

## PROCEDURE

Effective Date: July 15, 2010

Authority: [POL-U1300.01](#)

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

Action by:

Student Health Center

Action:

6. **Notifies** student:

- a. If insufficient information, student to give further direction or
- b. If waiver not approved, or
- c. If temporary waiver approved until further proof of immunity is pursued.

Student

7. **Restricted** from registration while hold remains in place.