
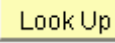



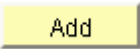


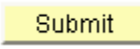



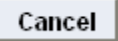



Adding Classes to a Student's Schedule

Use this procedure when adding classes to a student's schedule. If you need to swap classes for a student, use the [Swapping Classes in a Student's Schedule](#) procedure.

Path: Records and Enrollment > Enroll Students > Enrollment Request

1.	In the ID field, enter the student's ID. To select an ID from the Lookup List, click  to the right of the field. On the Lookup ID page, type the student's name and then click  . A list of IDs is displayed. Note: You may need to click  for all IDs to appear.
2.	In the Academic Career field, type the student's Academic Career code, or use the  to search for the applicable codes. Note: Students may have more than one code listed. Select the code for the student's current academic career.
3.	In the Term field, type the Term code for the term for which you'd like to enroll the student. Use the  to see the terms for which the student has been term activated.
4.	Click 
5.	In the Class Nbr field, enter the Class Number, or click the  to search for the Class Number.
6.	In the Units Taken field, if this is a variable credit class, type the number of credits the student will be attempting.
7.	In the Permission Number field, if the student requires a permission number to enroll in the class, type the permission number. Note: Students need permission numbers for the following reasons: <ul style="list-style-type: none"> ▪ Instructor consent required ▪ Requisites not met ▪ Over-enrollment in the section
8.	To enroll the student in another class, click the  and repeat steps 5 through 7.
9.	Click 
10.	Verify the Status has changed to Success. If the Status is Errors Found, scroll down to view the error messages in the Error Messages portion of the page. Use the blue navigation bar  to view errors on each class in the enrollment request.
11.	To view the student's schedule, click  .

12.	To print the report, click  and choose File > Print from your browser menu.
13.	Click  twice to return to the Enrollment Request page.
14.	To initiate another enrollment request, scroll to the bottom right of the page and click  .