment is related
User Eyes Only	If YES is selected, only the user posting the comment can view the comment
Section Only	If YES is selected, only users with access to this section can view the comment
Comments	Enter any comments for future viewing or items for follow-up

Placement Reports [7019]

Unplaced Student List

Student Key	Name	Enrolled In	Date Graduated	Enrollment Status	Placement Type
2143		VOCATIONAL NURSE	07/14/1995	GRADUATED	
7900		VOCATIONAL NURSE	05/08/2009	GRADUATED	
10341		MAGNETIC RESONANCE IMAGING	04/03/2015	GRADUATED	
10341		MAGNETIC RESONANCE IMAGING		WITHDRAWN	
10341		MAGNETIC RESONANCE IMAGING		WITHDRAWN	
6150		VOCATIONAL NURSE	01/26/2007	GRADUATED	
11652		MAGNETIC RESONANCE IMAGING		IN SCHOOL	
3614		VOCATIONAL NURSE	03/30/2001	GRADUATED	
3475		MEDICAL RECORDS PROGRAM	08/31/1999	GRADUATED	
9693		VOCATIONAL NURSE		WITHDRAWN	
4983		VOCATIONAL NURSE	04/16/2004	GRADUATED	Not in Field
4446		VOCATIONAL NURSE		WITHDRAWN	

The Unplaced Student List report displays anyone who has yet to be posted as employed in their field of study. By default this includes active and inactive students (students, graduates, drops, etc.)

TIP: To view only “Graduates” who are not yet considered “Placed” in their field or related field, enter a date range under the “Date Graduated” criteria.

Note: If a placement type of “Placed in Field” or “In Related Field” is posted under Trx 7014 those individuals will not be listed as they are considered employed in field for placement rate purposes.

Placement Follow-up Report

Student Key	Name	Enrolled In	Employer	Date Graduated	Days Before Placed	Date Placed	Days At Job
10950		PHYSICAL THERAPIST ASSISTANT	PROGRESSIVE PHYSICAL THERAPY	12/12/2014	51	02/01/2015	366
5043		CASH CNA	ALL SAINTS HEALTH CARE	07/23/2003	62	09/23/2003	99
5043		CASH CNA	ALL SAINTS HEALTH CARE	07/23/2003	62	09/23/2003	99
4787		VOCATIONAL NURSE	GLENDALE ADVENTIST HOSPITAL	10/10/2003	73	12/22/2003	4425
9197		DIAGNOSTIC MEDICAL SONOGRAPHY	KAISER PERMANENTE	03/09/2012	1	03/10/2012	1424
4249		VOCATIONAL NURSE	CONTINUITY HOME CARE NURSING	04/19/2002	**	04/01/2001	984
5659		VOCATIONAL NURSE	BLUE CROSS OF CALIFORNIA	05/26/2006	20	06/15/2006	3519
9218		MEDICAL ASSISTANT	ABM MEDICAL	04/12/2011	20	05/02/2011	1737
5238		CASH CNA	0	10/28/2003	93	01/29/2004	4387
5238		CASH CNA	0	10/28/2003	93	01/29/2004	4387
10099		VOCATIONAL NURSE	PRIVATE	10/08/2012	25	11/02/2012	18
10099		VOCATIONAL NURSE	SOUTHERN CALIFORNIA ORTHOPEDIC INSTITUTE	10/08/2012	56	12/03/2012	1156
4797		VOCATIONAL NURSE	UCP	10/10/2003	**	10/01/2003	183

The Placement Follow-up Report displays Graduates who were employed in their field of study within a specified timeframe from graduation. This allows Placement Officers to also view employer details and determine which graduates are eligible for Placement Follow-ups. You are required to enter a “Placed Within” timeframe, the timeframe refers to the number of days after graduation.

Possible Graduate List

Student Key	Name	Enrolled In	Expected Graduation
11600		VOCATIONAL NURSE	02/04/2016
11493		VOCATIONAL NURSE	02/05/2016
11610		VOCATIONAL NURSE	02/01/2016
11727		VOCATIONAL NURSE	04/25/2016
11338		DIAGNOSTIC MEDICAL SONOGRAPHY	04/17/2016
11728		VOCATIONAL NURSE	04/26/2016
11642		VOCATIONAL NURSE	02/24/2016
11724		VOCATIONAL NURSE	04/28/2016
11734		VOCATIONAL NURSE	04/25/2016
11077		DIAGNOSTIC MEDICAL SONOGRAPHY	04/17/2016
11722		VOCATIONAL NURSE	04/25/2016

The Possible Graduate List Report displays students who are expected to graduate within the timeframe entered. This helps with planning Exit Interviews etc. You are required to enter a date range in the “Expected to Graduate On” criteria.

Licensing Exam List

COURSE: COURSE NOT FOUND									
Key	Name	SS Number	Exam Date		License Field	Written		Practical	
			Written	Practical		Grade	Result	Grade	Result
10718			04/29/2015	04/29/2015	MRI		PASSED		PASSED

COURSE: [46] VOCATIONAL NURSE									
Key	Name	SS Number	Exam Date		License Field	Written		Practical	
			Written	Practical		Grade	Result	Grade	Result
10960			01/23/2015	01/23/2015	LICENSED VOCATION NURSE		PASSED		PASSED

TOTALS		EXAMS PASSED	EXAMS FAILED	PRACTICAL PASSED	PRACTICAL FAILED
COURSES	[46] VOCATIONAL NURSE	1	0	1	0

The Licensing Exam Report displays details such as anyone who has or has not taken their Licensing Exam as well as the Exam Dates and Exam Results. To narrow down the search, you can select to generate only those from a particular program, graduation date, start date and/or exam date.

Student Externship List Report

KEY	NAME (LAST, FIRST MI.)	JOBTITLE	EMPLOYER	SDATE(ext)	EDATE(ext)	STATUS(ext)	STATUS(enr)
7702		MEDICAL ASSISTANTS	WALK-IN MEDICAL CARE	11/09/2009		Active	GRADUATED
8500		MEDICAL ADMIN. ASSISTANT	VICTORIAN CARE MEDICAL GROUP	12/21/2009	03/26/2010	Active	GRADUATED
945L		MEDICAL ASSISTANTS	MAGNOLIA FAMILY MEDICAL CENTER	10/24/2011	12/02/2011	Completed	GRADUATED
10697		MEDICAL ASSISTANT	MATRIX INSTITUTE OF ADDICTIONS	07/29/2013	08/26/2013	Completed	GRADUATED
8522		DIAGNOSTIC MEDICAL SONOGRAPHERS	SHERMAN OAKS HOSPITAL	09/20/2010	03/17/2011	Completed	GRADUATED
10576		MEDICAL ASSISTANT	WOMEN'S CARE CLINIC	05/06/2013		Active	GRADUATED
10576		MEDICAL ASSISTANT	WOMEN'S CARE CLINIC	05/06/2013	06/03/2013	Completed & Placed	GRADUATED
11045		MEDICAL ASSISTANT	VICTORIAN CARE MEDICAL GROUP	04/28/2014	06/03/2014	Completed & Placed	GRADUATED
10799		MEDICAL ASSISTANT	Alecsandra O. Roberts, MD	12/02/2013	01/03/2014	Completed & Placed	GRADUATED
8739		MEDICAL ASSISTANTS	PACIFIC COAST CARDIOLOGY IMAGING	05/28/2010	06/28/2010	Completed	GRADUATED

The Student Externship List Report displays Externship details such as Externship Site Name, Start and End Date of Externship and Externship Status. To narrow down the search you may search by a particular Student, Program, Enrollment Status, Externship Site Name and/or Status.

Employers List Report

SEARCH CRITERIA

Please enter your criteria for records to be included in the Report

State	<input type="text"/>	<input type="button" value="v"/>
City	<input type="text"/>	<input type="button" value="v"/>
Zip Code	<input type="text"/>	<input style="border: none; padding: 0 5px;" type="button" value="=="/>
Specialties	<input type="text"/>	<input type="button" value="v"/>
Last Visit Date	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	Employers With Last Visit Date
	<input type="checkbox"/>	Employers With Website

CAMPUS KEY	EMP. KEY	NAME (Contact Person)	CITY	ZIP CODE	COMPANY NAME
8001	476	--	CANOGA PARK		HOLIDAY MANOR
8001	716	--			NONE
8001	982	--	TARZANA		TARZANA HOSPITAL
8001	1076	--	VAN NUYS		VAN NUYS HEALTH CARE
8001	1077	--	VAN NUYS		VAN NUYS HEALTH CARE CTR
8001	1165	hr,			NATIONAL M
8001	1166	,			ABSOLUTE H
8001	1190	John,	VALENCIA		SPECIALTY
8001	1194				SAN JOAQUI

The Employer List allows you to generate a list of Employers entered under Trx 7005 that are available for assigning Externships, Job Referrals or Job Placements. You may narrow down the search by selecting Employers from a specified State, City, Zip, Specialties, Last visit date and/or only those with Last Visit Dates or Websites.

Graduate Placement Report

SEARCH CRITERIA

Please enter your criteria for records to be included in the Report

<input type="checkbox"/> Program	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Date Graduated	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Start Date	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> L. Exam Date	<input type="text"/>	<input type="text"/>
Placement Transaction	<input type="text"/>	Placement Transaction Date <input type="text"/>

KEY	SS No	SOC Code	GRADUATES NAME	STUDENT ADDRESS	STUDENT EMAIL ADD
3177		00000000			
328:		00000000			
328:		00000000			
328:		00000000			
329:		00000000			
329:		00000000			
331		00000000			
331		00000000			
331		00000000			
335:		00000000			
3360		00000000			05
3361		00000000			

Student Appointment Report [7536]

PLACEMENT - STUDENT APPOINTMENT LIST (7536)

REPORT SELECTION CRITERIA

APPOINTMENT DATE RANGE: 01/26/2016 - 02/02/2016 [Clear](#)
STAFF: ALL STAFF (408001) ▾
STATUS: ALL ▾
DEPARTMENT: PLACEMENT ▾
PROGRAM TYPE: ALL TYPES ▾ ALL PROGRAMS ▾

REPORT FORMATTING

SORT BY: Employee Student Name Student Key
 Page Report by: Employee Department

BATCHING / SCHEDULING

Batch Report Repeating Schedule

Student Appointment Listing

Employee	Student		Appointment				Department	Comments	Post Appt Notes
	Key	Name	Date	Time	Length	Status			
RAMIREZ, DOANNE O	1865 XI, LINDA YE	04/14/2015	10:00 AM	30	Pending	REGISTRAR	Test		

1 STUDENTS

The Student Appointment Report allows users to create a listing of Appointment details entered under Student Appointment modules (available under Admissions, Registrar, Financial Aid, Fiscal, Placement and Default Prevention.)

TIP: This report can be filtered by **Appt Date Range, Staff member, Appt status, Dept, and/or Program.**

Users can select to sort/display the report by either **Employee or Student Names.**