

Enrollment Request-Maintenance-122807

1.	Navigate: Records and Enrollment > Enroll Students > Enrollment Request.
2.	If necessary, fill in the Academic Career , Academic Institution and Term fields. Enter the student's ID in the ID field.
3.	Click the Add button.
4.	Click the Action list. Select the Normal Maintenance list item.
5.	If desired, click the Look up Action Reason button and select an Action Reason .
6.	In the Class Nbr field, specify the class to which the change is applied. To see a list of all the classes the student is enrolled in, click the look up button.
7.	Make the requested change.
8.	Process the request. Click the Submit button.
9.	End of Procedure.