

Item Title:

Item ID:

Date(s):

Fiscal Year:

Scheduled Offering Set-up:

Scheduled Offering ID:

Approval Process:

Is Self-registration allowed?

Is waiting list allowed?

Location:

Instructor:

Funds Code:

Is the scheduled offering in the Catalog?

Registration Cut-off date:

Are notifications and any attachments set up?

Closeout Process:

1. Register all individuals who did not register themselves.
2. Change Registrations status to "No Show" for those who did not attend and send notifications to users and supervisors.
3. Record Completions.
4. Enter CSM scores.
5. Double-check that the Location and Instructor(s) are in all Segments and that the Funds Code has been entered.