

Enrollment Request-Enroll-122707

1.	Navigate: Records and Enrollment > Enroll Students > Enrollment Request.
2.	Click the Add a New Value tab. If necessary, fill in the Academic Institution, Academic Career and Term fields. Enter the student's ID in the ID field.
3.	Click the Add button.
4.	What enrollment actions and overrides a staff member is able to perform depend on his/her security. To see information about the staff member's access, click the Operator Enrollment Access link.
5.	The Action field should be set to "Enroll." If not, click the pull-down list and select "Enroll."
6.	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.
7.	Enter the class number in the Class Nbr field. To search for the class number, click the look up button.
8.	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.
9.	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.
10.	To process the enroll transaction, click the Submit button.
11.	If there are errors, scroll to the bottom of the page to view the error message. Fix the error and resubmit.
12.	End of Procedure.