Adding a Class

To add a class to a student’s schedule,

1. Go to Manage Student Records > Manage Academic Records > Use > Enrollment Request.

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

3. Click , and you’ll 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 of the class you want to add (below).

![Enrollment Request](image)

6. Click **Search**, and you’ll see a list of classes that match your search.

7. Click **✓** next to the class you want to add (below).

![Basic Class Search](image)

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

To add another class,
1. Click **+** to add another row.
2. Repeat steps 4-7 above before you submit.
8. Click **Submit** (below).

Making Sure You Added the Class

To make sure you added 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).