

Student Registration and Welcome Checklist

By Checklister

- ☐ **Case and enrollment pathway**
 - ☐ **Record the administrative case reference**

Use only a reference permitted in this staff workspace. Do not enter a student name, birth date, address or document number.
 - ☐ **Identify the approved enrollment pathway**

Use the institution's current process. Record the pathway and process reference; leave eligibility decisions to authorized staff.
 - ☐ **Confirm the responsible administrator**

Record the staff role or authorized owner who accepts the case.
 - ☐ **Identify the enrollment period**

Record the institutional intake or term reference, such as an academic term code. Keep the student's identifying information in the official case record.
- ☐ **Verify the approved records**

Starter examples must be adapted to the institution's actual pathway before use.

 - ☐ **Check the official enrollment record**

Confirm the required registration entries are complete or routed for review in the approved student system. This starter check is an administrative status, not an admission decision.
 - ☐ **Check the completed registration form [starter example]**

Use this example only if the institution requires a registration form for this pathway. Confirm its administrative review status in the approved system; do not attach the form here. Rename, remove or duplicate the check for the institution's actual document categories.
 - ☐ **Check the prior-course record [optional starter]**

Use this example only if the institution requires an earlier course or transfer record for this pathway. Authorized staff verify it in the official system; record status only. Remove the example if it is not required, and route missing records through the approved exception process.
 - ☐ **Check the approved contact record [starter example]**

If your pathway requires this check, confirm the official contact record is complete and any needed follow-up is assigned. Do not copy family contact details here.
 - ☐ **Route missing-record exceptions**

Apply the institution's exception process. Record the responsible team and review date in Comments without describing private circumstances.
- ☐ **Confirm joining arrangements**
 - ☐ **Confirm the approved class or course allocation**

Check that allocation and timetable agree with the official record. Keep individual class details in that system.
 - ☐ **Confirm the joining date**

Enter the approved joining date. Resolve conflicting dates with the administrator before communicating them.
 - ☐ **Confirm practical access arrangements**

Ask the responsible support team whether agreed arrangements are ready. Record readiness only, without a diagnosis or private reason.
- ☐ **Check and send the welcome**
 - ☐ **Verify the joining time in the welcome**

Compare the welcome's date, time and time zone with the approved joining record. Do not send conflicting details.
 - ☐ **Verify the arrival or online joining route**

Open the intended location directions or approved online instructions. Check that the recipient can understand where to go or how to join.
 - ☐ **Verify the required materials list**

Check the approved list of books, equipment or preparation, if applicable. Remove items that are not actually required.
 - ☐ **Verify the contact for joining questions**

Confirm the named office or staff contact accepts first-day questions and the work contact route is current.

- ☐ **Reference the checked welcome version**
Record the institutional welcome template or communication reference so staff know which wording was checked.
- ☐ **Send the approved welcome**
Use the institution's permitted student or family communication route. This checklist records the result; it does not send a message.
- ☐ **Confirm the welcome was received**
Record acknowledgment in the approved system, or assign a follow-up. Delivery alone does not show the joining instructions were understood.
- ☐ **Resolve the remaining work**
 - ☐ **Resolve outstanding first-day logistics**
Record only the practical next action, accepted staff owner and review date. Leave private details in the student system. Use "No open logistics" only after checking.
 - ☐ **Record the outstanding-action owner**
If anything remains open, name the staff role that accepted the next action. Use native task assignment for the action itself.
 - ☐ **Set the follow-up review time**
If follow-up remains, record the agreed review time and set the actionable task's due date. Entering this field alone does not create a reminder.
 - ☐ **Record the administrative handoff**
State whether the joining workflow is ready or who has accepted the remaining work. This does not determine eligibility or admission.