PROCEDURE

Effective Date: July 15, 2010
Approved By: Vice President, Enrollment and Student Services

Cancels:

See Also:  
FRM-U1300.01D  Measles Immunity Report Form - Students  
FRM-U1300.01E  Waiver Request Form – Students  
FRM-U1300.01F  Summer Quarter Waiver Form - Students

PRO-U1300.01B PROVIDING PROOF OF RUBEOLA MEASLES IMMUNIZATION - STUDENTS

Action by:  Action:

Admissions/Extended Ed  1. Notifies student of requirement via mailed packet from Admissions or online message from Extended Education.

Student Health Center  2. Provides three options to satisfy requirement:

   a. Proof of Measles Immunity Report Form, or
   b. Request to Waive Proof of Measles Immunity Requirement Form, or
   c. Request to Waive Proof of Measles Immunity Requirement Form – summer quarter only.

Student  3. Submits form or waiver request to Student Health Center.

Student Health Center  4. Receives completed paperwork and reviews the form:

   a. If Measles Immunity Form submitted, reviews form for appropriate documentation.
   b. If waiver request submitted, reviews for legitimate reason.

Student Health Center  5. Inputs documentation information that has been received:

   a. If insufficient information, registration hold is placed on the student’s account.
## Procedure

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<tr>
<th>Action by:</th>
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<tbody>
<tr>
<td>Student Health Center</td>
<td>6. <strong>Notifies</strong> student:</td>
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<tr>
<td></td>
<td>a. If insufficient information, student to give further</td>
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<td>direction or</td>
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<td>b. If waiver not approved, or</td>
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<td>c. It temporary waiver approved until further proof of</td>
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<td>immunity is pursued.</td>
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<tr>
<td>Student</td>
<td>7. <strong>Restricted</strong> from registration while hold remains in place.</td>
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