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Enrollment Request-Swap-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 topic covers the swap enrollment transaction.

Procedure

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

PM

Please refer to: http://www.maine.edu/pdf/EnrollmentRequest-Swap-121707_BP.pdf

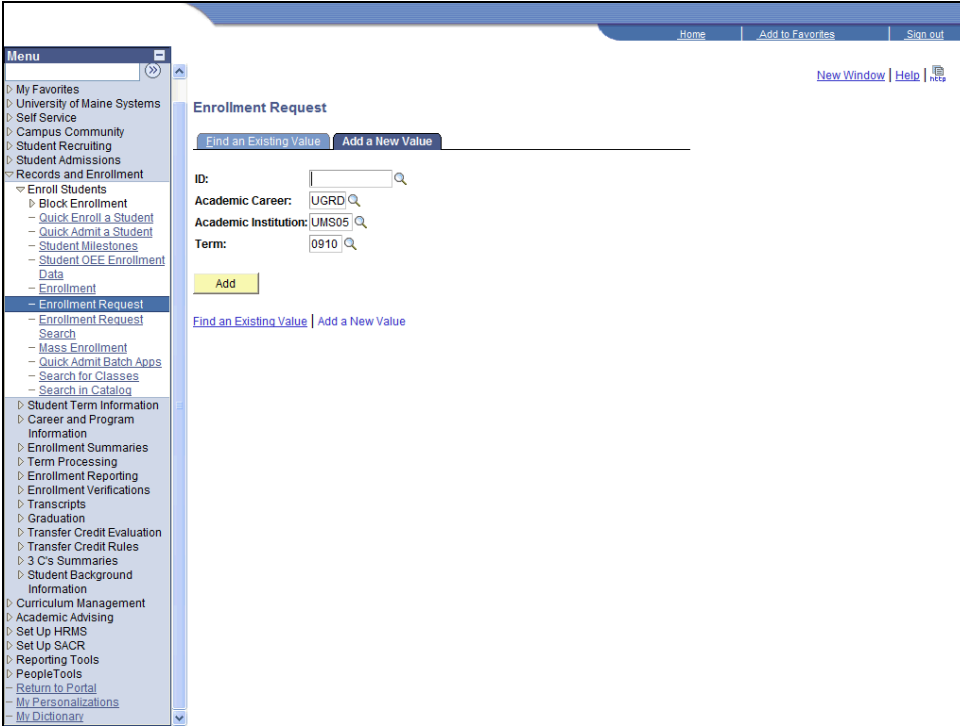
QG

Please refer to: http://www.maine.edu/pdf/EnrollmentRequest-Swap-122707_QG.pdf

In this process, a class that the student is enrolled in is swapped for a new class. Dropping the old class and adding the new one would accomplish the same purpose, but this swap process avoids possible problems entailed by a "normal" drop and add such as dropping below the minimum number of classes or credits for a term, exceeding the number of credits for the term, and the chance that between the drop and the add, the desired class may fill up.

All the usual enrollment checks are performed on the added class.

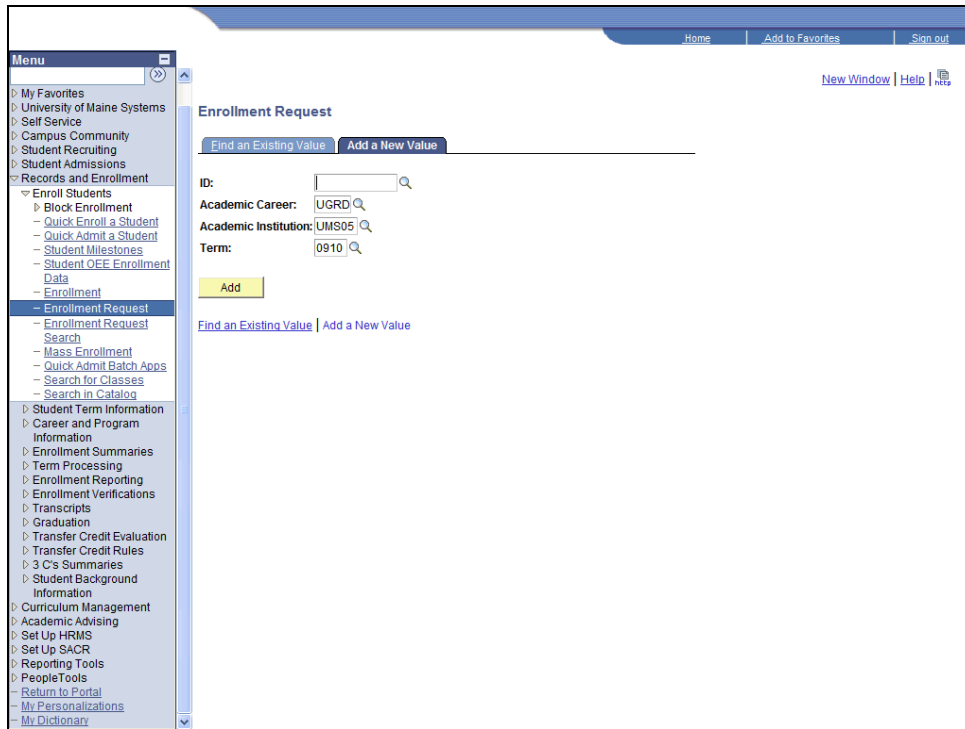
Step	Action
1.	Navigate: Records and Enrollment > Enroll Students > Enrollment Request.



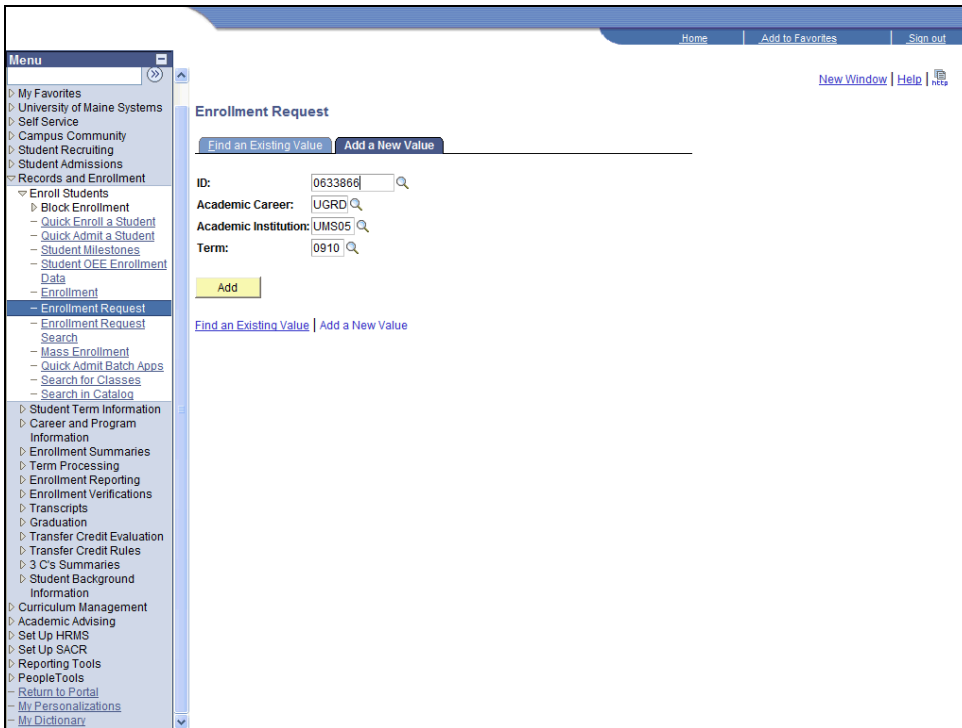
Step	Action
2.	<p>You can either add the swap courses enrollment transaction to an existing enrollment request for the student, or you can create a new enrollment request.</p> <p>If you choose to add the swap to an existing request, use the Find an Existing Value tab to search for an enrollment request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

Process Document

Student Records: Enrollment Request-Swap-122707



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



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Enrollment Request

Find an Existing Value | Add a New Value

ID:

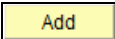
Academic Career:

Academic Institution:

Term:

Add

Find an Existing Value | Add a New Value

Step	Action
4.	Click the Add button. 

Process Document

Student Records: Enrollment Request-Swap-122707



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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: 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:

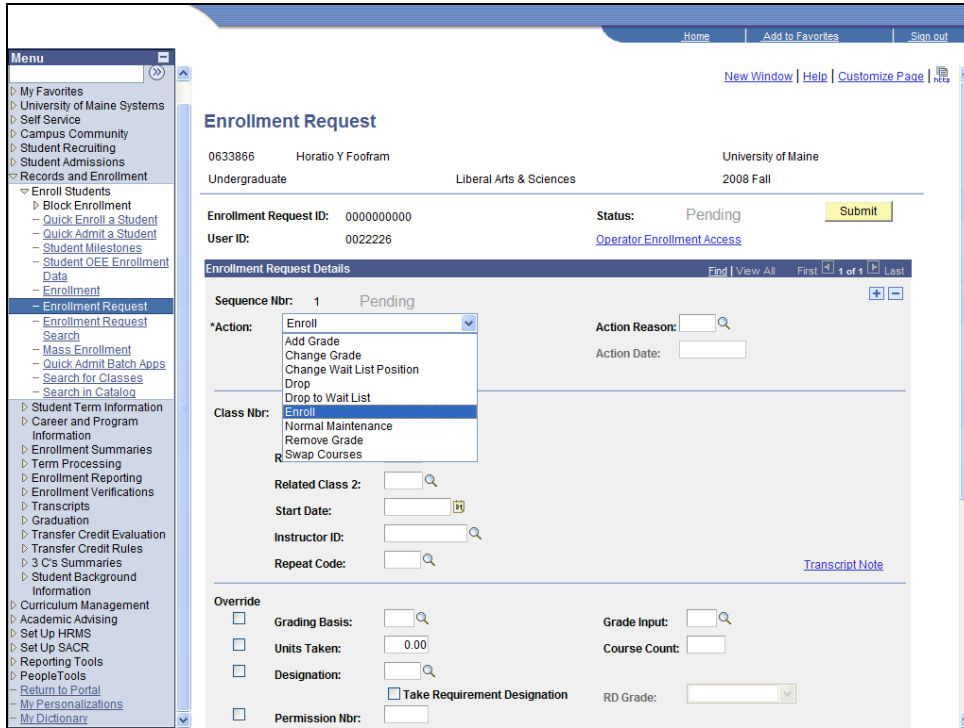
Units Taken: 0.00 Course Count:

Designation:

Take Requirement Designation RD Grade:

Permission Nbr:

Step	Action
5.	<p>This is a new enrollment request. At this point it does not have an Enrollment Request ID set (the ID is set when you save or submit the request).</p> <p>Click the Action list to select the swap action.</p> <p><input type="text" value="Enroll"/></p>



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Enrollment Request

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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:

Class Nbr:

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

Override

Grading Basis:
 Units Taken:
 Designation:
 Permission Nbr:
 Take Requirement Designation
Grade Input:
Course Count:
RD Grade:

Step	Action
6.	<p>Click the Swap Courses list item.</p> <p>If desired, select an Action Reason.</p> <p><input type="text" value="Swap Courses"/></p>

Process Document

Student Records: Enrollment Request-Swap-122707



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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: [Swap Courses](#) Action Reason:
 Override Action Date Action Date:
 Wait List Okay

Class Nbr:

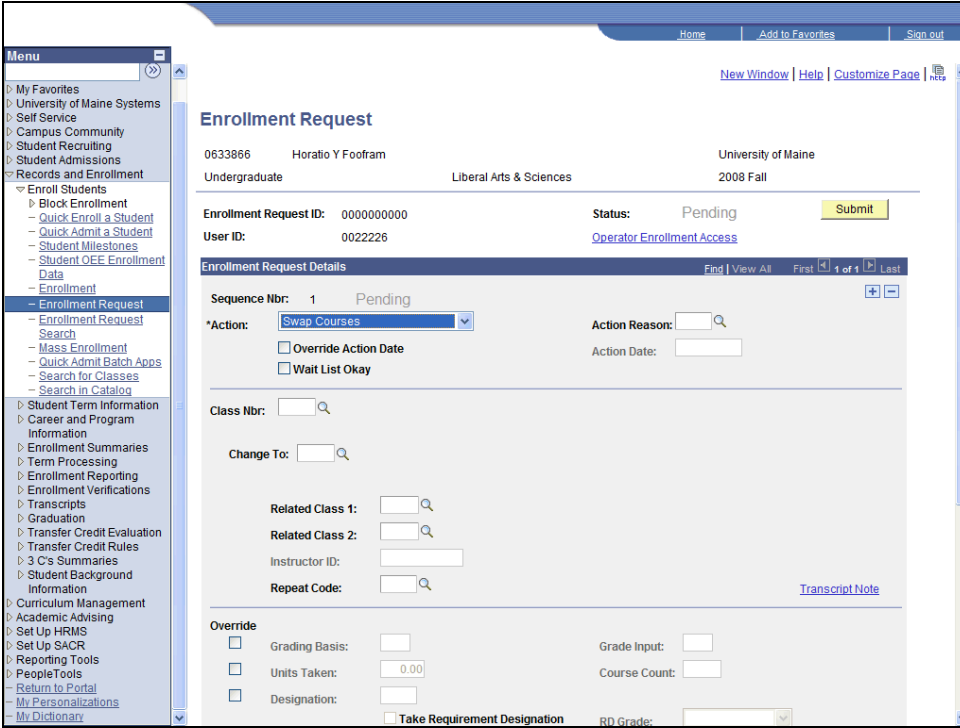
Change To:

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

Override

Grading Basis: Grade Input:
 Units Taken: 0.00 Course Count:
 Designation:
 Take Requirement Designation RD Grade:

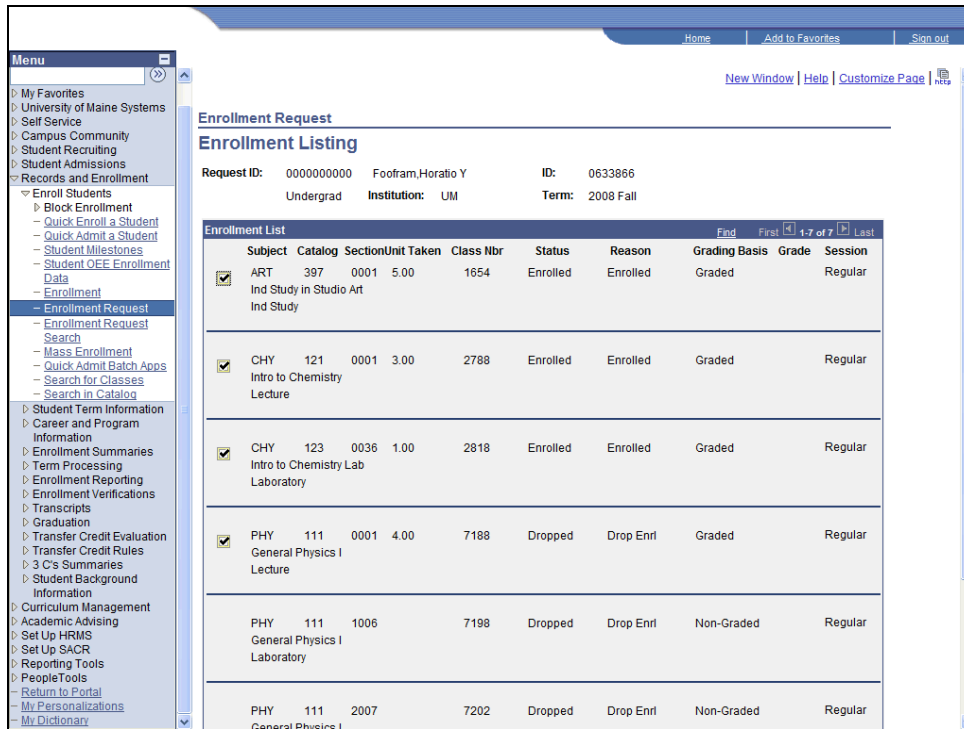
Step	Action
7.	To swap courses, you must select the class the student is already enrolled in - the class to be dropped - and then the class the student wants to add. Use the Class Nbr field to select the class to drop and the Change To field to select the new class.



Step	Action
8.	The search button on the Class Nbr field will display a list of the classes the student is currently enrolled in.

Process Document

Student Records: Enrollment Request-Swap-122707




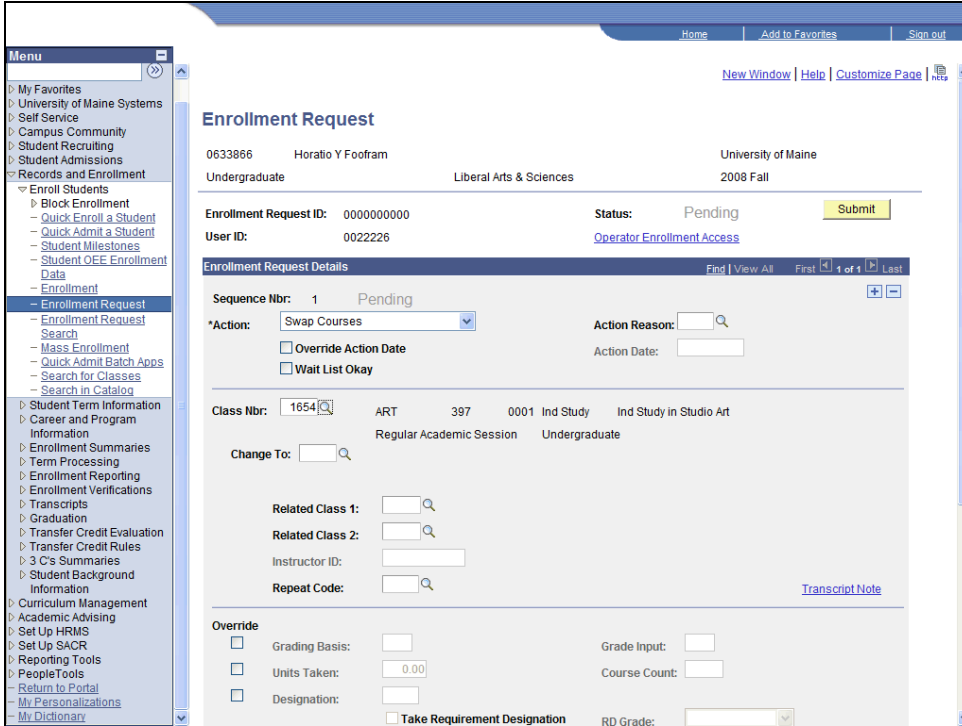
Enrollment Request

Enrollment Listing

Request ID: 0000000000 Footram,Horatio Y ID: 0633866
 Undergrad Institution: UM Term: 2008 Fall

Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Grade	Session
<input checked="" type="checkbox"/> ART	397	0001	5.00	1654	Enrolled	Enrolled	Graded		Regular
Ind Study in Studio Art Ind Study									
<input checked="" type="checkbox"/> CHY	121	0001	3.00	2788	Enrolled	Enrolled	Graded		Regular
Intro to Chemistry Lecture									
<input checked="" type="checkbox"/> CHY	123	0036	1.00	2818	Enrolled	Enrolled	Graded		Regular
Intro to Chemistry Lab Laboratory									
<input checked="" type="checkbox"/> PHY	111	0001	4.00	7188	Dropped	Drop Enrl	Graded		Regular
General Physics I Lecture									
PHY	111	1006		7198	Dropped	Drop Enrl	Non-Graded		Regular
General Physics I Laboratory									
PHY	111	2007		7202	Dropped	Drop Enrl	Non-Graded		Regular
General Physics I									

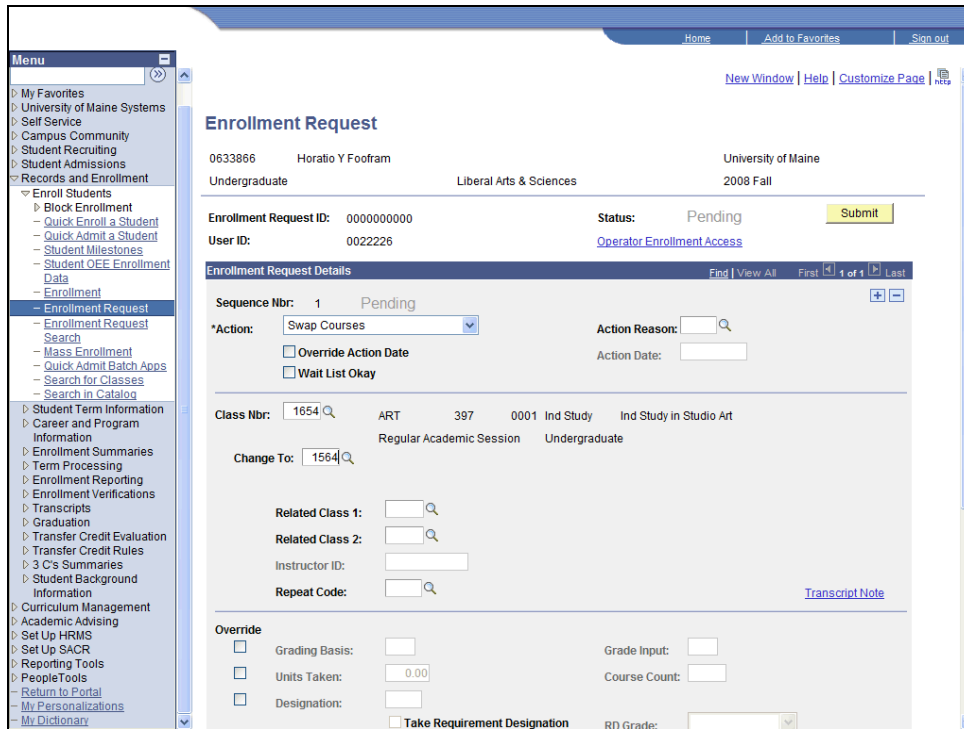
Step	Action
9.	<p>This page displays all the classes the student is taking, plus classes the student has dropped. To select the class to swap, click the Enrollment Select button next to the class.</p> 




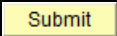
Step	Action
10.	The search button for the Change To field brings up the standard class search page. If you already know the class number, simply type it in.
11.	<p>When this swap request is processed, the enrollment engine will perform all the normal edit checks for the class requested in the Change To field. This means you must check for related classes, enter or override permissions, etc., just as for an ordinary enroll request.</p> <p>If any of the edit checks fail (for example, student does not meet prerequisites), the swap will not be performed and the student remains enrolled in the class listed in the Class Nbr field.</p>

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Step	Action
12.	If the class to be added has related class sections, select them by using the Look up Related Class 1 and 2 buttons. 

Step	Action
13.	<p>To process the enrollment request, click the Submit button.</p> <p>This invokes the enrollment engine to perform the edit checks. It also saves the enrollment request and assigns an Enrollment Request ID to it. The Status changes from <i>Pending</i> to <i>Success</i>, <i>Messages</i> or <i>Errors</i>.</p> <p>If the resulting status is <i>Errors</i>, no swap is performed. All messages (errors and other) appear at the bottom of the page.</p> 
14.	End of Procedure.