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)

   ![Enrollment Request Page]

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

4. Click to search for a class number (below).

   ![Enrollment Request Details]

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

Updated June 16, 2004
5. Type the subject abbreviation of the class you want to add (below).

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Enrollment Request

Basic Class Search

Institution:    NT552    University Of North Texas
Term:          1038    2003 Fall

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

Subject: ENGL
Catalog Number:    

✓ Open Classes Only
☐ Open Entry/Exit Classes Only

Click , and you'll see a list of classes that match your search.

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

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Sect</th>
<th>Description</th>
<th>Units</th>
<th>Comp</th>
<th>Status</th>
<th>Avail</th>
<th>Wait</th>
</tr>
</thead>
<tbody>
<tr>
<td>1043</td>
<td>ENGL</td>
<td>5025</td>
<td>001</td>
<td>Streaming</td>
<td>3</td>
<td>LEC</td>
<td>Open</td>
<td>29</td>
<td>0</td>
</tr>
</tbody>
</table>

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<th>Wait</th>
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<tbody>
<tr>
<td>1044</td>
<td>ENGL</td>
<td>6260</td>
<td>001</td>
<td>Br/Lit 1600-1860</td>
<td>3</td>
<td>LEC</td>
<td>Open</td>
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<td>0</td>
</tr>
<tr>
<td>Time: 2:00PM - 3:50PM</td>
<td>Room: TBA</td>
<td>Dates: 08/26/2003 - 12/12/2003</td>
<td></td>
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</tbody>
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<th>Wait</th>
</tr>
</thead>
<tbody>
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<td>ENGL</td>
<td>6410</td>
<td>001</td>
<td>BY/Lit 1030-Prep</td>
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<tr>
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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.

Updated June 16, 2004
8. Click **Submit** (below).

![Enrollment Request Table]

**Making Sure You Added the Class**

To make sure you added the class,

1. Look at the status messages (below).

![Enrollment Request Table with Success Message]

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 Table]