### Assign/Maintain Individual Appointments-031108

1. **Navigate:** Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment.

2. **Enter the** Institution, Academic Career, Term and search criteria such as ID or First and Last Name to identify the student.

3. **Click the** Search button.

4. **Use the** Student Enrollment Appointment page to select Enrollment and/or Validation Appointments for this student for sessions in the term. The appointments must already have been created. Multiple appointments can be assigned.

5. **Select a Session. Click the** Look up Session button.

6. **To assign appointments for another session in the term, add a row by clicking the** Add a New Row button in the Session Limits section of the page.

7. **Select the Only Use Term Limits checkbox if you want the enrollment engine to use term unit limits rather than session unit limits.**

   Select the **Override Maximum Units checkbox** to override the session unit limits set for the student's primary academic program of the enrollment term. When you select this checkbox, you can fill in the desired **Max Total Units, Max Audit Units, Max No GPA Units, Max Total Courses** and **Max Wait List Units**. This does not override the student's term unit limits, however.

8. **Click the** Find Appointment link.

9. **You can search for appointments using any of the fields on this page. Once you have entered** some search criteria, use the **Fetch Appointments button** to display the search results.

10. **Click the** Fetch Appointments button.

11. **To assign an appointment to the student, click the** Select Appointment button.

12. **To assign more enrollment appointments to this student for this term and session, add a row using the** Add a New Row button in the Enrollment Appointments section of the page.

13. **Click the** Use Program Term/Session Limit option.

14. **To assign a Validation Appointment to this student, click the** Find Appointment link in the Validation Appointments section of the page. The process to select a validation appointment is the same as for enrollment appointments, except that there is no selection of limits.

15. **Click the** Save button.

16. **End of Procedure.**