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|---------------------------------|-----------------|
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| Status | Final |

Enrollment Request-Enroll-122707

Concept

You'll use the **Enrollment Request** component most often to enter enrollment transactions on a student-by-student basis. You generate enrollment requests, which you can post in the page or in a background process. The enrollment engine posting process validates the requests against the enrollment rules that your institution has set up, such as class prerequisites, service indicators, and section limits.

The **Enrollment Request** component has the same functionality as the **Quick Enroll** component. You can process transactions through the **Enrollment Request** component or the **Quick Enroll** component. The transactions can be to enroll in a class, to drop a class, to swap one class for another, to enter a grade, etc.

This document covers the enroll process.

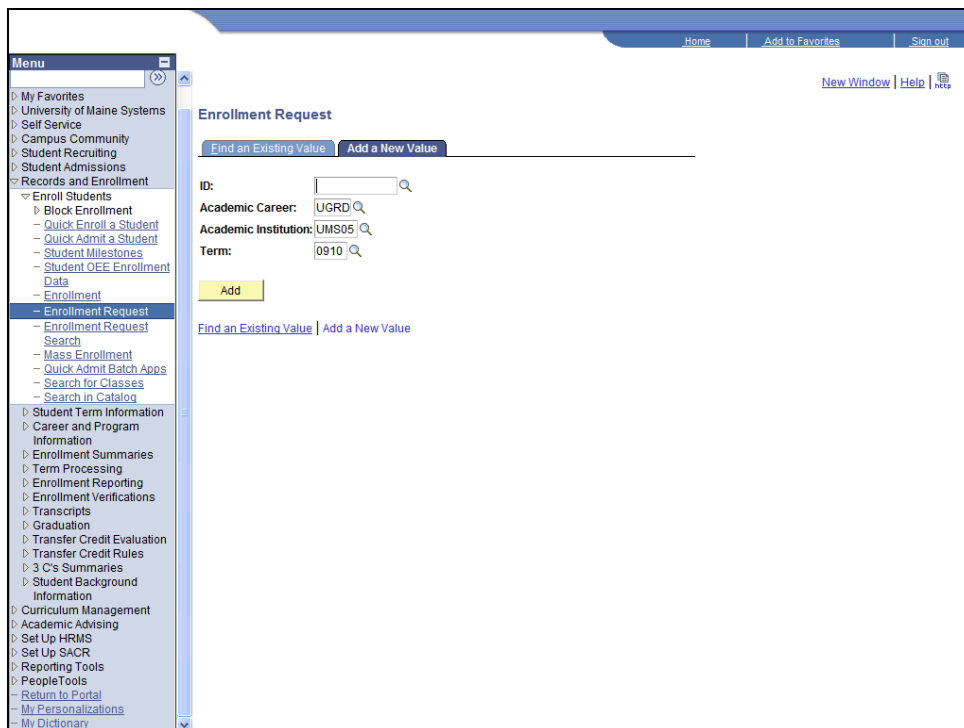
Procedure

To view the online process manual and quick guide, click the links below.

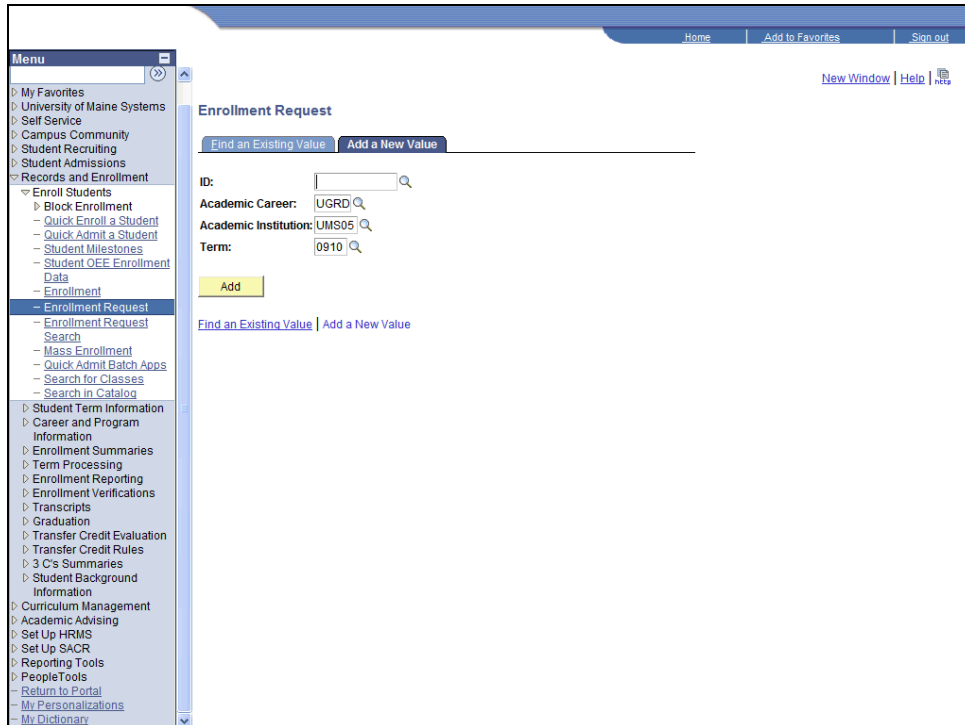
PM Please refer to: http://www.maine.edu/pdf/EnrollmentRequest-Enroll-122707_BP.pdf

QG Please refer to: http://www.maine.edu/pdf/EnrollmentReuquest-Enroll-122707_QG.pdf

| Step | Action |
|------|---|
| 1. | Navigate: Records and Enrollment > Enroll Students > Enrollment Request. |



| Step | Action |
|------|---|
| 2. | <p>You can either add the enrollment transaction to an existing enrollment request for the student, or you can create a new enrollment request.</p> <p>If you choose to add to an existing request, use the Find an Existing Value tab to search for an enrollment request for the student. Otherwise, use the Add a New Value tab and create a new enrollment request.</p> |

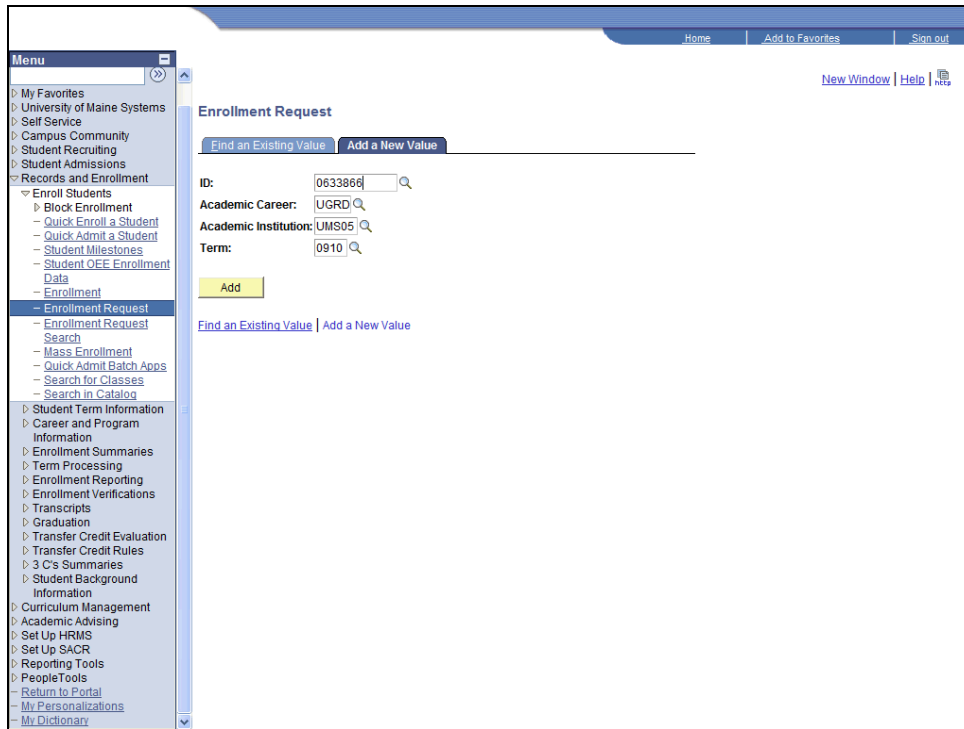


The screenshot shows a web application interface for 'Enrollment Request'. On the left is a 'Menu' sidebar with categories like 'My Favorites', 'University of Maine Systems', 'Self Service', 'Campus Community', 'Student Recruiting', 'Student Admissions', and 'Records and Enrollment'. The 'Records and Enrollment' section is expanded, showing options like 'Enroll Students', 'Block Enrollment', 'Quick Enroll a Student', 'Quick Admit a Student', 'Student Milestones', 'Student OEE Enrollment Data', 'Enrollment', 'Enrollment Request', 'Enrollment Request Search', 'Mass Enrollment', 'Quick Admit Batch Apps', 'Search for Classes', and 'Search in Catalog'. The main content area is titled 'Enrollment Request' and has two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs are input fields for 'ID:', 'Academic Career:' (with 'UGRD' selected), 'Academic Institution:' (with 'UMS05' selected), and 'Term:' (with '0910' selected). There is a yellow 'Add' button and a link to 'Find an Existing Value | Add a New Value'.

| Step | Action |
|------|--|
| 3. | <p>The Academic Career, Academic Institution and Term fields can be automatically populated from your User Defaults. If not, fill in those fields.</p> <p>Enter the student's ID in the ID field.</p> |

Process Document

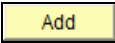
Student Records: Enrollment Request-Enroll-122707

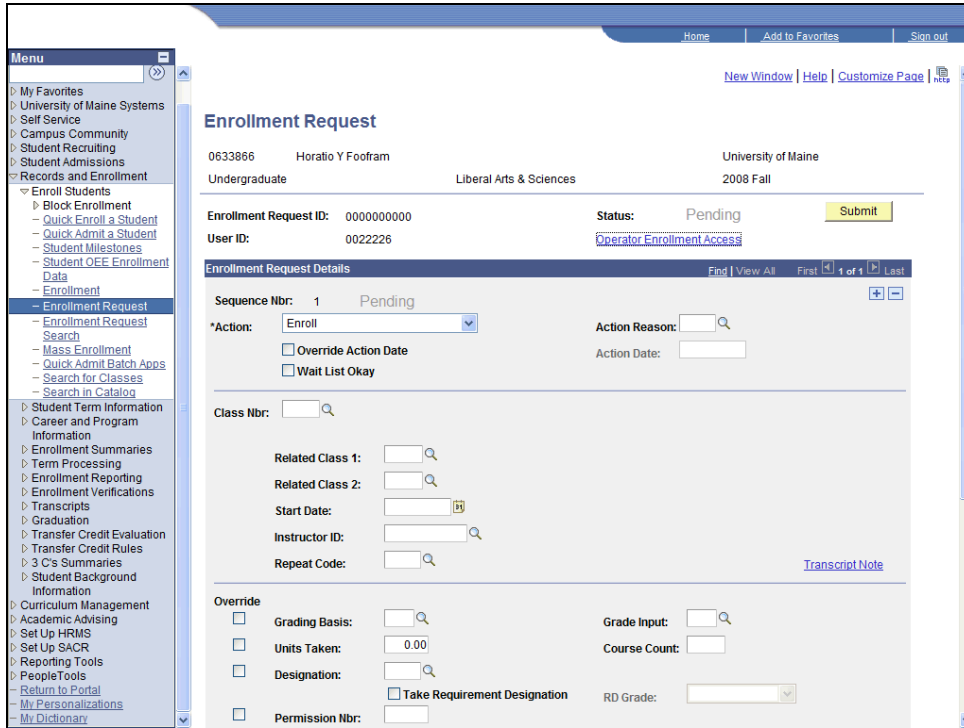


The screenshot shows a web application interface for 'Enrollment Request'. On the left is a 'Menu' with various navigation options. The main content area has a header with 'Home', 'Add to Favorites', and 'Sign out'. Below the header, there are links for 'New Window', 'Help', and a printer icon. The 'Enrollment Request' section contains two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active, showing a form with the following fields:

- ID: 0633886
- Academic Career: UGRD
- Academic Institution: UMS05
- Term: 0910

Below these fields is a yellow 'Add' button. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

| Step | Action |
|------|--|
| 4. | Click the Add button.  |
| 5. | If this is a new Enrollment Request, the Enrollment Request ID has not been set. It will be assigned when this request is either saved or submitted for processing. The Status is <i>Pending</i> . |



Home | Add to Favorites | Sign out

New Window | Help | Customize Page |

Enrollment Request

0633866 Horatio Y Foofram University of Maine
Undergraduate Liberal Arts & Sciences 2008 Fall

Enrollment Request ID: 000000000 Status: Pending

User ID: 0022226 [Operator Enrollment Access](#)

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr: 1 Pending

*Action: Action Reason:

Override Action Date Action Date:

Wait List Okay

Class Nbr:

Related Class 1:

Related Class 2:

Start Date:

Instructor ID:

Repeat Code: [Transcript Note](#)

Override

Grading Basis: Grade Input:

Units Taken: 0.00 Course Count:

Designation:

Take Requirement Designation RD Grade:

Permission Nbr:

| Step | Action |
|------|---|
| 6. | Select which type of enrollment transaction is desired. Click the Action list. <input type="button" value="Enroll"/> <input type="button" value="Q"/> |

Process Document

Student Records: Enrollment Request-Enroll-122707



Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#)

Menu

- My Favorites
- University of Maine Systems
- Self Service
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
 - Enroll Students
 - Block Enrollment
 - Quick Enroll a Student
 - Quick Admit a Student
 - Student Milestones
 - Student OEE Enrollment Data
 - Enrollment
 - Enrollment Request**
 - Enrollment Request Search
 - Mass Enrollment
 - Quick Admit Batch Apps
 - Search for Classes
 - Search in Catalog
 - Student Term Information
 - Career and Program Information
 - Enrollment Summaries
 - Term Processing
 - Enrollment Reporting
 - Enrollment Verifications
 - Transcripts
 - Graduation
 - Transfer Credit Evaluation
 - Transfer Credit Rules
 - 3 C's Summaries
 - Student Background Information
 - Curriculum Management
 - Academic Advising
 - Set Up HRMS
 - Set Up SACR
 - Reporting Tools
 - PeopleTools
 - [Return to Portal](#)
 - [My Personalizations](#)
 - [My Dictionary](#)

Enrollment Request

0633866 Horatio Y Foofram University of Maine

Undergraduate Liberal Arts & Sciences 2008 Fall

Enrollment Request ID: 0000000000 Status: Pending [Submit](#)

User ID: 0022226 [Operator Enrollment Access](#)

Enrollment Request Details Find | View All First | 1 of 1 | Last

Sequence Nbr: 1 Pending

*Action: **Enroll** (dropdown menu open showing: Add Grade, Change Grade, Change Wait List Position, Drop, Drop to Wait List, Swap Courses)

Action Reason: Action Date:

Class Nbr: **Enroll** (dropdown menu open showing: Normal Maintenance, Remove Grade, Swap Courses)

Related Class 2:

Start Date:

Instructor ID:

Repeat Code: [Transcript Note](#)

Override

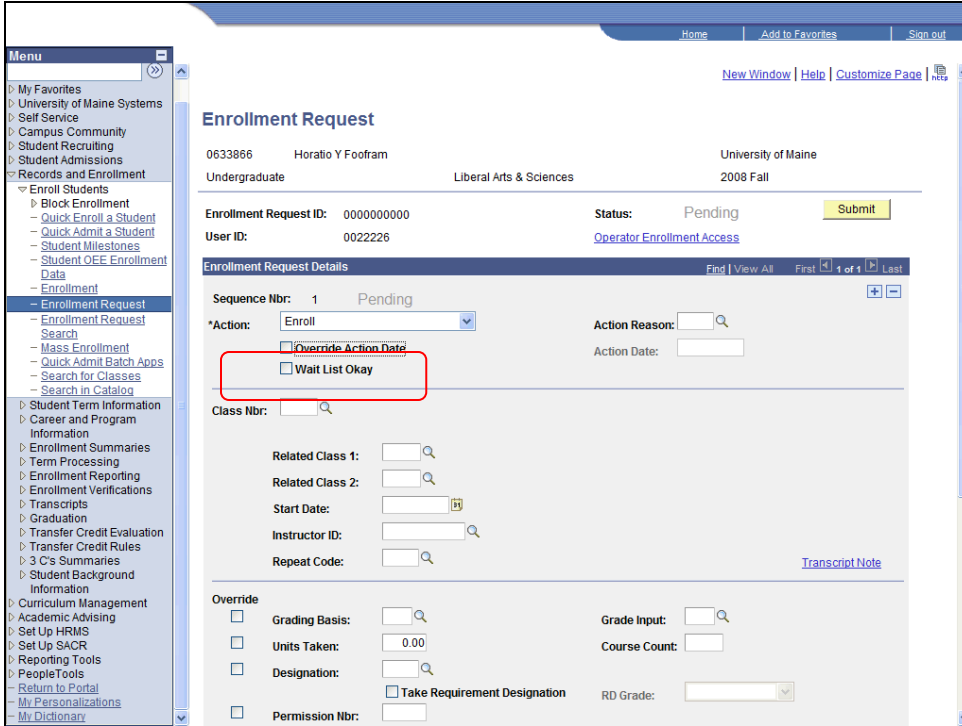
Grading Basis: Grade Input:

Units Taken: 0.00 Course Count:

Designation: Take Requirement Designation RD Grade:

Permission Nbr:

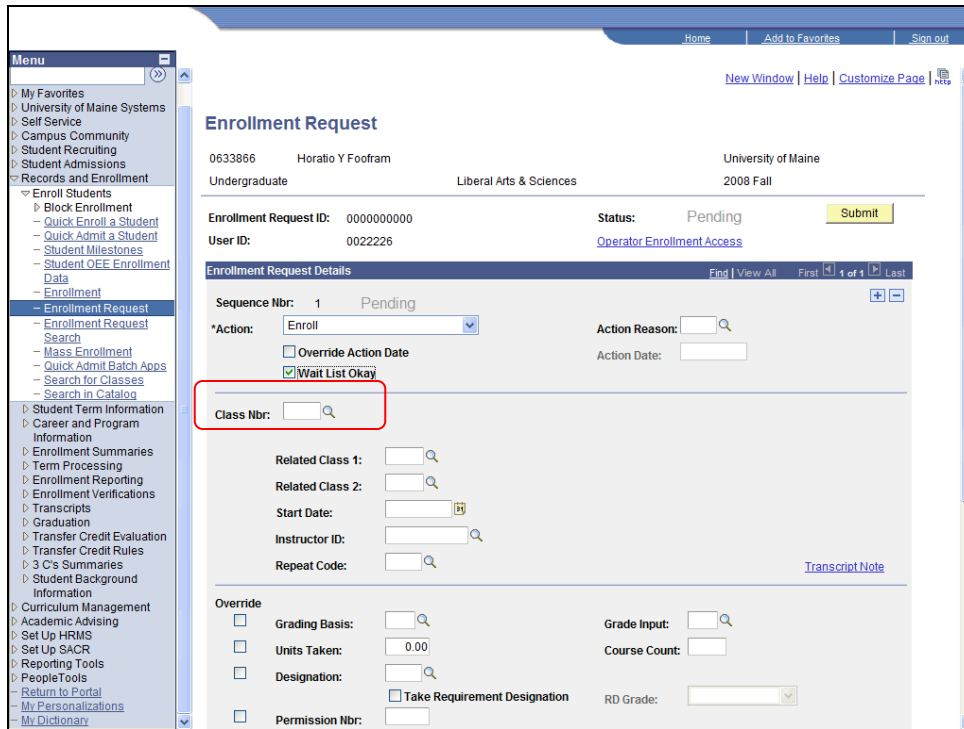
| Step | Action |
|------|--|
| 7. | Select the Enroll Action (the default). Enroll |




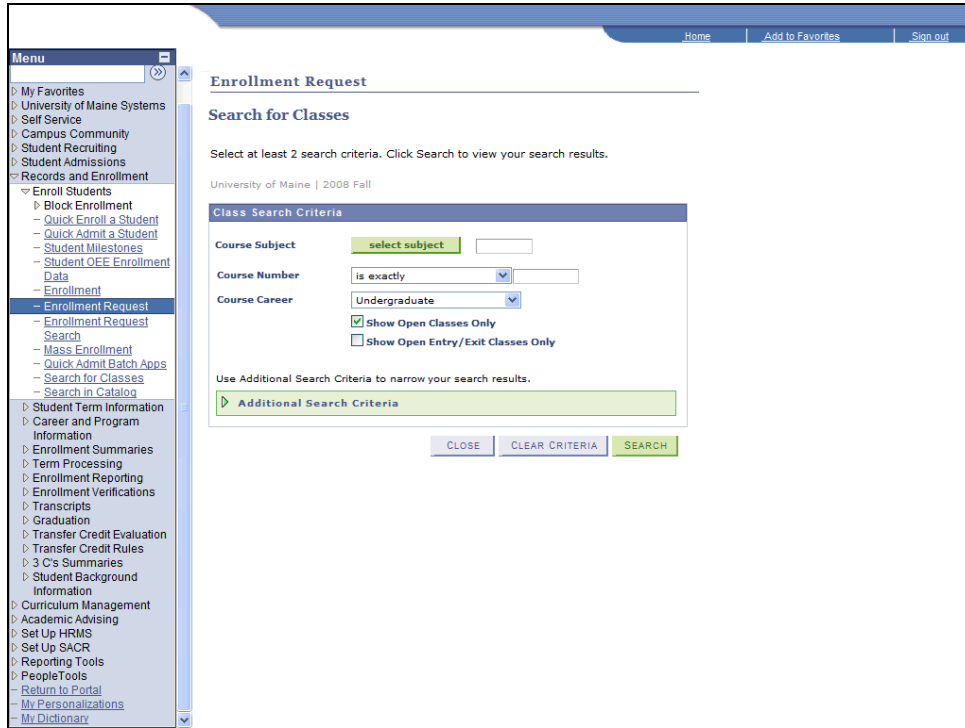
| Step | Action |
|------|---|
| 8. | Select the Wait List Okay checkbox if the class has a wait list and the student wants to be on the wait list if the class is full. |

Process Document

Student Records: Enrollment Request-Enroll-122707



| Step | Action |
|------|--|
| 9. | Enter the class number in the Class Nbr field. To search for the class number, click the Course Detail look up button.  |



The screenshot displays the 'Enrollment Request' section of a web application. On the left is a 'Menu' sidebar with various navigation options. The main content area is titled 'Enrollment Request' and contains a 'Search for Classes' section. Below this title, it instructs the user to 'Select at least 2 search criteria. Click Search to view your search results.' The search criteria are organized into a 'Class Search Criteria' box with the following fields:

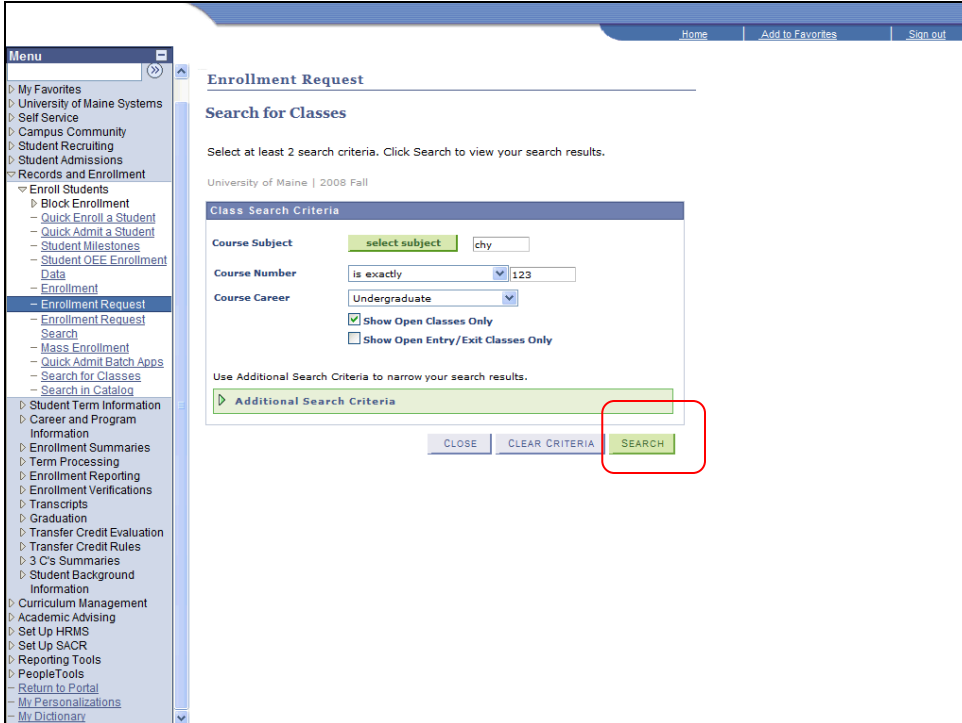
- Course Subject:** A dropdown menu with a 'select subject' button next to it.
- Course Number:** A dropdown menu set to 'is exactly'.
- Course Career:** A dropdown menu set to 'Undergraduate'.
- Filters:** Two checkboxes: 'Show Open Classes Only' (checked) and 'Show Open Entry/Exit Classes Only' (unchecked).

Below the search criteria, there is a section for 'Additional Search Criteria' with a plus icon and a text input field. At the bottom of the search criteria box are three buttons: 'CLOSE', 'CLEAR CRITERIA', and 'SEARCH'.

| Step | Action |
|------|---|
| 10. | This is the standard class search page. Enter search criteria and click the Search button. For more information on Class Search see the process document for that process. |

Process Document

Student Records: Enrollment Request-Enroll-122707



Home | Add to Favorites | Sign out

Enrollment Request

Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

University of Maine | 2008 Fall

Class Search Criteria

Course Subject

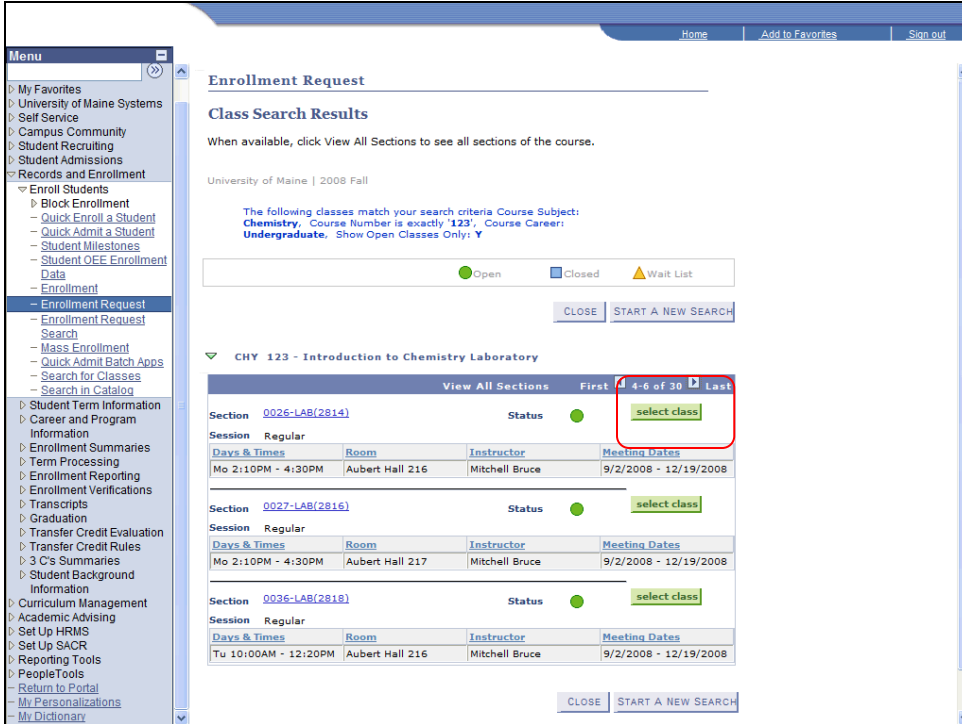
Course Number

Course Career

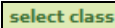
Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

| Step | Action |
|------|--|
| 11. | Click the Search button. <input type="button" value="SEARCH"/> |

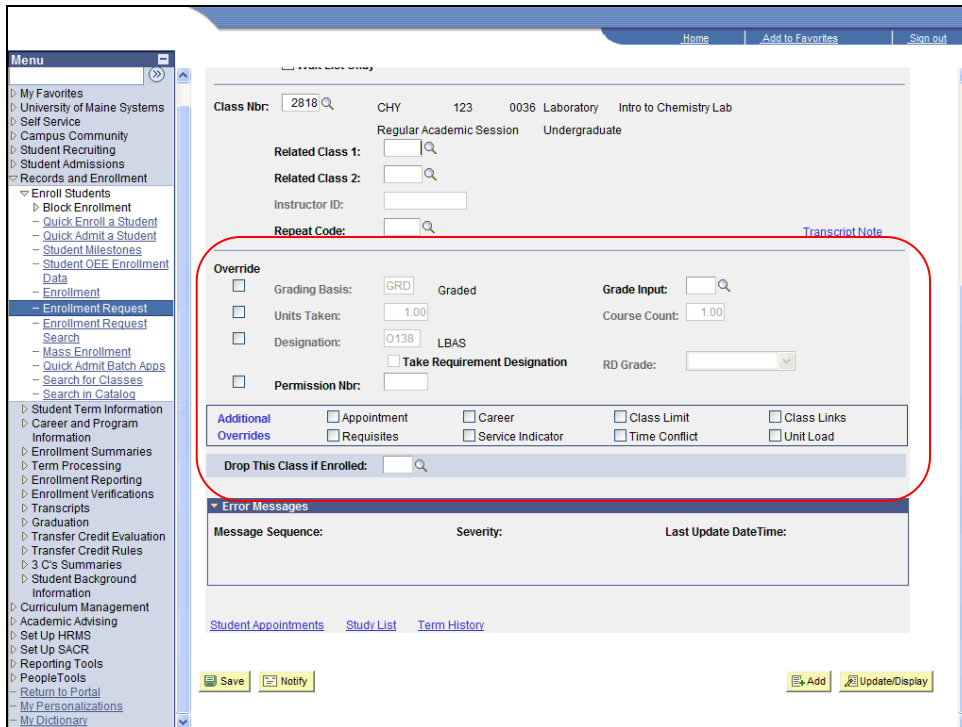


The screenshot shows the 'Enrollment Request' interface. On the left is a 'Menu' sidebar with various navigation options. The main content area is titled 'Enrollment Request' and 'Class Search Results'. It displays search criteria: 'Course Subject: Chemistry, Course Number is exactly '123', Course Career: Undergraduate, Show Open Classes Only: Y'. Below this, there are buttons for 'Open', 'Closed', and 'Wait List'. A search bar contains '4-6 of 30' and a 'select class' button is highlighted with a red box. The search results list three sections of 'CHY 123 - Introduction to Chemistry Laboratory' with columns for 'Section', 'Status', 'Days & Times', 'Room', 'Instructor', and 'Meeting Dates'. Each section has a 'select class' button next to it.

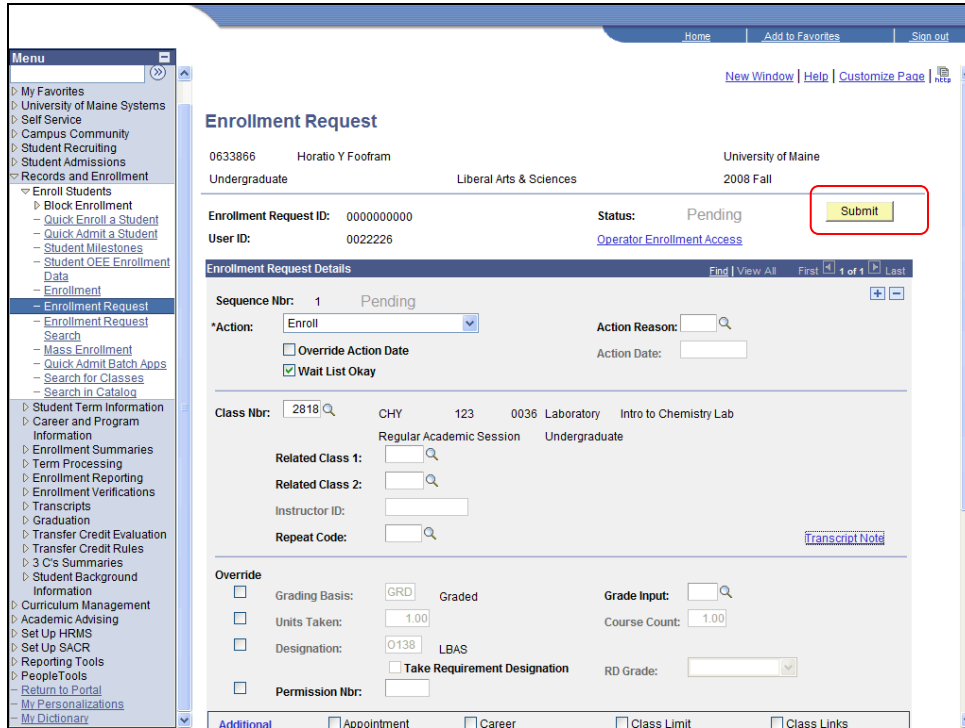
| Step | Action |
|------|---|
| 12. | In the search results list, locate the desired class. Click the Select Class button for that class.  |

Process Document

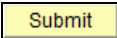
Student Records: Enrollment Request-Enroll-122707



| | |
|------------|--|
| <p>13.</p> | <p>Use the Overrides to override class characteristics set in the course catalog such as grading basis, units, etc. Also use overrides to turn off enrollment processing checks such as prerequisites, unit load limits, permissions and appointments.</p> <p>The security settings for the staff member entering the enrollment request determine which overrides are available.</p> |
| <p>14.</p> | <p>The Drop This Class if Enrolled field is used to specify the class number of a class the student is already enrolled in. If the current enrollment request is successful, this class will be automatically dropped.</p> <p>Using this field may avoid a problem where adding the preferred class before dropping the other will cause the student to go over the unit load limit for the term.</p> <p>The lookup button displays a list of all the classes the student is currently enrolled in.</p> |



The screenshot shows the 'Enrollment Request' page for a student named Horatio Y Foofram. The status is 'Pending'. A yellow 'Submit' button is highlighted with a red box. The page includes a left-hand menu with options like 'Enroll Students', 'Block Enrollment', and 'Enrollment Request'. The main content area shows details for an enrollment request for class 2819, including fields for action, override action date, wait list okay, class number, and grading basis.

| Step | Action |
|------|---|
| 15. | <p>To process the enroll transaction, click the Submit button.</p> <p>This invokes the enrollment engine which will check requisites, enrollment and unit load limits, time conflicts, and so on.</p> <p></p> |

Process Document

Student Records: Enrollment Request-Enroll-122707



Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#)

Enrollment Request

0633866 Horatio Y Foofram University of Maine
Undergraduate Liberal Arts & Sciences 2008 Fall

Enrollment Request ID: 0000001536 Status: **Errors Found** [Submit](#)

User ID: 0022226 [Operator Enrollment Access](#)

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr: 1 **Errors**

*Action: **Enroll** Action Reason:

Override Action Date Action Date:

Wait List Okay

Class Nbr: 2818 CHY 123 0036 Laboratory Intro to Chemistry Lab
Regular Academic Session Undergraduate

Related Class 1:

Related Class 2:

Start Date:

Instructor ID:

Repeat Code: [Transcript Note](#)

Override

Grading Basis: **GRD** Graded Grade Input:

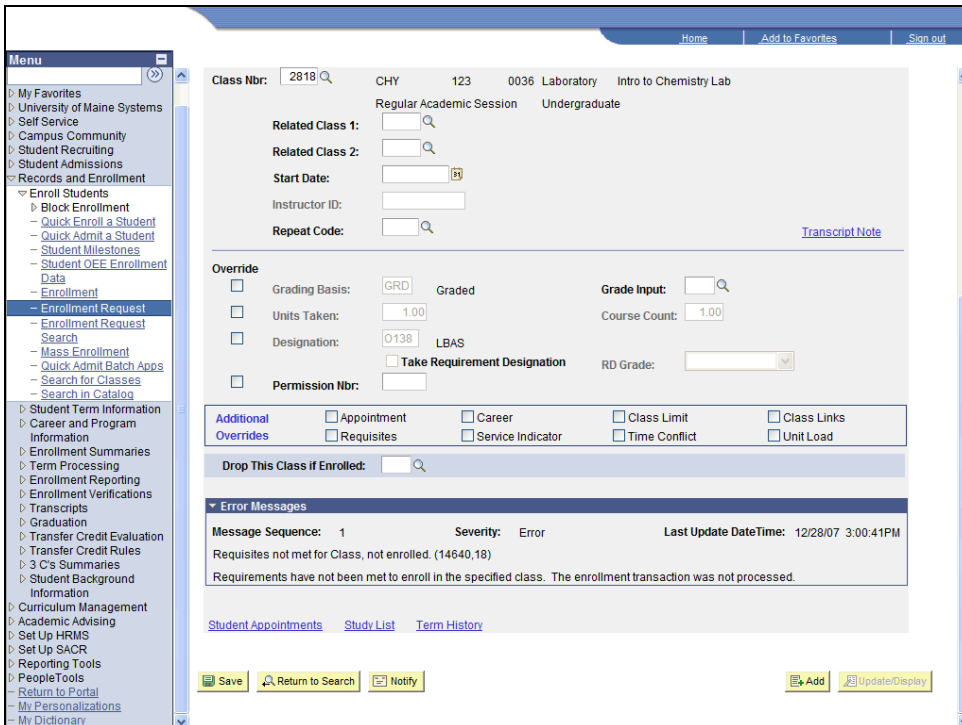
Units Taken: 1.00 Course Count: 1.00

Designation: **O13B** LBAS RD Grade:

Take Requirement Designation

Permission Nbr:

| Step | Action |
|------|---|
| 16. | In the above example, the request has failed. The error message is at the bottom of the page. |



The screenshot displays the 'Enrollment Request' interface for class 2818. The class details include:

- Class Nbr:** 2818 (searchable)
- Session:** CHY 123 0036 Laboratory Intro to Chemistry Lab
- Academic Session:** Regular Academic Session
- Level:** Undergraduate
- Related Class 1:** (searchable)
- Related Class 2:** (searchable)
- Start Date:** (calendar icon)
- Instructor ID:** (searchable)
- Repeat Code:** (searchable)
- Transcript Note:** (link)

 The 'Override' section contains several checkboxes:

- Grading Basis: GRD (Graded)
- Units Taken: 1.00
- Designation: 0138 (LBAS)
- Take Requirement Designation
- Permission Nbr:
- Grade Input: (searchable)
- Course Count: 1.00
- RD Grade: (dropdown)

 Additional overrides include:

- Appointment
- Career
- Class Limit
- Class Links
- Requisites
- Service Indicator
- Time Conflict
- Unit Load


 An error message is displayed at the bottom:

Message Sequence: 1 **Severity:** Error **Last Update DateTime:** 12/28/07 3:00:41PM
 Requisites not met for Class, not enrolled. (14640,18)
 Requirements have not been met to enroll in the specified class. The enrollment transaction was not processed.

| Step | Action |
|------|--|
| 17. | In this case, there is a co-requisite class which must be added to the enrollment request. |

Process Document

Student Records: Enrollment Request-Enroll-122707

| Step | Action |
|------|--|
| 18. | Add another enrollment row to the enrollment request. Click the Add a new row button.  |
| 19. | Note that this row is Sequence Nbr 2 . The Sequence Number determines the order in which the enrollment actions are processed. This can be significant - for example, if there is a time conflict between two requested classes, the student will be enrolled in the one with the lower sequence number. The Sequence Number is determined by the order in which you enter the requests, not by the row number. Thus, if you already have two rows (sequence numbers 1 and 2) and add a row following row 1 and before row 2, the new row will still have sequence number 3. |
| 20. | Enter the Class Nbr for the next enrollment (or use the class search lookup button). |

Home
Add to Favorites
Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Menu

- My Favorites
- University of Maine Systems
- Self Service
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
 - Enroll Students
 - Block Enrollment
 - Quick Enroll a Student
 - Quick Admit a Student
 - Student Milestones
 - Student OEE Enrollment Data
 - Enrollment
 - Enrollment Request
 - Enrollment Request Search
 - Mass Enrollment
 - Quick Admit Batch Apps
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- Career and Program Information
- Enrollment Summaries
- Term Processing
- Enrollment Reporting
- Enrollment Verifications
- Transcripts
- Graduation
- Transfer Credit Evaluation
- Transfer Credit Rules
- 3 C's Summaries
- Student Background Information
- Curriculum Management
- Academic Advising
- Set Up HRMS
- Set Up SACR
- Reporting Tools
- PeopleTools
- Return to Portal
- My Personalizations
- My Dictionary

Enrollment Request

0633866 Horatio Y Foofram University of Maine
Undergraduate Liberal Arts & Sciences 2008 Fall

Enrollment Request ID: 0000001536 Status: Errors Found

User ID: 0022226 [Operator Enrollment Access](#)

Enrollment Request Details Find | View All First 2 of 2 Last

Sequence Nbr: 2 Pending

*Action: Action Reason:

Override Action Date Action Date:

Wait List Okay

Class Nbr:

Related Class 1:

Related Class 2:

Start Date:

Instructor ID:

Repeat Code:

[Transcript Note](#)

Override

Grading Basis: Grade Input:

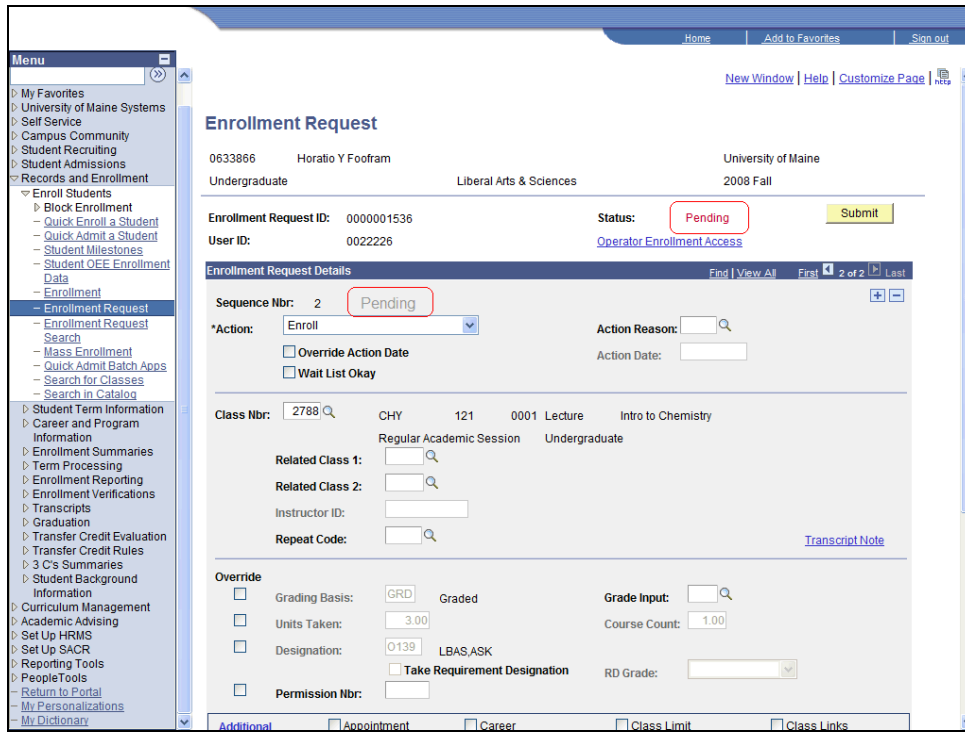
Units Taken: Course Count:

Designation: Take Requirement Designation RD Grade:

Permission Nbr:

Process Document

Student Records: Enrollment Request-Enroll-122707



Enrollment Request

0633866 Horatio Y Fooram University of Maine
Undergraduate Liberal Arts & Sciences 2008 Fall

Enrollment Request ID: 000001536 Status: **Pending**

User ID: 0022226 [Operator Enrollment Access](#)

Enrollment Request Details Find | View All First 2 of 2 Last

Sequence Nbr: 2 **Pending**

*Action: Action Reason:
 Override Action Date Action Date:
 Wait List Okay

Class Nbr: 2788 CHY 121 0001 Lecture Intro to Chemistry
Regular Academic Session Undergraduate

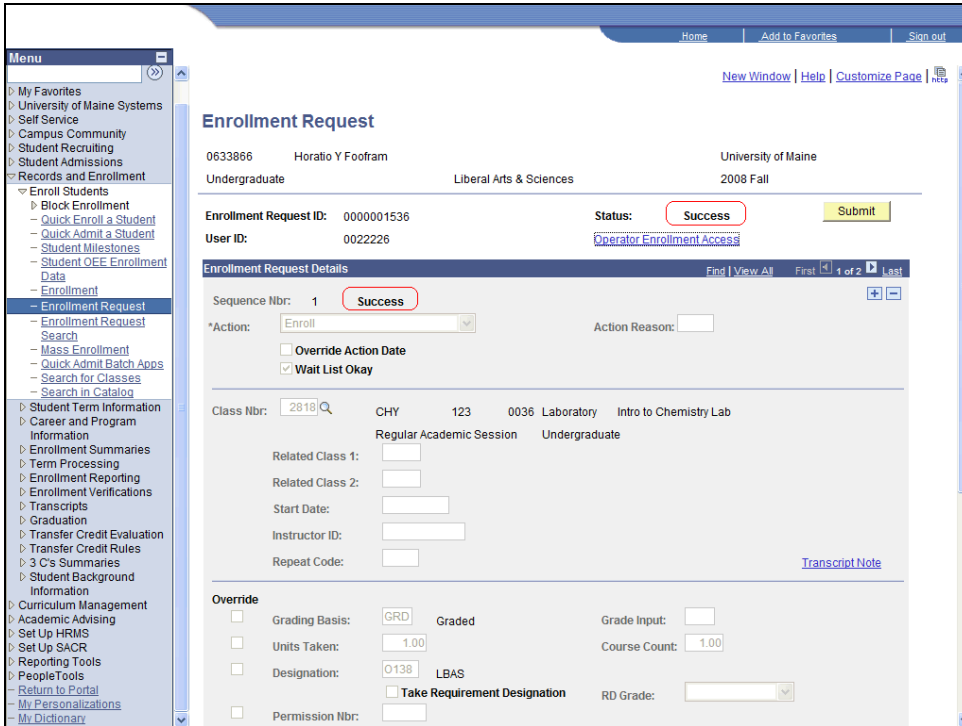
Related Class 1:
 Related Class 2:
 Instructor ID:
 Repeat Code: [Transcript Note](#)

Override

Grading Basis: GRD Graded Grade Input:
 Units Taken: 3.00 Course Count: 1.00
 Designation: 0139 LBAS,ASK Take Requirement Designation RD Grade:
 Permission Nbr:

Additional Appointment Career Class Limit Class Link

| Step | Action |
|------|---|
| 21. | To process the enrollment requests, click the Submit button. In the above example, this will resubmit the original request which generated an error, plus the added class. <div style="border: 1px solid black; display: inline-block; padding: 2px 5px; margin-top: 5px;">Submit</div> |



Home | Add to Favorites | Sign out

New Window | Help | Customize Page |

Enrollment Request

0633866 Horatio Y Foofram University of Maine
Undergraduate Liberal Arts & Sciences 2008 Fall

Enrollment Request ID: 0000001536 Status: **Success** Submit

User ID: 0022226 [Operator Enrollment Access](#)

Enrollment Request Details Find | View All First 1 of 2 Last

Sequence Nbr: 1 **Success**

*Action: Enroll Action Reason:

Override Action Date
 Wait List Okay

Class Nbr: 2818 CHY 123 0036 Laboratory Intro to Chemistry Lab
Regular Academic Session Undergraduate

Related Class 1:
Related Class 2:
Start Date:
Instructor ID:
Repeat Code:

[Transcript Note](#)

Override

Grading Basis: GRD Graded Grade Input:
 Units Taken: 1.00 Course Count: 1.00
 Designation: O138 LBAS
 Take Requirement Designation RD Grade:
 Permission Nbr:

| Step | Action |
|------|--|
| 22. | <p>In the example shown above, adding the co-requisite enrollment request fixed the error. The enrollment is successful for both classes.</p> <p>If desired, use the Study List link at the bottom of the page to verify that the student has been enrolled.</p> |

Process Document

Student Records: Enrollment Request-Enroll-122707



Home | Add to Favorites | Sign out

Menu

- My Favorites
- University of Maine Systems
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 - 3 C's Summaries
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 - Curriculum Management
 - Academic Advising
 - Set Up HRMS
 - Set Up SACR
 - Reporting Tools
 - PeopleTools
 - Return to Portal
 - My Personalizations
 - My Dictionary

Regular Academic Session Undergraduate

Related Class 1:

Related Class 2:

Start Date:

Instructor ID:

Repeat Code:

[Transcript Note](#)

Override

Grading Basis: Graded Grade Input:

Units Taken: Course Count:

Designation: LBAS

Take Requirement Designation RD Grade:

Permission Nbr:

Additional Overrides

Appointment Career Class Limit Class Links

Requisites Service Indicator Time Conflict Unit Load

Drop This Class if Enrolled:

Error Messages

Message Sequence: Severity: Last Update DateTime:

[Student Appointments](#) [Study List](#) [Term History](#)

Save Return to Search Notify Add Update/Display

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | nts

Enrollment Request

Student Study List

2008 Fall

0633866

Horatio Y Foofram

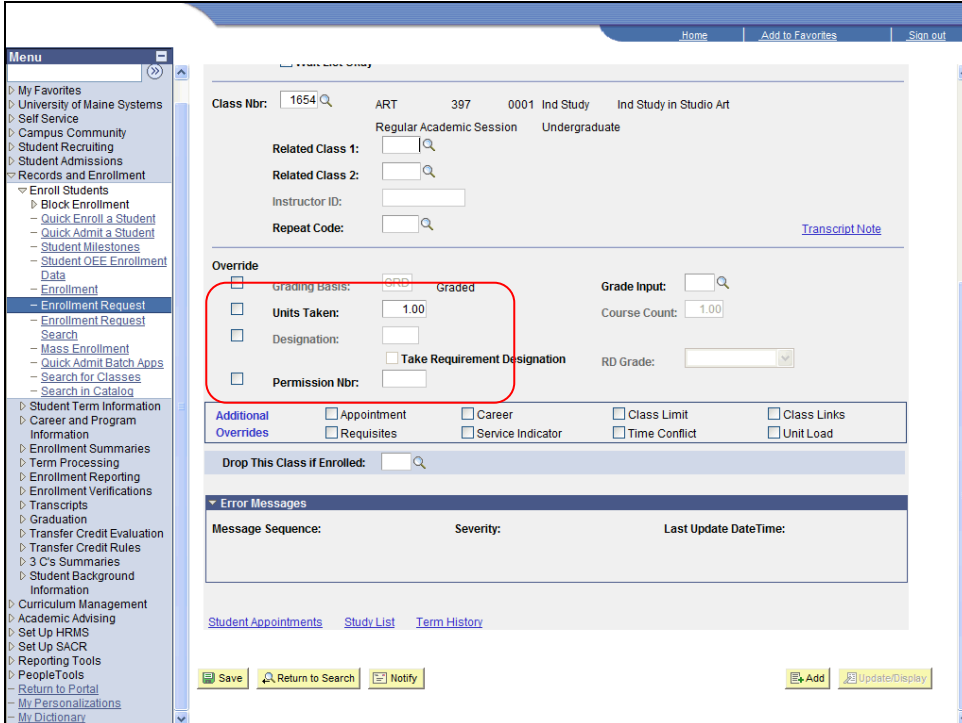
Undergraduate University of Maine

Class Schedule Filter Options

Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes [Refresh Class Schedule](#)

| CHY 121 | Section | Component | Description | Grading Option | Grade | Units | Status |
|------------|---------|-------------------------|--|----------------------|-------|-------------------------|----------|
| Cl#: 2788 | 0001 | Lecture | Intro to Chemistry | Graded | | 3.00 | Enrolled |
| | | | Academic Program: Liberal Arts & Sciences | | | | |
| | | | Requirement Designation: Lab in Basic or Appl Sci, Appl of Sci Knowledge | Attempt RD? | Yes | | |
| | | 9:00AM 9:50AM | Mon,Wed,Fri | Aubert Hall 316 | | 09/02/2008 - 12/19/2008 | |
| | | Instructor: Karl Bishop | | | | | |
| | | 3:10PM 5:10PM | Mon | Aubert Hall 316 | | 09/02/2008 - 12/19/2008 | |
| | | Instructor: Karl Bishop | | | | | |
| CHY 121 | Section | Component | Description | Grading Option | Grade | Units | Status |
| Cl#: 30266 | 1REC | Recitation | Intro to Chemistry | Non-Graded Component | | 0.00 | Enrolled |
| | | | Academic Program: Liberal Arts & Sciences | | | | |
| | | Schedule: TBA | | Location: TBA | | 09/02/2008 - 12/19/2008 | |
| | | Instructor: TBA | | | | | |
| CHY 123 | Section | Component | Description | Grading Option | Grade | Units | Status |

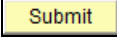
| Step | Action |
|------|---|
| 23. | For some classes, the student has the option to choose how many units to take for this class. Classes may also require instructor or departmental permission. When this is the case for a class, the Units Taken field is available for editing. The Permission Nbr field is used to enter a permission number. |



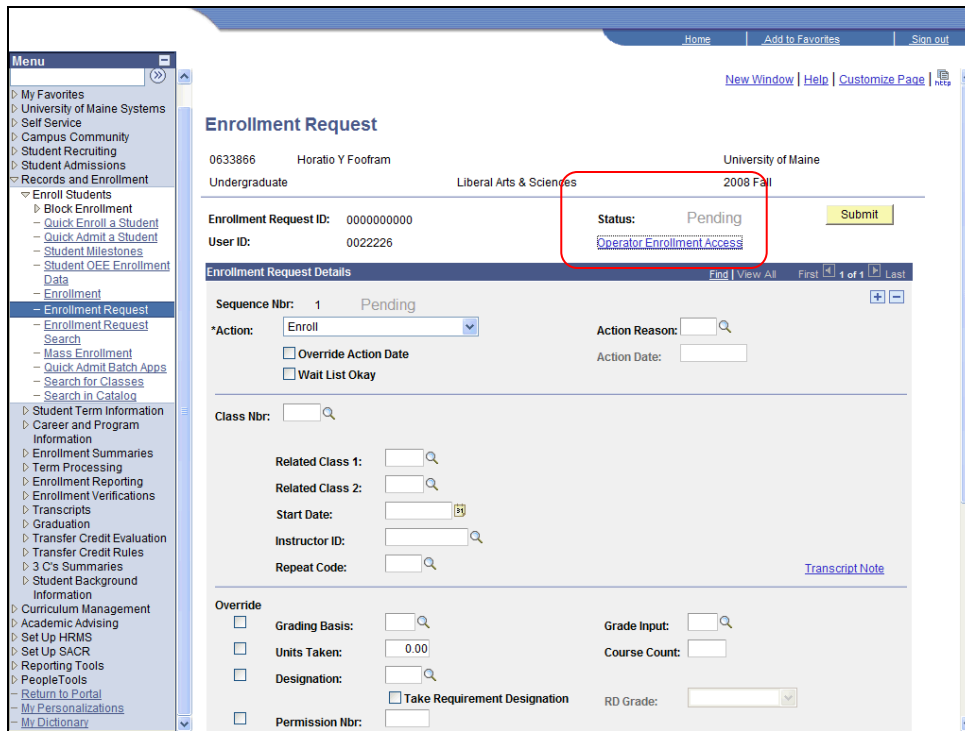
The screenshot shows a web-based enrollment request form. The 'Override' section is highlighted with a red box. It contains the following fields:

- Grading Basis: Graded
- Units Taken:
- Designation:
- Permission Nbr:
- Take Requirement Designation

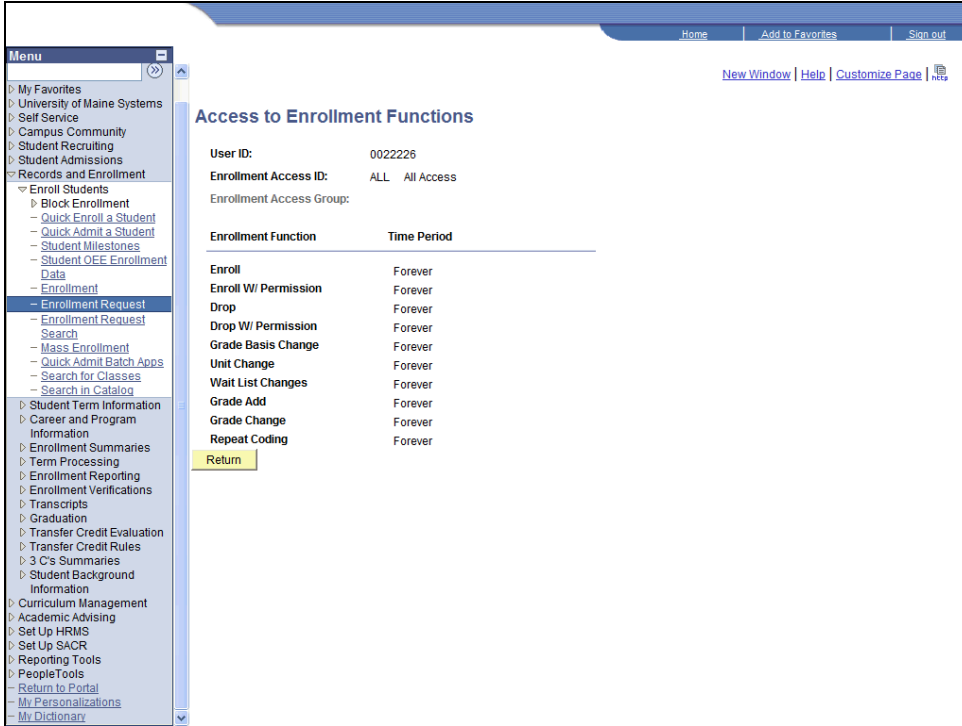
Other visible fields include: Class Nbr: 1654, ART 397 0001 Ind Study, Regular Academic Session, Undergraduate, Related Class 1: , Related Class 2: , Instructor ID: , Repeat Code: , Grade Input: , Course Count: 1.00, RD Grade: , and a 'Drop This Class if Enrolled' checkbox.

| Step | Action |
|------|---|
| 24. | After changing the Units Taken field or entering the permission number, click the Submit button to process the request.  |
| 25. | End of Procedure. |


Additional Features of Enrollment Request:



| Step | Action |
|------|--|
| 26. | What enrollment actions and overrides a staff member is able to perform depend on his/her security. To see information about your access, click the Operator Enrollment Access link. For an example, see the image below. Operator Enrollment Access |



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Access to Enrollment Functions

User ID: 0022226
 Enrollment Access ID: ALL All Access
 Enrollment Access Group:

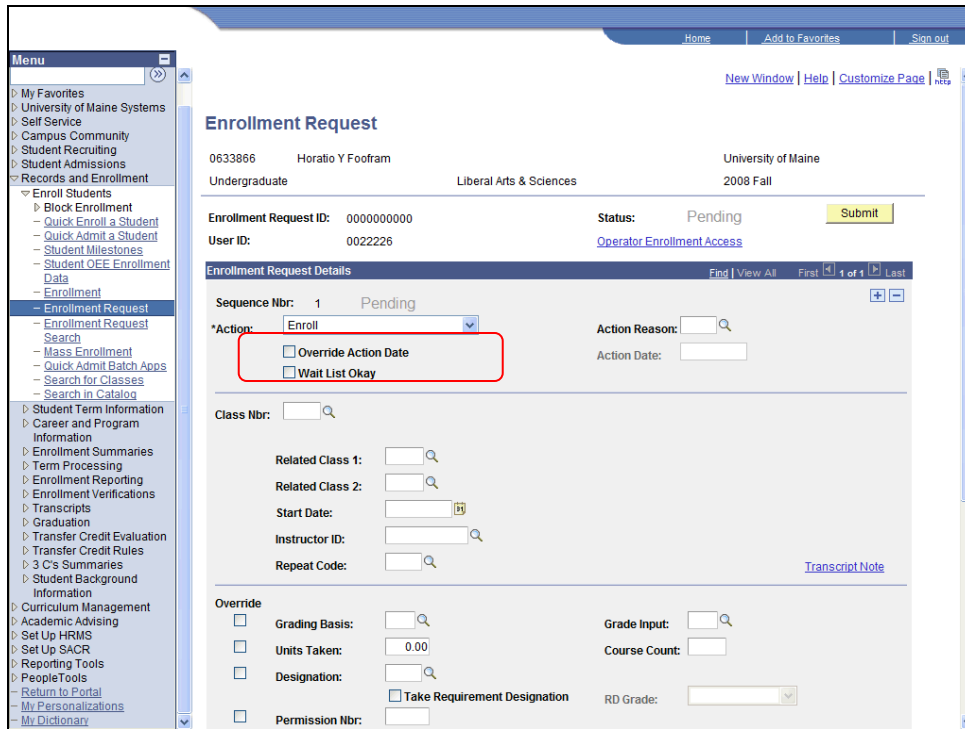
| Enrollment Function | Time Period |
|----------------------|-------------|
| Enroll | Forever |
| Enroll W/ Permission | Forever |
| Drop | Forever |
| Drop W/ Permission | Forever |
| Grade Basis Change | Forever |
| Unit Change | Forever |
| Wait List Changes | Forever |
| Grade Add | Forever |
| Grade Change | Forever |
| Repeat Coding | Forever |

[Return](#)

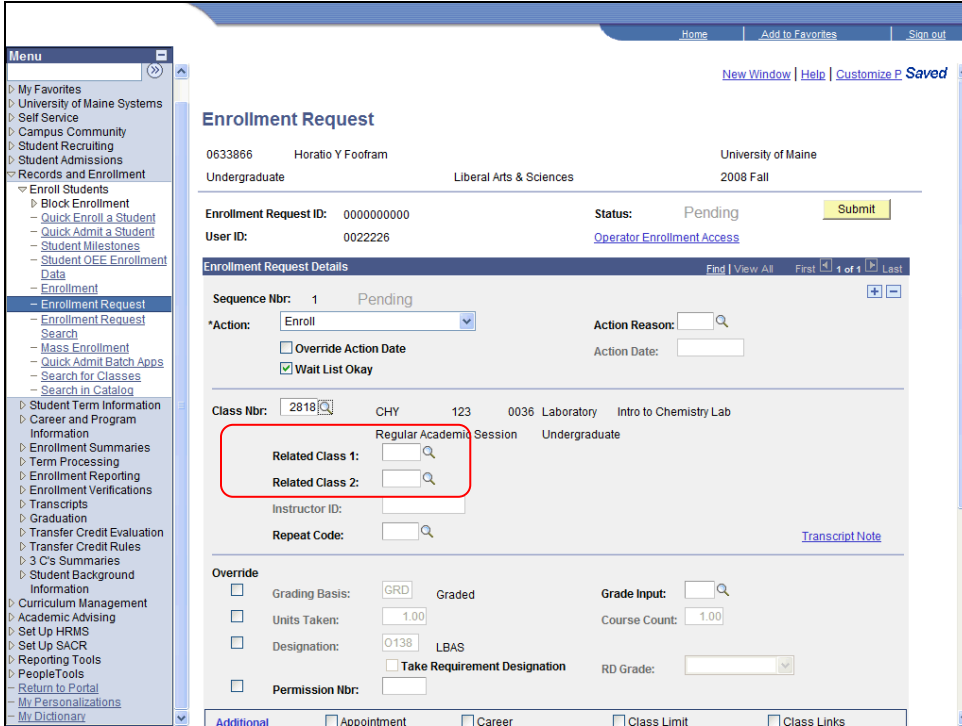
| Step | Action |
|------|---|
| 27. | To return to the Enrollment Request page, click the Return button. |

Process Document

Student Records: Enrollment Request-Enroll-122707



| Step | Action |
|------|---|
| 28. | Normally, the action date is the current date. However, this can be overridden. To override, click the Override Action Date option. This makes the Action Date field available for editing. Enter the desired Action Date. |
| 29. | <p>When a course is defined as having components such as labs, recitations, etc., those components are class sections that may need to be selected in conjunction with the primary component class.</p> <p>A component class section may be set up on the schedule of classes as auto-enroll, which means that a student enrolling in the primary class will automatically be enrolled in the associated component class. Or the component may not be auto-enroll, in which case the component class sections will be listed as Related Classes.</p> <p>To see if there are related classes for the class in the Class Nbr field, use the Related Class 1 and Related Class 2 lookup buttons.</p> <p>If you try to enroll a student in a class that has a required related class without selecting the related class, the enrollment request will generate an error.</p> |



Enrollment Request

0633866 Horatio Y Foofram University of Maine
Undergraduate Liberal Arts & Sciences 2008 Fall

Enrollment Request ID: 000000000 Status: Pending
 User ID: 0022226 [Operator Enrollment Access](#)

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr: 1 Pending

*Action: Action Reason:
 Override Action Date Action Date:
 Wait List Okay

Class Nbr: 2818 CHY 123 0036 Laboratory Intro to Chemistry Lab
 Regular Academic Session Undergraduate

Related Class 1:

Related Class 2:


Instructor ID:
 Repeat Code: [Transcript Note](#)

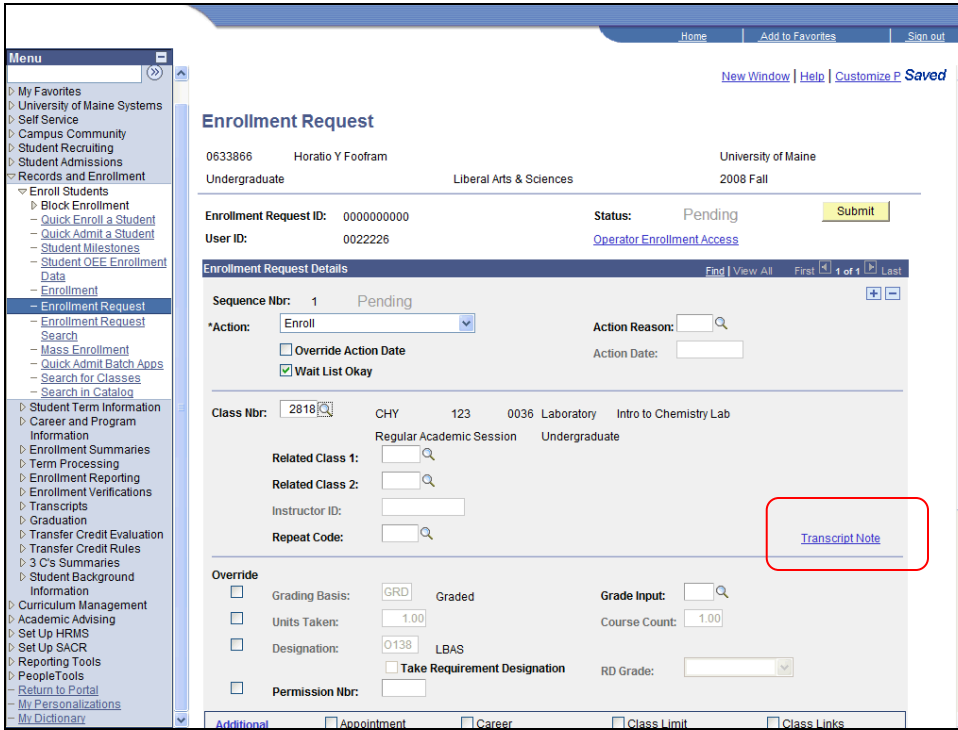
Override

Grading Basis: Graded Grade Input:
 Units Taken: Course Count:
 Designation: LBAS
 Take Requirement Designation RD Grade:

Permission Nbr:

Additional Appointment Career Class Limit Class Links

| Step | Action |
|------|--|
| 30. | <p>If this class has related class sections (for example a lab) click the Look up Related Class 1 button to select it. If there is a second type of related class section (for example a recitation), use the Related Class 2 lookup to select it. Refer to the next image for an example of a related class list.</p>  |



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Enrollment Request

0633866 Horatio Y Fooram University of Maine
Undergraduate Liberal Arts & Sciences 2008 Fall

Enrollment Request ID: 0000000000 Status: Pending
User ID: 0022226 [Operator Enrollment Access](#)

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr: 1 Pending

*Action: Enroll Action Reason:
 Override Action Date Action Date:
 Wait List Okay

Class Nbr: 2818 CHY 123 0036 Laboratory Intro to Chemistry Lab
Regular Academic Session Undergraduate

Related Class 1:
Related Class 2:
Instructor ID:
Repeat Code:

[Transcript Note](#)

Override

Grading Basis: GRD Graded Grade Input:
 Units Taken: 1.00 Course Count: 1.00
 Designation: 0138 LBAS
 Take Requirement Designation RD Grade:

Permission Nbr:

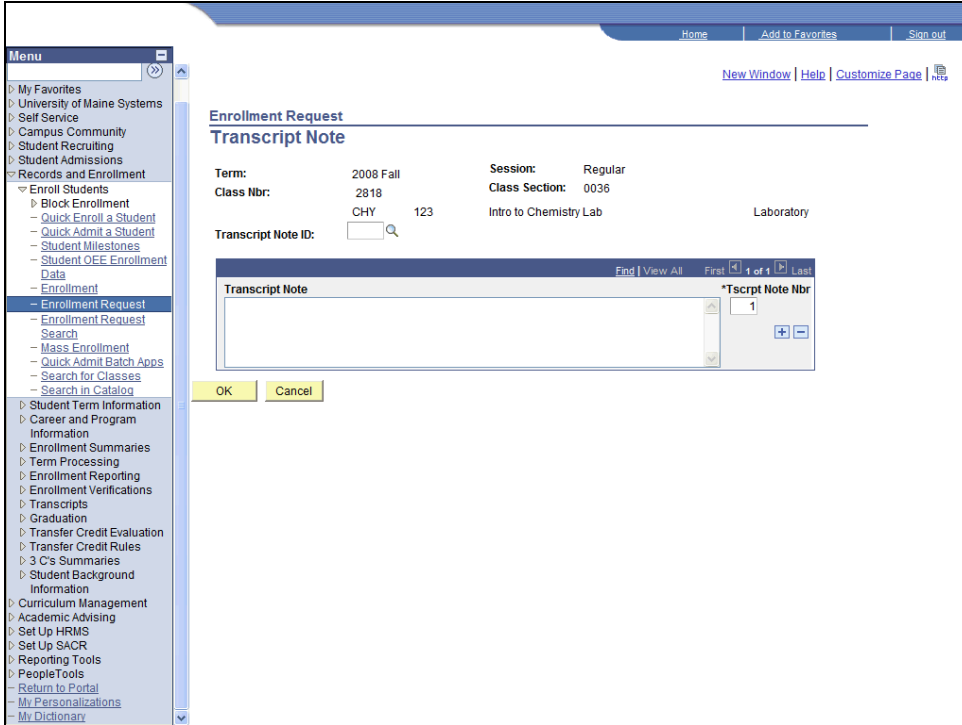
Additional Appointment Career Class Limit Class Links

32. To enter a note about this enrollment on the student's transcript, click the **Transcript Note** link.


[Transcript Note](#)

Process Document

Student Records: Enrollment Request-Enroll-122707



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Enrollment Request

Transcript Note

Term: 2008 Fall Session: Regular
 Class Nbr: 2818 Class Section: 0036
 CHY 123 Intro to Chemistry Lab Laboratory

Transcript Note ID:

| Transcript Note | | Transcript Note Nbr |
|----------------------|--|---------------------|
| <input type="text"/> | | 1 |

OK Cancel

| Step | Action |
|------|--|
| 33. | Use this page to select a pre-defined Transcript Note and/or enter a free-form note. |