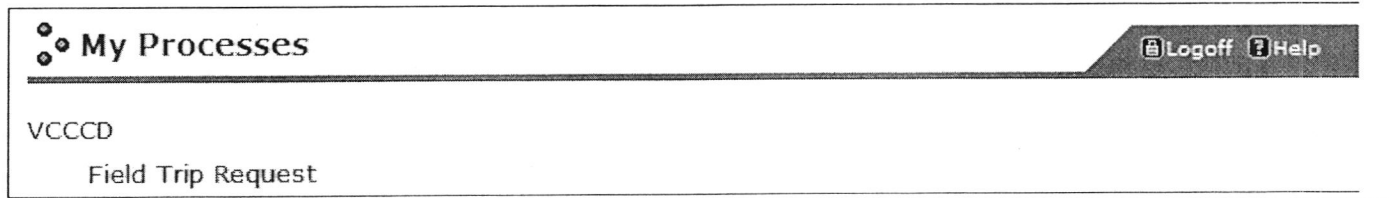


FIELD TRIP WORKFLOW PROCESS

Log on to the VCCCD Portal

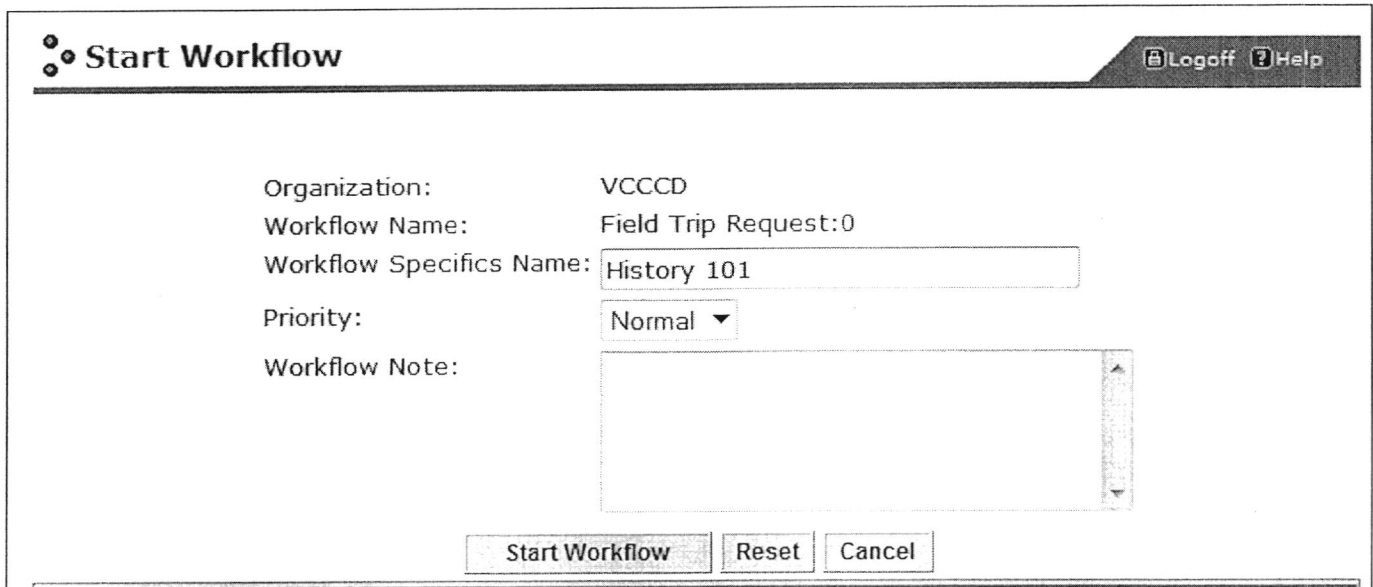
Go to the Work Life Tab

Select "My Processes" link in the Work Life Tab, then select "Field Trip Request":



The screenshot shows the 'My Processes' page. The header includes a logo and the text 'My Processes'. On the right side of the header, there are links for 'Logoff' and 'Help'. Below the header, the text 'VCCCD' is displayed, followed by 'Field Trip Request'.

Enter a Generic Name in the Workflow Specifics Name, and press "Start Workflow", then Press OK when the message displays:



The screenshot shows the 'Start Workflow' dialog box. The header includes a logo and the text 'Start Workflow'. On the right side of the header, there are links for 'Logoff' and 'Help'. The main area contains the following fields:

- Organization: VCCCD
- Workflow Name: Field Trip Request:0
- Workflow Specifics Name: History 101
- Priority: Normal (dropdown menu)
- Workflow Note: (empty text area)

At the bottom of the dialog box, there are three buttons: 'Start Workflow', 'Reset', and 'Cancel'.

Priority field can default to "Normal"

Select "Start Workflow" to begin the process

Start Workflow Logoff Help

The workflow was started successfully.

OK

When the Workflow is started, the Worklist specific name will be what is entered by the user:

Worklist Logoff Help

Organization	Workflow	Activity	Priority	Created
VCCCD	History 101 Ready	Field Trip Request	Normal	25-Oct-2012 11:32:48 AM

From "Worklist", select the field trip form to complete entering the information.

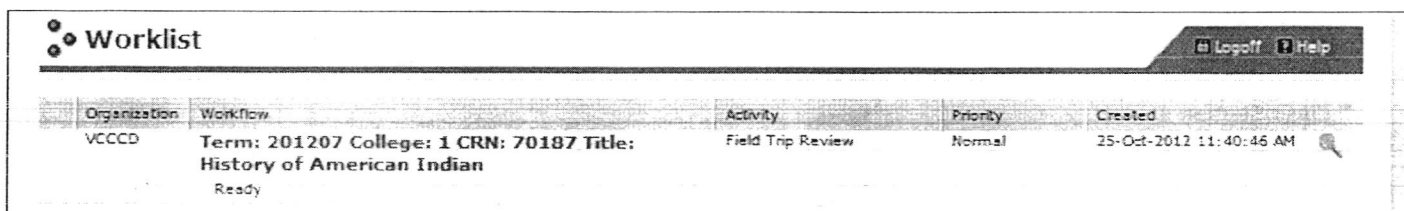
Form 1 – Field Trip Request Entry – multiple CRNs (up to 12) may be selected:

Field Trip Request Entry		Hide Menu	Logoff	Help
Instructor/Advisor:	Kinkella, Susan L.			
Select the Class for which this Field Trip is being requested. Select more than one Class if there are multiple sections for the Field Trip.				
* Class Section 1:	Term: 201207 College: 1 CRN: 70187 Title: History of American Indian ▼			
* Class Section 2:	Term: 201207 College: 1 CRN: 70966 Title: Social/Political Hist-US ▼			
* Class Section 3:	Term: 201207 College: 1 CRN: 71262 Title: Social/Political Hist-US ▼			
* Class Section 4:	None ▼			
* Class Section 5:	None ▼			
* Class Section 6:	None ▼			
* Class Section 7:	None ▼			
* Class Section 8:	None ▼			
* Class Section 9:	None ▼			
* Class Section 10:	None ▼			
* Class Section 11:	None ▼			
* Class Section 12:	None ▼			
* Activity/Destination:	Chumash History Museum			
* Max Attendees (Informational Only!):	999999			
* Transportation Is Provided by				
<input checked="" type="radio"/> College (District-owned vehicle) <input type="radio"/> College (Commercial Travel) <input type="radio"/> Responsibility of Student				
Note that Students may be required to provide their own transportation to the point of departure.				
* Responsible instructor/staff member(s):	Instructor			
* Date(s) of field trips/excursions:	November 30, 2012			
<i>If more than one field trip or excursion is included on this form, indicate 'see attached' on the next three lines below. Attach a list of the locations in the next step when you review the form. This list is for approver information only, and will not be viewable by the student.</i>				
* Address of field trip location::	101 Chumash Lane			
* Phone No. of field trip location:	(805) 555-1212			
* Contact Person at field trip site:	Gray Wolf			
* CC Email List (separate by commas):	None			
<input type="button" value="Complete"/> <input type="button" value="Save & Close"/> <input type="button" value="Cancel"/>				

Select the "Complete" button when all information is entered and ready to be submitted for approvals. Or, select "Save & Close" if you are not done completing the information and need to return to this process to complete at a later time.

You will return to the workflow process on the Portal. From "My Worklist", select the field trip request that you are ready to review and route for approvals.

The workflow specific name will be updated to the class description of the first CRN selected:



Organization	Workflow	Activity	Priority	Created
VCCCD	Term: 201207 College: 1 CRN: 70187 Title: History of American Indian Ready	Field Trip Review	Normal	25-Oct-2012 11:40:46 AM

**Form 2 – Field Trip Request Review (with list of approvers) – option to re-enter information.
If the workflow is for multiple locations, a list may be attached here:**

Instructor/Advisor	Kinkella, Susan L.
Class Section 1	Term: 201207 College: 1 CRN: 70187 Title: History of American Indian
Class Section 2	Term: 201207 College: 1 CRN: 70966 Title: Social/Political Hist-US
Class Section 3	Term: 201207 College: 1 CRN: 71262 Title: Social/Political Hist-US
Class Section 4	None
Class Section 5	None
Class Section 6	None
Class Section 7	None
Class Section 8	None
Class Section 9	None
Class Section 10	None
Class Section 11	None
Class Section 12	None
Activity/Destination	Chumash History Museum
Max Attendees	999999
Transportation is Provided by	College (District-owned vehicle)
Responsible instructor/staff members	Instructor
Date(s) of field trips/excursions	November 30, 2012
Address of field trip location	101 Chumash Lane
Phone No. of field trip location	(805) 555-1212
Contact Person at field trip site	Gray Wolf
CC Email List	None

Please review the above information, and if it is correct, select a Dean/Manager from the list below, and select 'Forward for Approval'. If you need to change or re-enter any of the information, select 'Re-Enter Information'.

Press Complete after selecting the desired option.

Select Dean/Manager for Approval: Ewins, Patricia ▼

- Forward for Approval
- Re-Enter Information

Ewins, Patricia
 Hoffmans, Kimberly
 Miller, Usa
 Nicklas, Inajane
 Sokenu, Julius

If more than one field trip or excursion is included on this form, attach a list of locations, addresses, and phone numbers below. This list is for approver information only, and will not be viewable by the student.

Attachments


Select the “Complete” button when all information is entered and ready to be submitted for approvals. Or, select “Save & Close” if you are not done completing the information and need to return to this process to complete at a later time.

If the form is returned to re-enter information, the workflow specific name will be changed to reflect that:



Worklist

 Logoff  Help

Organization	Workflow	Activity	Priority	Created
VCCCD	Returned to Re-Enter Information Ready	Field Trip Request	Normal	25-Oct-2012 11:45:25 AM 

The original data entered will be displayed, and can be changed as desired:

Field Trip Request Entry		Hide Menu	Logoff	Help
Instructor/Advisor:	Kinkella, Susan L.			
Select the Class for which this Field Trip is being requested. Select more than one Class if there are multiple sections for the Field Trip.				
* Class Section 1:	Term: 201207 College: 1 CRN: 70187 Title: History of American Indian	▼		
* Class Section 2:	Term: 201207 College: 1 CRN: 70966 Title: Social/Political Hist-US	▼		
* Class Section 3:	Term: 201207 College: 1 CRN: 71262 Title: Social/Political Hist-US	▼		
* Class Section 4:	None	▼		
* Class Section 5:	None	▼		
* Class Section 6:	None	▼		
* Class Section 7:	None	▼		
* Class Section 8:	None	▼		
* Class Section 9:	None	▼		
* Class Section 10:	None	▼		
* Class Section 11:	None	▼		
* Class Section 12:	None	▼		
* Activity/Destination:	Chumash History Museum			
* Max Attendees (Informational Only!):	999999			
* Transportation Is Provided by				
<input checked="" type="radio"/> College (District-owned vehicle)				
<input type="radio"/> College (Commercial Travel)				
<input type="radio"/> Responsibility of Student				
Note that Students may be required to provide their own transportation to the point of departure.				
* Responsible instructor/staff member(s):	Instructor			
* Date(s) of field trips/excursions:	November 30, 2012			
<i>If more than one field trip or excursion is included on this form, indicate 'see attached' on the next three lines below. Attach a list of the locations in the next step when you review the form. This list is for approver information only, and will not be viewable by the student.</i>				
* Address of field trip location::	101 Chumash Lane			
* Phone No. of field trip location:	(805) 555-1212			
* Contact Person at field trip site:	Gray Wolf			
* CC Email List (separate by commas):	None			
<input type="button" value="Complete"/> <input type="button" value="Save & Close"/> <input type="button" value="Cancel"/>				

Select the "Complete" button when all information is entered and ready to be submitted for approvals. Or, select "Save & Close" if you are not done completing the information and need to return to this process to complete at a later time.

The Dean/Manager will get a notification email from Workflow that a request is pending approval:

From:	noreply@vcccd.edu
To:	Bill Pearce
Cc:	
Subject:	Field Trip Request Waiting Approval
A Field Trip Request has been routed to you for Approval in Workflow. You may access it via the 'my workflow worklist' channel in the Work Life tab of MyVCCCD.	
Instructor/Advisor	Kinkella, Susan L.
Worklist Description	Term: 201207 College: 1 CRN: 70187 Title: History of American Indian
Activity/Destination	Chumash History Museum
Transportation is Provided by	College (District-owned vehicle)
Responsible instructor/staff members	Instructor
Date(s) of field trips/excursions	July 31, 2012
Address of field trip location	101 Chumash Lane
Phone No. of field trip location	(805) 555-1212
Contact Person at field trip site	Gray Wolf

Dean/Manager approval form will allow approval or disapproval. If disapproved, a reason will be entered. If the workflow is disapproved, it will end at this point.

Instructor/Advisor	Kinkella, Susan L.
Class Section 1	Term: 201207 College: 1 CRN: 70187 Title: History of American Indian
Class Section 2	Term: 201207 College: 1 CRN: 70279 Title: Honors: Hist Am Women
Class Section 3	Term: 201207 College: 1 CRN: 70966 Title: Social/Political Hist-US
Class Section 4	None
Class Section 5	None
Activity/Destination	Chumash History Museum
Transportation is Provided by	College (District-owned vehicle)
Responsible instructor/staff members	Instructor
Date(s) of field trips/excursions	July 31, 2012
Address of field trip location	101 Chumash Lane
Phone No. of field trip location	(805) 555-1212
Contact Person at field trip site	Gray Wolf

Please review the above information, and select 'Approve' or 'Disapprove' below. If Approved, the form will be routed to the President or his/her proxy for final approval.

If Disapproved, please enter a reason for the disapproval in the field provided.

Press Complete after selecting the desired option.

*
 Approved - Forward to President for Approval
 Disapproved

Reason for disapproval:

Select the "Complete" button when all information is entered and ready to be submitted for approvals. Or, select "Save & Close" if you are not done reviewing/approving the information and need to return to this process to approve at a later time.

Disapproval will send an email to the Instructor, with the disapprover's user ID and reason for disapproval:

From:	noreply@vcccd.edu
To:	bpearce@vcccd.edu
Cc:	
Subject:	Field Trip Request Disapproved

Instructor/Advisor	Kinkella, Susan L.
Class Section 1	Term: 201207 College: 1 CRN: 70187 Title: History of American Indian
Class Section 2	Term: 201207 College: 1 CRN: 70279 Title: Honors: Hist Am Women
Class Section 3	Term: 201207 College: 1 CRN: 70966 Title: Social/Political Hist-US
Class Section 4	None
Class Section 5	None
Activity/Destination	Chumash History Museum
Transportation is Provided by	College (District-owned vehicle)
Responsible instructor/staff members	Instructor
Date(s) of field trips/excursions	July 31, 2012
Address of field trip location	101 Chumash Lane
Phone No. of field trip location	(805) 555-1212
Contact Person at field trip site	Gray Wolf

The Field Trip Request above has been disapproved by bpearce

The disapproval reason is:

No district vehicles are available on that date.

If the Dean/Manager approves the request, it will be forwarded to the President or designee (Executive Vice President), and an email will be sent notifying him/her that the item is pending. The User ID of the first approver will be listed:

From: noreply@myvcccd.edu
To: Bill Pearce
Cc:
Subject: Field Trip Request Waiting Approval

A Field Trip Request has been routed to you for Approval in Workflow. You may access it via the 'my workflow worklist' channel in the Work Life tab of MyVCCCD.

Instructor/Advisor	Kinkella, Susan L.
Worklist Description	Term: 201207 College: 1 CRN: 70187 Title: History of American Indian
Activity/Destination	Chumash History Museum
Transportation is Provided by	College (Commercial Travel)
Responsible instructor/staff members	Instructor
Date(s) of field trips/excursions	July 31, 2012
Address of field trip location	101 Chumash Lane
Phone No. of field trip location	(805) 555-1212
Contact Person at field trip site	Gray Wolf
First Approver	LISAMILLER

The President or designee (Executive Vice President) approval form will allow approval or disapproval. If disapproved, a reason will be entered. If the workflow is disapproved, it will end at this point.

Instructor/Advisor	Kinkella, Susan L.
Class Section 1	Term: 201207 College: 1 CRN: 70187 Title: History of American Indian
Class Section 2	Term: 201207 College: 1 CRN: 70279 Title: Honors: Hist Am Women
Class Section 3	Term: 201207 College: 1 CRN: 70966 Title: Social/Political Hist-US
Class Section 4	None
Class Section 5	None
Activity/Destination	Chumash History Museum
Transportation is Provided by	College (Commercial Travel)
Responsible instructor/staff members	Instructor
Date(s) of field trips/excursions	July 31, 2012
Address of field trip location	101 Chumash Lane
Phone No. of field trip location	(805) 555-1212
Contact Person at field trip site	Gray Wolf
First Approver	LISAMILLER

Please review the above information, and select 'Approve' or 'Disapprove' below. If Approved, the form will be routed to the President or his/her proxy for final approval.

If Disapproved, please enter a reason for the disapproval in the field provided.

Press Complete after selecting the desired option.

*

- Approved
- Disapproved

Reason for disapproval:

Select the "Complete" button when done reviewing and ready to be approved. Or, select "Save & Close" if you are not done reviewing/approving and need to return to this process to approve at a later time.

If disapproved, an email to that effect is sent with the disapprover's user ID and reason for disapproval:

From:	noreply@vcccd.edu
To:	bpearce@vcccd.edu
Cc:	
Subject:	Field Trip Request Disapproved

Instructor/Advisor	Kinkella, Susan L.
Class Section 1	Term: 201207 College: 1 CRN: 70187 Title: History of American Indian
Class Section 2	Term: 201207 College: 1 CRN: 70279 Title: Honors: Hist Am Women
Class Section 3	Term: 201207 College: 1 CRN: 70966 Title: Social/Political Hist-US
Class Section 4	None
Class Section 5	None
Activity/Destination	Chumash History Museum
Transportation is Provided by	College (Commercial Travel)
Responsible instructor/staff members	Instructor
Date(s) of field trips/excursions	July 31, 2012
Address of field trip location	101 Chumash Lane
Phone No. of field trip location	(805) 555-1212
Contact Person at field trip site	Gray Wolf

The Field Trip Request above has been disapproved by bpearce

The disapproval reason is:

Need more information about the trip.

When the request is approved, an email will be sent to the initiator to that effect, showing both approvers:

From:	noreply@vcccd.edu
To:	bpearce@vcccd.edu
Cc:	
Subject:	Field Trip Request Approved
Instructor/Advisor	Kinkella, Susan L.
Class Section 1	Term: 201207 College: 1 CRN: 70187 Title: History of American Indian
Class Section 2	Term: 201207 College: 1 CRN: 70279 Title: Honors: Hist Am Women
Class Section 3	Term: 201207 College: 1 CRN: 70966 Title: Social/Political Hist-US
Class Section 4	None
Class Section 5	None
Activity/Destination	Chumash History Museum
Transportation is Provided by	College (Commercial Travel)
Responsible instructor/staff members	Instructor
Date(s) of field trips/excursions	July 31, 2012
Address of field trip location	101 Chumash Lane
Phone No. of field trip location	(805) 555-1212
Contact Person at field trip site	Gray Wolf

The Field Trip Request above has been Approved.

Approvers:

LISAMILLER

PEDDINGER

Personal Alert Sent to Student

Note: The personal alerts to the students are available from the portal for fourteen days. The instructor will need to send an email reminder (available from the Portal Faculty Tab, Manage Field Trip Requests) after seven days if not all students have completed the forms.

personal alerts	□ □ ×
! Field Trip Participation Form Term: 201205 College: 1 CRN: 50593 Title: Radiography Sum Practicum (TEST)	

Full Personal Alert Message

ID: 11107 Subject: (!) Field Trip Participation Form Term: 201205 College: 1 CRN: 50593 Title: Radiography Sum Practicum (TEST) Date: Jul 11, 2012 1:39:55 PM
In PROD, this message goes to ID:900307753
Please complete your Field Trip Participation Form

Click Link to Fill Out Form

Ventura County Community College District

STUDENT PARTICIPATION FORM

Field Trip Details	
Field Trip/Excursion/Class: Radiography Sum Practicum	Campus: Moorpark College
Instructor/Advisor: Robert Darwin	Date(s): 05/31/2012

Student Details	
Name: [REDACTED]	ID Number: 900 [REDACTED]
Address: [REDACTED] Ventura, CA 93004-3726	Phone Number: [REDACTED]

Signature
<input type="checkbox"/> I have read the information provided above and I and my heirs, executors, administrators or assigns agree that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against VCCCD, we shall indemnify and save harmless the same VCCCD from any and all claims or causes of action by whomever or wherever made or presented for personal injuries, property damage or wrongful death.
<input type="button" value="SUBMIT PARTICIPATION FORM"/> <input type="button" value="PRINT FORM"/>

Students will select "Submit Participation Form"

Ventura County Community College District

STUDENT PARTICIPATION FORM

Form Submitted

Thank you. Your Form has been submitted.

If student is a minor, they will only have the option to Print the Student Participation Form to obtain parent/guardian signature, then submit hard copy form to instructor

Signature

I have read the information provided above and I and my heirs, executors, administrators or assigns agree that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against VCCCD, we shall indemnify and save harmless the same VCCCD from any and all claims or causes of action by whomever or wherever made or presented for personal injuries, property damage or wrongful death.

Our records show you are a minor and a parent or guardian signature is required. Please print this form and turn in to your instructor.

Parent/Guardian: _____

Date: _____

PRINT FORM

Instructors Can Manage their field trips from the Faculty Self Service Channel in the Portal

The screenshot shows a web portal with a navigation bar at the top containing the following tabs: My College, Faculty, Work Life, Employee Information, Student, Banner Testing, and My Tab. Below the navigation bar is a window titled "faculty self service" with a list of menu items. A red box highlights the item "Manage Field Trip Requests New!".

- Summary Class Roster [Early Alert]
- Check Roster
- Instructor's Detailed Schedule
- Lookup Schedule
- Drop Roster
- Post Grades
- Degree Evaluation
- Submit ARF Requests
- Manage Field Trip Requests New!
- MC Downloadable Forms
- Moorpark Library Online Resources
- OC Downloadable Forms
- Oxnard Library Online Resources
- VC Downloadable Forms
- Ventura Library Online Resources

Faculty Field Trip List

- View/Print Roster by CRN
- Download Roster to Excel by CRN or Entire Field Trip
- Stop/Start Enrollment in the Field Trip

Faculty Field Trip List

Fall 2012			
Chumash History Museum - 09/15/2012			Approved 22-AUG-12
CRN: 70187 - History of American Indian	View/Print Roster	Download to Excel	Start Enrollment
CRN: 70279 - Honors: Hist Am Women	View/Print Roster	Download to Excel	Start Enrollment
CRN: 70966 - Social/Political Hist-US	View/Print Roster	Download to Excel	Start Enrollment
			Download Entire Field Trip Roster
UCLA Nursing School - 09/15/2012			Approved 22-AUG-12
CRN: 78105 - Beginning Nursing Lab I	View/Print Roster	Download to Excel	Start Enrollment
CRN: 78090 - Beginning Nursing Lab I	View/Print Roster	Download to Excel	Start Enrollment
CRN: 78095 - Beginning Nursing Lab I	View/Print Roster	Download to Excel	Start Enrollment
CRN: 78100 - Beginning Nursing Lab I	View/Print Roster	Download to Excel	Stop Enrollment
CRN: 72328 - Beginning Nursing Lab I	View/Print Roster	Download to Excel	Stop Enrollment
CRN: 72327 - Beginning Nursing Lab I	View/Print Roster	Download to Excel	Stop Enrollment
CRN: 78044 - Beginning Nursing Science	View/Print Roster	Download to Excel	Stop Enrollment
CRN: 78077 - Nursing Skills Laboratory I	View/Print Roster	Download to Excel	Stop Enrollment
CRN: 78079 - Nursing Skills Laboratory II	View/Print Roster	Download to Excel	Stop Enrollment
CRN: 78080 - Nursing Skills Laboratory III	View/Print Roster	Download to Excel	Stop Enrollment
CRN: 78082 - Nursing Skills Laboratory IV	View/Print Roster	Download to Excel	Stop Enrollment
CRN: 70494 - Study Skills/Nursing Students	View/Print Roster	Download to Excel	Start Enrollment
			Download Entire Field Trip Roster

Field Trip Roster by CRN

Faculty Can:

- View or Print the Roster (Grouped by Participation Form Signed/Not Signed)
- Download to excel
- Mark Students that Attended
- Report Signed Paper Participation Forms (For Minors, Etc.)
- Send a reminder email and Priority Alert to students that have not signed the participation form.

[Save Changes](#)
[Print this Roster](#)
[Download to Excel](#)

Field Trip Roster
 Fall 2012 - UCLA Nursing School - 09/16/2012
 CRN 78100 - Beginning Nursing Lab I

Student Participation Form Signed

Attended	Stu ID	Name	District Trans	Stu Phone	Stu Email	Emrg Contact	Emrg Phone	Ins Co	Ins Policy	Ins Group	Health Issues	Minor
<input checked="" type="checkbox"/>	900471170	Savaheli, Shandiz	Y	-	shandiz_savaheli1@my.vcccd.edu	Andrew Jackson	(555) 654-3210	Health Net	236576746	2316579909	Allergic to bus seats, dragonflies, horseshoes, and bookmarks.	N
<input checked="" type="checkbox"/>	900495827	Campbell, Giovanna	Y	-	giovanna_fratianne1@my.vcccd.edu		*** See Paper Form *** (Paper form has not been turned in)					N
<input checked="" type="checkbox"/>	900652183	Jones, Bnetle	Y	-	bnetle_jones1@my.vcccd.edu		*** See Paper Form *** (Paper form has not been turned in)					N

Student Participation Form Not Signed

[Send Participation Form Reminder](#)

Attended	Stu ID	Name	Stu Phone	Stu Email	Minor	Rcvd Paper Form
<input checked="" type="checkbox"/>	900316726	Kaur, Jaswinder	-	jaswinder_kaur2@my.vcccd.edu	N	<input type="checkbox"/>
<input checked="" type="checkbox"/>	900509387	Weiss, Maxi	818-6244157	maxi_weiss1@my.vcccd.edu	N	<input type="checkbox"/>
<input checked="" type="checkbox"/>	900618736	Yoshiwara, Ryan	-	ryan_yoshiwara1@my.vcccd.edu	Y	<input type="checkbox"/>

[Save Changes](#)
[Print this Roster](#)
[Download to Excel](#)

Printed Field Trip Roster

Field Trip Roster
 Fall 2012 - UCLA Nursing School - 09/15/2012
 CRN: 78100 - Beginning Nursing Lab I

Student Participation Form Signed												
Attended	Stu ID	Name	District Trans	Stu Phone	Stu Email	Emrg Contact	Emrg Phone	Ins Co	Ins Policy	Ins Group	Health Issues	Minor
<input checked="" type="checkbox"/>	900471170	Savaheli, Shandiz	Y	-	shandiz_savaheli1@my.vcccd.edu	Andrew Jackson	(555) 654-3210	Health Net	236576746	2316579909	Allergic to bus seats, dragonflies, horseshoes, and bookmarks.	N
<input checked="" type="checkbox"/>	900495827	Campbell, Giovanna	Y	-	giovanna_fratianne1@my.vcccd.edu			*** See Paper Form ***				N
<input checked="" type="checkbox"/>	900652183	Jones, Brielle	Y	-	brielle_jones1@my.vcccd.edu			*** See Paper Form ***				N

Field Trip Roster
 Fall 2012 - UCLA Nursing School - 09/15/2012
 CRN: 78100 - Beginning Nursing Lab I

Student Participation Form Not Signed						
Attended	Stu ID	Name	Stu Phone	Stu Email	Minor	Rcvd Paper Form
<input type="checkbox"/>	900316726	Kaur, Jaswinder	-	jaswinder_kaur2@my.vcccd.edu	N	<input type="checkbox"/>
<input type="checkbox"/>	900509387	Weiss, Maxi	818-6244157	maxi_weiss1@my.vcccd.edu	N	<input type="checkbox"/>
<input type="checkbox"/>	900618736	Yoshiwara, Ryan	-	ryan_yoshiwara1@my.vcccd.edu	Y	<input type="checkbox"/>

Excel Download

A	B	C	D	E	F	G	H	I
CRN	STUDENT_ATTEND	STU_ID	STUDENT_NAME	DIST_TRANS	STUDENT_PHONE	STUDENT_EMAIL	EMERG_CONTACT	EMERG_PHONE
78100	Y	9E+08	Savaheli, Shandiz	Y	-	shandiz_savaheli1@my.vcccd.edu	Andrew Jackson	(555) 654-3210
78100	Y	9E+08	Campbell, Giovann	Y	-	giovanna_fratianne1@my.vcccd.edu		
78100	Y	9.01E+08	Jones, Brielle	Y	-	brielle_jones1@my.vcccd.edu		
78100		9E+08	Kaur, Jaswinder	Y	-	jaswinder_kaur2@my.vcccd.edu		
78100		9.01E+08	Weiss, Maxi	Y	818-6244157	maxi_weiss1@my.vcccd.edu		
78100		9.01E+08	Yoshiwara, Ryan	Y	-	ryan_yoshiwara1@my.vcccd.edu		
J	K	L	M	N	O	P	Q	R
INS_AVAIL	INS_CO	INS_POLICY	INS_GROUP	HEALTH_ISSUES	STUDENT_MINOR	PFORM_SIGNED	STU_SIG_DATE	PARENT_SIG_DATE
Y	Health Net	236576746	2.317E+09	Allergic to bus seats, drag	N	Student	10/4/2012 9:05	
					N	Parent		10/9/2012 14:18
					N	Parent		10/9/2012 14:18
					N	Not Signed		
					N	Not Signed		
					Y	Not Signed		

