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Adding to Waitlist .................................................................................................... 31
Swapping to Waitlist ............................................................................................... 34
Looking Up a Student............................................................................................... 38
Assigning Overloads

To allow a student to take more than the maximum number of hours for a semester (i.e., assign the student an overload),

1. Go to Records and Enrollment > Student Term Information > Term Activate a Student.

2. Look up the student, and you will see the Term Activation page.

   Note: If you need help looking up a student, see page 24.

3. Click the Enrollment Limit page (below).

4. Make sure you’re overriding the correct student academic career (below).
5. Check **Override Unit Limits** (below).

6. Type the **Max Total Units** and the **Max No GPA Units** that the student needs (below).

7. Click **Save**, and you will have assigned an overload for the student.
Assigning Student Specific Permissions

To manually add student’s ID to a class,

1. Go to Records and Enrollment > Term Processing > Class Permission > Class Permission Numbers.

2. Type (or look up) the
   - Term
   - Subject Area
   - Catalog Number
   - Career

   Class Permissions
   Enter any information you have and click Search. Leave fields blank for a list of all values.

   Find an Existing Value

   Academic Institution: NT752
   Term: 1101
   Subject Area: acct
   Catalog Nbr: begins with 5410
   Academic Career: Graduate
   Campus: begins with
   Description: begins with
   Course ID: begins with
   Course Offering Nbr: begins with
   □ Case Sensitive

   Search Clear Basic Search Save Search Criteria

3. Click Search and you will see the Class Permission Numbers page.
4. Enter the student ID that you would like to add to the class (below).

5. Add a row, and enter the ID of each student you need to add to the class.

6. Click \[ \text{Save} \].
Assigning Class Permission Numbers

To manually add permission numbers to a class,

1. Go to Records and Enrollment > Term Processing > Class Permissions > Class Permission Numbers.

2. Type (or look up) the
   - Term
   - Subject Area
   - Catalog Number
   - Career

   **Class Permissions**
   Enter any information you have and click Search. Leave fields blank for a list of all values.

   Find an Existing Value

   Academic Institution: NT752
   Term: 1101
   Subject Area: acct
   Catalog Nbr: begins with 5410
   Academic Career: Graduate
   Campus: begins with
   Description: begins with
   Course ID: begins with
   Course Offering Nbr: begins with

3. Click **Search** and you will see the Class Permission Numbers page.
4. Type the number of permission numbers you would like to add to the class and click Generate.

5. Click Save and you will have added permission numbers for that class.

6. Press the arrow on the blue status bar.

7. Repeat steps 5-7 to add more permission numbers.
Changing Classes to Pass/Fail

To change a student’s class to P/F (“pass” or “fail”),

1. Go to Records and Enrollment > Enroll Students > Enrollment Request.

2. Type (or lookup)
   - The student’s EmpID
   - The student’s Academic Career
   - The Academic Institution
   - The Term (below)

3. Click , and you will see the Enrollment Request page with a new row.

4. Choose “Normal Maintenance” from the Action dropdown box (below).
5. Click to pull up the student’s class schedule (below).

6. Click next to the class you want to change to P/F (below).
7. Check **Grading Basis Override** (below).

8. Click **P/F** (below) to look up the code for P/F.
9. Click **Stdnt P/F** (below), and you will see it filled in for you back on the **Enrollment Request** page.

<table>
<thead>
<tr>
<th>SetID</th>
<th>Grading Scheme</th>
<th>Grading Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>NT752 UGR</td>
<td>ABC/NC</td>
<td></td>
</tr>
<tr>
<td>NT752 UGR</td>
<td>Conv</td>
<td></td>
</tr>
<tr>
<td>NT752 UGR</td>
<td>Graded</td>
<td></td>
</tr>
<tr>
<td>NT752 UGR</td>
<td>No Grade</td>
<td></td>
</tr>
<tr>
<td>NT752 UGR</td>
<td>Non-Graded</td>
<td></td>
</tr>
<tr>
<td>NT752 UGR</td>
<td>NonTrad</td>
<td></td>
</tr>
<tr>
<td>NT752 UGR</td>
<td>P/NP</td>
<td></td>
</tr>
<tr>
<td>NT752 UGR</td>
<td>In Proc</td>
<td></td>
</tr>
<tr>
<td>NT752 UGR</td>
<td><strong>Stdnt P/F</strong></td>
<td></td>
</tr>
<tr>
<td>NT752 UGR</td>
<td>Transfer</td>
<td></td>
</tr>
<tr>
<td>NT752 UGR</td>
<td>WWF</td>
<td></td>
</tr>
<tr>
<td>NT752 UGR</td>
<td>EX frm T</td>
<td></td>
</tr>
</tbody>
</table>

10. Click [Submit] (below).

11. Wait until you see a “Success” message. If you see any “Error” messages, research them at the bottom of the page.

12. Click **Study List** at the bottom of the page to see the student’s schedule. Below is an example of a class that has been changed to P/F:
Adding a Class

To add a class to a student’s schedule,

1. Go to Records and Enrollment > Enroll Students > Enrollment Request.

2. Type (or lookup) the
   - Student’s EmpID
   - Student’s Academic Career
   - Academic Institution
   - Term (below)

   **Enrollment Request**

   ![Find an Existing Value](image1) Add a New Value

   **ID:** 00001234
   **Academic Career:** ugrd
   **Academic Institution:** NT752
   **Term:** 1078

   ![Add](image2)

   ![Find an Existing Value](image3) | Add a New Value

3. Click ![Add](image4), and you will see the Enrollment Request page with a new row.

4. Click ![Add](image5) to search for a class number (below).

   **Enrollment Request Details**

   ![Sequence Nbr: 7 Pending](image6)
   **Action:** Enroll
   - [ ] Override Action Date
   - [ ] Wait List Okay

   ![Class Nbr: ![image7](image8)]
   Related Class 1: ![image9](image10)
   Related Class 2: ![image11](image12)

   **Note** You can type the class number if you already know it.

Updated March 29, 2013
5. Type the subject abbreviation and catalog number of the class you want to add (below).

**Enrollment Request**

**Search for Classes**

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

University Of North Texas | Undergraduate | 2007 Fall

<table>
<thead>
<tr>
<th>Class Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Subject</td>
</tr>
<tr>
<td>Course Number</td>
</tr>
<tr>
<td>Course Career</td>
</tr>
</tbody>
</table>

[Show Open Classes Only]

[Show Open Entry/Exit Classes Only]

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

[SEARCH]

6. Click [SEARCH], and you will see a list of classes that match your search.

7. Click [select class] next to the class you want to add (below).

**ENGL 1310 - College Writing I**

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>View All Sections</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-CRI(1764)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session</td>
<td>Regular</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days &amp; Times</td>
<td>Room</td>
<td>Instructor</td>
<td>Meeting Dates</td>
<td></td>
</tr>
<tr>
<td>MWF 9:00AM - 9:50AM</td>
<td>Aubd 001</td>
<td>Staff</td>
<td>8/27/2007 - 12/14/2007</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>View All Sections</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>002-CRI(1765)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session</td>
<td>Regular</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days &amp; Times</td>
<td>Room</td>
<td>Instructor</td>
<td>Meeting Dates</td>
<td></td>
</tr>
<tr>
<td>MWF 8:00AM - 8:50AM</td>
<td>Lang 215</td>
<td>Staff</td>
<td>8/27/2007 - 12/14/2007</td>
<td></td>
</tr>
</tbody>
</table>
**A.** If the class is variable credit, change the number of hours in the units taken box (below).

<table>
<thead>
<tr>
<th>Class Nbr:</th>
<th>2918</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 4900</td>
<td>702</td>
</tr>
<tr>
<td>Credit:</td>
<td></td>
</tr>
<tr>
<td>SPECIAL PROBLEMS</td>
<td></td>
</tr>
<tr>
<td>Regular Academic Session</td>
<td>Undergraduate</td>
</tr>
</tbody>
</table>

**Related Class 1:**

**Related Class 2:**

**Instructor ID:**

**Repeat Code:**

---

** Override**

- **Grading Basis:** [ ] [GRD] Graded
- **Units Taken:** [ ] [1.00]
- **Designation:**
- **Take Requirement Designation:**
- **Permission Nbr:**

**Grade Input:**

- **Course Count:** [1.00]
- **RD Grade:**

---

**B.** If any additional overrides are necessary, click on the box to the left of the override (below).

<table>
<thead>
<tr>
<th>Additional Overrides</th>
<th>Appointment</th>
<th>Career</th>
<th>Class Limit</th>
<th>Class Links</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Requisites</td>
<td>Service Indicator</td>
<td>Time Conflict</td>
</tr>
</tbody>
</table>
C. If a related component (lab or recitation) is needed, click next to the Related Class box to see the available sections (below).

Action: [Enroll]  
Action Reason: 
Override Action Date: 
Wait List Okay: 

Class Nbr: [89]  
BIOL 1710 001 Credit PRIN BIOLOGY I 
Regular Academic Session Undergraduate 

Related Class 1: 

1. Click the appropriate section (below).

Look Up Related Class 1

Search Results

View All First 14 of 4 Last

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Term Code</th>
<th>Class Nbr</th>
<th>Related Class Nbr</th>
<th>Subject Area</th>
<th>Catalog Nbr</th>
<th>Area Code</th>
<th>Session Code</th>
<th>Component Code</th>
<th>Class Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNT</td>
<td>NTR</td>
<td>1078 96</td>
<td>97</td>
<td>BIOL</td>
<td>1710</td>
<td>Regular</td>
<td>Rec</td>
<td>Regular Rec</td>
<td>213</td>
</tr>
<tr>
<td>UNT</td>
<td>NTR</td>
<td>1078 96</td>
<td>111</td>
<td>BIOL</td>
<td>1710</td>
<td>Regular</td>
<td>Rec</td>
<td>Regular Rec</td>
<td>213</td>
</tr>
<tr>
<td>UNT</td>
<td>NTR</td>
<td>1078 96</td>
<td>131</td>
<td>BIOL</td>
<td>1710</td>
<td>Regular</td>
<td>Rec</td>
<td>Regular Rec</td>
<td>223</td>
</tr>
<tr>
<td>UNT</td>
<td>NTR</td>
<td>1078 96</td>
<td>14279</td>
<td>BIOL</td>
<td>1710</td>
<td>Regular</td>
<td>Rec</td>
<td>Regular Rec</td>
<td>216</td>
</tr>
</tbody>
</table>

8. Click [Submit] (below).
Making Sure You Added the Class

To make sure you added the class,

1. Look at the status messages (below).

   ![Enrollment Request]

   - Enrollment Request ID: 9000001677
   - User ID: 802000
   - Status: Success

   - Sequence #: 1
   - Action: Success

2. Scroll to the bottom of the page.
3. Research any “errors” or “message” comments that you see.
4. Click Study List to see the student’s complete schedule (below).

   ![Additional Overrides]

   - Drop This Class If Enrolled: [ ]

   - Error Messages

     - Message Sequence: [ ]
     - Severity: [ ]
     - Last Update Date/Time: [ ]

   ![Student Appointments]

   - Student Appointments: [ ]
   - Study List: [ ]
   - Term History: [ ]
Swapping a Class

To swap one class for another,

1. Go to Records and Enrollment > Enroll Students > Enrollment Request.

2. Type (or lookup) the
   - Student’s EmplID
   - Student’s Academic Career
   - Academic Institution
   - Term (below)

   Enrollment Request

   [Form fields: ID, Academic Career, Academic Institution, Term]

   Find an Existing Value | Add a New Value

3. Click [Submit], and you will see the Enrollment Request page with a new row.

4. Choose “Swap Courses” from the Action dropdown list (below).
5. Click next to the **Class Nbr** box to see the student’s current schedule (below).

![Enrollment Request](image)

6. Click next to the class you would like to swap (below).

![Enrollment Request Listing](image)

You’ll see the class number filled in for you back on the **Enrollment Request** page.
7. Click next to the **Change To** box.

**Note** You can type the class number in the **Change To** box if you already know it.

8. Type the subject and catalog number of the class you’d like to swap for (below).

**Enrollment Request**

**Search for Classes**

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

9. Click **Search**, and you will see a list of classes that match your search.
10. Click **select class** next to the class you want to swap (below).

<table>
<thead>
<tr>
<th>MATH 1010 - Fundamentals of Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View All Sections</strong></td>
</tr>
<tr>
<td><strong>Section</strong></td>
</tr>
<tr>
<td>001-CRE(2785)</td>
</tr>
<tr>
<td>Days &amp; Times</td>
</tr>
<tr>
<td>TuTh 8:00AM - 9:20AM</td>
</tr>
<tr>
<td>002-CRE(2786)</td>
</tr>
<tr>
<td>Days &amp; Times</td>
</tr>
<tr>
<td>TuTh 1:00PM - 2:20PM</td>
</tr>
<tr>
<td>005-CRE(2787)</td>
</tr>
<tr>
<td>Days &amp; Times</td>
</tr>
<tr>
<td>TuTh 2:00PM - 3:20PM</td>
</tr>
</tbody>
</table>

**A.** If the class is variable credit, change the number of hours in the units taken box (below).

<table>
<thead>
<tr>
<th>Class Nbr:</th>
<th>MATH</th>
<th>4900</th>
<th>702</th>
<th>Credit</th>
<th>SPECIAL PROBLEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Academic Session</td>
<td>Undergraduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Related Class 1:</td>
<td>Select</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Related Class 2:</td>
<td>Select</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor ID:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repeat Code:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Override**

- **Grading Basis:** [Check] Graded
- **Units Taken:** 1.00
- **Designation:**
- **Take Requirement Designation:** [Check] RD Grade:
- **Permission Nbr:**

**Additional Overrides**

- [Check] Appointment
- [Check] Class Limit
- [Check] Requisites
- [Check] Time Conflict

**B.** If any additional overrides are necessary, click on the box to the left of the override (below).
C. If a related component (lab or recitation) is needed, click next to the Related Class 1 box to see the available sections (below).

- Action: Enroll
- Override Action Date
- Wait List Okay

Class Nbr: BIOL 1710 001

Regular Academic Session

Related Class 1:

1. Click the appropriate section (below).

Look Up Related Class 1

Search Results

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Term</th>
<th>Class Nbr</th>
<th>Related Class Nbr</th>
<th>Subject Area</th>
<th>Catalog Nbr</th>
<th>Nbr Session</th>
<th>Course Component</th>
<th>Class Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNT</td>
<td>Fall</td>
<td>1078 89</td>
<td>BIOL 1710</td>
<td>Regular Rec</td>
<td>212</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNT</td>
<td>Fall</td>
<td>1078 100</td>
<td>BIOL 1710</td>
<td>Regular Rec</td>
<td>211</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNT</td>
<td>Fall</td>
<td>1078 101</td>
<td>BIOL 1710</td>
<td>Regular Rec</td>
<td>222</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNT</td>
<td>Fall</td>
<td>1078 88</td>
<td>BIOL 1710</td>
<td>Regular Rec</td>
<td>210</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Click (below).
Making Sure you Swapped the Class

To make sure you swapped the class,

1. Look at the status messages (below).

2. Scroll to the bottom of the page.

3. Research any “errors” or “message” comments that you see.

4. Click Study List to see the student’s complete schedule (below).
Dropping a Class

To drop a class from a student’s schedule,

1. Go to Records and Enrollment > Enroll Students > Enrollment Request.

2. Type (or lookup) the
   - Student’s EmplID
   - Student’s Academic Career
   - Academic Institution
   - Term (below)

   **Enrollment Request**

   [Find an Existing Value] [Add a New Value]

   | ID:            | 00001234 |
   | Academic Career: | ugrad   |
   | Academic Institution: | NT752   |
   | Term:          | 1078    |

   [Add]

   [Find an Existing Value] [Add a New Value]

3. Click [Add], and you will see the Enrollment Request page with a new row.

4. Choose “Drop” from the Action dropdown menu (below).
5. Click next to **Class Nbr** (below), and you will see a list of classes in which the student is enrolled.

![Enrollment Request Details]

**Note** You can type the class number if you already know it.

6. Click the next to the class you want to drop (below).

![SOCI 4280 001 3.00 5317 Enrolled Enrolled Graded Regular Topics in SOCI Credit]

**Note** To drop another class,
1. Click + to add another row.
2. Repeat steps 4-6 above before you submit.

7. Click **Submit** (below).
Making Sure You Dropped the Class

To make sure you dropped the class,

1. Look at the status messages (below).

![Enrollment Request]

2. Scroll to the bottom of the page.

3. Research any “error” or “message” comments that you see.

4. Click **Study List** at the bottom of the page to see the student’s complete schedule (below).
Adding to Waitlist

To add a student to a class waitlist:
1. Go to Records and Enrollment > Enroll Students > Enrollment Request.
2. Type (or lookup) the
   - Student’s EmplID
   - Student’s Academic Career
   - Academic Institution
   - Term (below)

Enrollment Request

ID: 00001234
Academic Career: ugrd
Academic Institution: NT752
Term: 1078

3. Click Add and you will see the Enrollment Request page with a new row.
4. Click to search for a class number (below).

Note You can type the class number if you already know it.
5. Type the subject abbreviation and catalog number of the class you want to waitlist. Be sure you have “unselected” the “Show Open Classes Only” criteria so the Wait List courses will be included in your search results.

6. Click and you will see a list of classes that match your search.

7. Click next to the class you want to waitlist (below).

Class Status will be displayed as:
8. Select Enroll & check the Wait List Okay checkbox. Enter the course information for the class you are going to add the student to the Wait List.

Note You’ll see that the class is in Pending status until you submit it.

To add/waitlist another class:
1. Click \(+\) to add another row.
2. Repeat steps 4-8 above before you submit.
9. Click (below).
Making Sure You Waitlisted the Class

To make sure you waitlisted the class:
1. Look at the status messages (below) and scroll to the bottom of the page.

   **Enrollment Request Details**
   - Enrollment Request ID: 0006977654
   - User ID: 03K00650
   - Status: Success.Messages
   - Operator Enrollment Access

   **Enrollment Request Details**
   - Sequence No.: 1 Messages
   - *Action: Enroll
   - Action Reason: [ ]
   - Override Action Date [ ]
   - Wait List Okay [ ]

   **Class Nbr:** 23340
   - **ENGL 2210**
   - 001 Credit
   - WORLD LITERATURE
   - Regular Academic Session Undergraduate

   Scroll to the bottom of the screen to review message

2. You should have one “message” comment confirming the waitlist has processed and it tells you the position number of the student on the Wait List (below).

   **Error Messages**
   - Message Sequence: 1
   - Severity: Message
   - Last Update Date Time: 03/26/13 2:46:17 PM
   
   Class 23340 is Closed. Student placed on Wait List, position number 2 (14540,154)
   
3. Research any additional messages or errors, if present.

4. Click **Study List** to see the student’s complete schedule (below).

   **Error Messages**
   - Message Sequence: 1
   - Severity: Message
   - Last Update Date Time: 03/26/13 2:46:17 PM
   
   Class 23340 is Closed. Student placed on Wait List, position number 2 (14540,154)
   
   Student Appointments  Study List  Term History

5. MUST Check the “Show Waitlisted Classes” & and Refresh Class Schedule to see results.
6. Scroll to the waitlisted class. The ‘status’ should be ‘Waiting’ (below).
Dropping from Waitlist

To drop a waitlisted class from a student’s schedule:

10. Go to Records and Enrollment > Enroll Students > Enrollment Request.
11. Type (or lookup) the
   - Student’s EmplID
   - Student’s Academic Career
   - Academic Institution
   - Term (below)

Enrollment Request

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
</table>

ID: 00001234
Academic Career: ugrd
Academic Institution: NT752
Term: 1078

12. Click Add and you will see the Enrollment Request page with a new row.
13. Choose “Drop” from the Action dropdown list (below). Click next to the Class Nbr box to see the student’s current schedule (below).

**Note** You can type the number if you already know it.
14. Select the waitlisted class you would like to drop (below).

**Enrollment Request**

**Enrollment Listing**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog</th>
<th>Section</th>
<th>Unit Taken</th>
<th>Class Nbr</th>
<th>Status</th>
<th>Reason</th>
<th>Grading Basis</th>
<th>Grade</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>2210</td>
<td>001</td>
<td>3.00</td>
<td>23348</td>
<td>Waiting</td>
<td>Full</td>
<td>Graded</td>
<td></td>
<td>Regular</td>
</tr>
</tbody>
</table>

**World Literature**

Credit
15. You’ll see the class number filled in for you back on the Enrollment Request page. Click Submit.

**Enrollment Request**

*Eagle, Scrappy*

Undergraduate Public Affairs & Comm Srv 2013 Fall

Enrollment Request ID: 000687654 Status: Pending
User ID: Operator Enrollment Access

**Enrollment Request Details**

Sequence Nbr: 3 Pending
*Action: Drop

Override Action Date
Wait List Okay

**Class Nbr:** 22340
ENGL 2210 001 Credit WORLD LITERATURE
Regular Academic Session Undergraduate

---

**Making Sure You Dropped from the Waitlist**

To make sure you dropped the class:

7. Look at the status messages to make sure it was Success.

**Enrollment Request**

10575561 Adler, Donna Public Affairs & Comm Srv 2013 Fall

Enrollment Request ID: 000687654 Status: Success Messages
User ID: mas0566 Operator Enrollment Access

**Enrollment Request Details**

Sequence Nbr: 3 Success
*Action: Drop

Override Action Date
Wait List Okay

**Class Nbr:** 22340
ENGL 2210 001 Credit WORLD LITERATURE
Regular Academic Session Undergraduate

Can also verify on the Study List.

Updated March 29, 2013
Swapping & Wait List

The Swap action can be used to drop a student from a currently enrolled course and add them to a Wait List for another course.

1. Go to Records and Enrollment > Enroll Students > Enrollment Request.
2. Type (or lookup) the
   - Student’s EmplID
   - Student’s Academic Career
   - Academic Institution
   - Term (below)
3. Click Add and you will see the Enrollment Request page with a new row.

Enrollment Request

Find an Existing Value  Add a New Value

| ID: 00001234 | Academic Career: ugrd |
| Academic Institution: NT752 |
| Term: 1138 |

4. Select Swap action. Enter the enrolled course you are wanting to drop. Then enter the course information for the class you are adding the student to the Wait List. (Can use search for appropriate classes).
Enrollment Request

**Eagle, Scrappy**

Undergraduate Public Affairs & Comm E

Enrollment Request ID: 0000000000  Status: Pending

User ID: Operator Enrollment Access

5. Click ![search](image) and you will see a list of classes that match your search.

6. Click ![select class](image) next to the class you want to waitlist (below). Class Status will be displayed as:

```
ENGL 2210 - Masterpieces of world literature from the Ancients through the Early Renaissance
```

7. Hit Submit after entering the course information as seen below.
Making Sure You Swapped Classes

To make sure the Swap processed appropriately:

8. Click **Study List** to see the student’s complete schedule (below). MUST Check the “Show Waitlisted Classes” & “Show Dropped Classes” and Refresh Class Schedule to see results.
You should see the original course dropped (student no longer enrolled) and the new class that the student is now on the Wait List for.
Looking Up a Student

Whenever you need to look up a student’s EmplID, you can click the next to the ID box. You will then see the Find an Existing Value page.

**Note** This page can look different depending on the procedure you are doing.

To look up a student,

1. **Type one** of the following:
   - The student’s **EmplID**
   - The student’s assigned ID (000-52x-xxxx)
   - The student’s **social security number**
   - The student’s **last and first names**

   Enter any information you have and click Search. Leave fields blank for a list of all values.

   **Find an Existing Value**

   EmplID:  
   Academic Career:  
   National ID:  
   Campus ID:  
   Last Name:  
   First Name:  

   Include History  Correct History  Case Sensitive

   **Search**  **Clear**  Basic Search  Save Search Criteria

2. Click **Search**, and you will see a list of students who match your search at the bottom of the page.

   **Note** If you’ve searched for a student using his or her **EmplID**, **National ID**, or **Campus ID**, sometimes you will go directly to the screen you need without having to select the student from a list.

3. Click the name of the student you need, and you will have looked up the student.