Assigning Overloads................................................................. 3
Assigning Student Specific Permissions................................. 5
Assigning Class Permission Numbers ..................................... 7
Changing Classes to Pass/Fail.................................................. 9
Adding a Class ...................................................................... 13
Swapping a Class .................................................................. 16
Dropping a Class .................................................................. 21
Looking Up a Student............................................................. 24
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 Manage Student Records > Manage Academic Records > Use > Term Activation.

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

   Note If you need help looking up a student, see page 19.

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).

![Image of Override Unit Limits](image1.png)

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

![Image of Max Total Units and Max No GPA Units](image2.png)

7. **Click**, 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 Manage Student Records > Establish Courses > Use > Class Permission Numbers.

2. Choose the Academic Career of the class (below).

3. Type (or look up) the
   - Term
   - Subject area (below)
4. Click [Search], and you’ll see the Class Permission Numbers page.

5. Enter the student ID that you’d like to add to the class (below).

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

7. Click [Save].
Assigning Class Permission Numbers

To manually add permission numbers to a class,

1. Go to Manage Student Records > Establish Courses > Use > Class Permission Numbers.

2. Choose the Academic Career of the class (below).

3. Type (or look up) the
   - Term
   - Subject area (below)

Updated May 18, 2007
4. Click [Search], and you’ll see the Class Permission Numbers page.

5. Type the number of permission numbers you’d like to add to the class (below).

![Class Permission Numbers Table]

6. Press the tab key on your keyboard, and EIS will generate a list of permission numbers at the bottom of the page.

7. Click [Save], and you will have added permission numbers for that class.

8. Press the arrow on the blue status bar.

9. 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 Manage Student Records > Manage Academic Records > Use > 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’ll 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 ![icon](below) to look up the code for P/F.

9. Click ![icon](below), and you’ll see a list of all the grading bases.
10. Click **Stdnt P/F** (below), and you’ll 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>PINP</td>
<td></td>
</tr>
<tr>
<td>NT752 UGR</td>
<td>In Proc</td>
<td><strong>Stdnt P/F</strong></td>
</tr>
<tr>
<td>NT752 UGR</td>
<td>Transfer</td>
<td></td>
</tr>
<tr>
<td>NT752 UGR</td>
<td>WAVE</td>
<td></td>
</tr>
<tr>
<td>NT752 UGR</td>
<td>EX frm Tot</td>
<td></td>
</tr>
</tbody>
</table>
```

11. Click **Submit** (below).

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

13. 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:

```
<table>
<thead>
<tr>
<th>ENGL 1310</th>
<th>Section</th>
<th>Component</th>
<th>Description</th>
<th>Grading Option</th>
<th>Grade</th>
<th>Units</th>
<th>Status</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>0205</td>
<td>005</td>
<td>Lecture</td>
<td>TBA</td>
<td>Graded</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Schedule: TBA  
Instructor: TBA

<table>
<thead>
<tr>
<th>HIST 1960</th>
<th>Section</th>
<th>Component</th>
<th>Description</th>
<th>Grading Option</th>
<th>Grade</th>
<th>Units</th>
<th>Status</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>0171</td>
<td>001</td>
<td>Lecture</td>
<td>TBA</td>
<td>Student Initiated P/F</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HIST 2610</th>
<th>Section</th>
<th>Component</th>
<th>Description</th>
<th>Grading Option</th>
<th>Grade</th>
<th>Units</th>
<th>Status</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>1224</td>
<td>070</td>
<td>Credit</td>
<td>TBA</td>
<td>Graded</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Schedule: TBA  
Instructor: TBA
```

Updated May 18, 2007
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 EmpID
   - Student’s Academic Career
   - Academic Institution
   - Term (below)

3. Click Add, 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)

Basic Class Search

<table>
<thead>
<tr>
<th>Institution:</th>
<th>NT552 University of North Texas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term:</td>
<td>1038 2003 Fall</td>
</tr>
</tbody>
</table>

Select at least 2 criteria below then click Search to see the results:

- **Subject:** ENGL
- **Catalog Number:**

[Exact Match]

☐ Open Classes Only
☐ Open Entry/Exit Classes Only

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).

![Class List](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).

   **Enrollment Request**
   
   - **0010001 260**  
   - **Enrollment Request ID:** 0010001 260  
   - **User ID:** 160164  
   - **Status:** Pending  
   - **Submit**

   **Enrollment Request Details**
   
   - **Sequence No:** 1
   - **Action:** Success
   - **Action Reason:**
   - **Override Action Date**
   - **Wait List Okay**

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).
Swapping a Class

To swap one class for another,

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. 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)

   **Enrollment Request**

   **Enrollment Listing**

   ![Enrollment Listing](image)

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

   ![Enrollment Request](image)

   **Enrollment Request**

   ![Enrollment Listing](image)

   **Enrollment Listing**

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

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

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

<table>
<thead>
<tr>
<th>Enrollment Request</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrollment Listing</strong></td>
</tr>
<tr>
<td>Request ID: 0000000000</td>
</tr>
<tr>
<td>Undergrad</td>
</tr>
</tbody>
</table>

### Enrollment List

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog</th>
<th>Sect</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>ACCT</td>
<td>5120</td>
<td>001</td>
<td>3.06</td>
<td>1247</td>
<td>Enrolled</td>
<td>Enrolled</td>
<td>Graded</td>
<td>Regular</td>
<td></td>
</tr>
</tbody>
</table>

11. Click **Submit** (below).

<table>
<thead>
<tr>
<th>Enrollment Request</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrollment Request</strong></td>
</tr>
<tr>
<td>80003569</td>
</tr>
<tr>
<td>Undergraduate</td>
</tr>
</tbody>
</table>

### Enrollment Request Details

<table>
<thead>
<tr>
<th>Sequence Nbr: 1</th>
<th>Action Reason:</th>
<th>Action Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swap Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Override Action Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wait List Okay</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Nbr: 1247</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 5120 001 Lecture Account Mgmt Lecture</td>
<td></td>
</tr>
<tr>
<td>Regular Academic Session Graduate</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change To: 1474</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1210 001 Lecture Cbt/Write 1 Lecture</td>
<td></td>
</tr>
<tr>
<td>Regular Academic Session Undergraduate</td>
<td></td>
</tr>
</tbody>
</table>
Making Sure you Swapped the Class

To make sure you swapped the class,

1. Look at the status messages (below).

   ![Enrollment Request Image]

   - **Sequence #:** 7
   - **Status:** Success
   - **Actions:** Enroll

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).

   ![Study List Image]
Dropping a Class

To drop a class from 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)

   ![Enrollment Request Form](image)

3. Click , and you’ll 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’ll see a list of classes in which the student is enrolled.

   ![Enrollment Request Details](image)

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

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

   ![Enrollment Request Details](image)

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

7. Click **Submit** (below).

   ![Enrollment Request](image)
Making Sure You Dropped the Class

To make sure you dropped the class,

1. Look at the status messages (below).

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).
Looking Up a Student

When EIS needs you to look up a student, you’ll see the Find a New Value page.

**Note** This page can look different depending on what you’re doing.

To look up a student,

1. Type one of the following:

   **Find an Existing Value**

   - ID:
   - Campus ID:
   - National ID:
   - Last Name:
   - First Name:

   [Search]  [Clear]  [Basic Search]

   - 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.

2. Click [Search], and you’ll 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’ll 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.