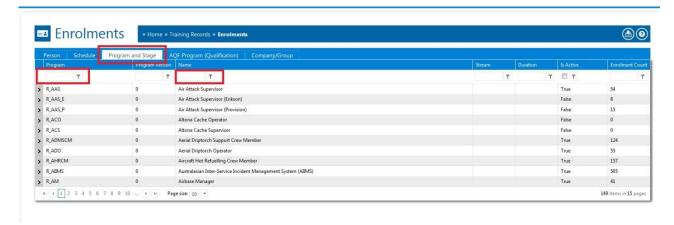# Checking a Student Enrolment
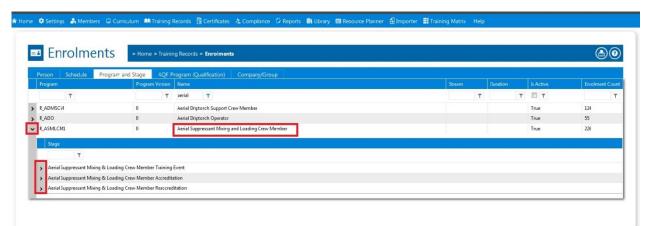# LaDIS - Quick Reference Guide

This QRG is specific to checking a student enrolment status. Also refer to **Enrol Student In Existing Training Stage** and **Enrol in Units of Competency** for further guidelines.

Check Enrolment Status

Before you begin, you need to determine if the student is already enrolled. You can do this by clicking **TRAINING RECORDS > ENROLMENTS** then selecting the **Program and Stage** tab. From here you can search for the specific Program Name

Once the Program has been located, click on the arrow next to it to display all the courses attached, then click on the arrow next to the course you wish to search (e.g. the Training Event, the Accedition or the Reaccreditation.)

Search for the student using their full name in the **Person** search box. If the student is there, you do not need to enrol them.