Student ATRRS Verification
STUDENT ATRRS VIEW

• Students are able to view/verify their ATRRS reservation status, Course Class #, and status from a previous enrollment (if applicable)

• Go To:
  https://www.atrrs.army.mil/selfdevctr/
Click “View Your ATRRS Training Record”
STUDENT ATRRS VIEW

- CAC Login required
- Search for CRS 1-250-C8 (DL) & 1-250-C8
- Current FY reservations required
- Both reservations must be either Wait or Reserved
<table>
<thead>
<tr>
<th>Cancel</th>
<th>FY</th>
<th>SCH</th>
<th>CRS</th>
<th>Phase</th>
<th>CLS</th>
<th>Reservation Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>2012</td>
<td>501</td>
<td>LOG</td>
<td>102</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>2012</td>
<td>020</td>
<td></td>
<td></td>
<td>00A</td>
<td>R-VALID RESERVATION</td>
<td>I-NEW INPUT, Z-OTHER NON-SUCCESSFUL COMPLETION</td>
</tr>
<tr>
<td>NA</td>
<td>2011</td>
<td>501</td>
<td>LOG</td>
<td>101</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>2011</td>
<td>505</td>
<td>ACQ</td>
<td>101</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>2011</td>
<td>020</td>
<td></td>
<td>1-256-C8(P)</td>
<td>002</td>
<td>R-VALID RESERVATION</td>
<td>I-NEW INPUT, G-GRADUATE, SUCCESSFULLY COMPLETED CLASS</td>
</tr>
<tr>
<td>NA</td>
<td>2011</td>
<td>020</td>
<td></td>
<td>1-256-C8(DL)(P)</td>
<td>001</td>
<td>R-VALID RESERVATION</td>
<td>I-NEW INPUT, G-GRADUATE, SUCCESSFULLY COMPLETED CLASS</td>
</tr>
</tbody>
</table>
Both Ph1 and Ph2 reservations must be either W or R.

Applications received with course status P-pending, C – Cancelled, D – Decline are deleted without additional comment to the student.
If a previous enrollment in the Ph1 class resulted in a failed attempt, ATRRS Output Status will reflect Z and Reason as HZ – nonparticipation or ZA – academic fail.

**ATRRS is the system of record.** Students must provide evidence (Completion e-mail from Course Director or completion certificate) in order to challenge the status posted in ATRRS.

**Note:** The HZ Output code oftentimes is a result of students failing to disenroll themselves through the Course Director after receiving an ATRRS cancelation notice. Failing to complete this step keeps the student Blackboard account active. Once the required completion date passes, the account is tracked as a failure due to nonparticipation.
RE-ENROLLMENT

- IAW the course ISAP, students are allowed to request re-enrollment into the Ph1 course 6-months from the time of disenrollment
- PCSing, Promotion Boards, etc. are not considering factors for exceptions to policy
- Prior to registering students must provide the WOILE Course Director with two memorandums
  - First: memorandum from student requesting re-enrollment, which details circumstances of previous attempt and actions to ensure success
  - Second: memorandum signed by student’s O-6 Commander (initialed in the through line is not accepted). Memorandum must details the circumstances of the failed attempt and identify what corrective actions are in place to ensure successful completion of the course