Student Records Training – Level IIA

UNT® UNIVERSITY OF NORTH TEXAS™

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).

Term Activation	Enrollment Limit	Student Session	Terms In Residence	Term Control Dates	External Study

Sassystud12 Mango   **ID:** 00009105

View All   First ◄ 1 of 1 ► Last

Academic Career: Undergraduate

View All   First ◄ 1 of 1 ► Last

Academic Institution: University Of North Texas   ➕ ➖

Term: 2003 Fall   Semester

Primary Academic Program: Arts and Sciences

Academic Group of Advisor: CAS

***Approved Academic Load:**   Full-Time ▼

Override Unit Limits: ☐

Max Total Units:		**Max Audit Units:**	
Max No GPA Units:		**Max Wait List Units:**	
Min Total Units:		**Max Total Courses:**	

💾 Save   🔍 Return to Search   Next in List   Previous in List

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

Term Activation	Enrollment Limit	Student Session	Terms In Residence	Term Control Dates	External Study

Sassystud12 Mango   **ID:** 00009105

View All   First ◄ 1 of 1 ► Last

Academic Career: Undergraduate

View All   First ◄ 1 of 1 ► Last

Academic Institution: University Of North Texas   ➕ ➖

Term: 2003 Fall   Semester

Primary Academic Program: Arts and Sciences

Academic Group of Advisor: CAS

***Approved Academic Load:**   Full-Time ▼

Override Unit Limits: ☑

Max Total Units:	20	**Max Audit Units:**	
Max No GPA Units:	20	**Max Wait List Units:**	
Min Total Units:		**Max Total Courses:**	

💾 Save   🔍 Return to Search   Next in List   Previous in List
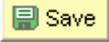
7. Click 💾 Save , and you will have assigned an overload for the student.

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:	=	

☐ 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 🖫 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:	= ▾	🔍

☐ Case Sensitive

[Search] [Clear] Basic Search 💾 Save Search Criteria

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 **EmplID**
    - The student's **Academic Career**
    - The **Academic Institution**
    - The **Term** (below)

Enrollment Request

| Find an Existing Value | Add a New Value |

ID: 00001234 🔍

Academic Career: ugrd 🔍

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 "Normal Maintenance" from the **Action** dropdown box (below).

Enrollment Request

| 00009123 | Mango,Sassystud011 | | University Of North Texas |
| Undergraduate | | Arts and Sciences | 2004 Fall |

| Enrollment Request ID: | 0000000000 | Status: | Pending | Submit |
| User ID: | eah0027 | Operator Enrollment Access | | |

Enrollment Request Details   View All   First ◀ 1 of 1 ▶ Last

➕ ➖

Sequence Nbr: 1   Pending

*Action: Normal Maintenance ▼   Action Reason: 🔍

☐ Override Action Date   Action Date:

☐ Wait List Okay

5. Click 🔍 to pull up the student's class schedule (below).

Enrollment Request

00009123	Mango,Sassystud011		University Of North Texas
Undergraduate		Arts and Sciences	2004 Fall

Enrollment Request ID:	0000000000	**Status:**	Pending	Submit
User ID:	eah0027	Operator Enrollment Access		

Enrollment Request Details   View All   First ◀ 1 of 1 ▶ Last

➕ ➖

Sequence Nbr: 1   Pending

*Action: Normal Maintenance ▼   **Action Reason:** [ ] 🔍

☐ **Override Action Date**   **Action Date:** [ ]

☐ Wait List Okay

Class Nbr: [ ] 🔍

6. Click ☑ next to the class you want to change to P/F (below).

Enrollment Request

Enrollment Listing

Request ID:	0000000000	Earnest,David Spencer	**ID:**	10237629
	Undergrad	**Institution:** UNT	**Term:**	2004 Fall

Enrollment List   First ◀ 1-3 of 3 ▶ Last

	Subject	Catalog	Sect	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Grade	Session
☑	ENGL Col Writ I Lecture	1310	02	1.00	1005	Enrolled	Enrolled	Graded		Regular
☑	HIST Wrld from 16th Cent Lecture	1060	001	3.00	1171	Enrolled	Enrolled	Graded		Regular
☑	HIST U S TO 1865 Credit	2610	070	3.00	1234	Enrolled	Enrolled	Graded		Regular

Return

7. Check **Grading Basis Override** (below).

8. Click 🔍 (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.

Search Results

View All   First ◀ 1-12 of 12 ▶ Last

SetID	Grading Scheme	Grading Basis
NT752 UGR		ABC/NC
NT752 UGR		Conv
NT752 UGR		Graded
NT752 UGR		No Grade
NT752 UGR		Non-Graded
NT752 UGR		NonTrad
NT752 UGR		P/NP
NT752 UGR		In Proc
NT752 UGR		Stdnt P/F
NT752 UGR		Transfer
NT752 UGR		W/WF
NT752 UGR		EX frm Tot

10. Click **Submit** (below).

Enrollment Request

00009123   Mango,Sassystud011   University Of North Texas

Undergraduate   Arts and Sciences   2004 Fall

Enrollment Request ID: 0000000000   **Status:**   Pending   Submit

User ID: eah0027   Operator Enrollment Access

Enrollment Request Details   View All   First ◀ 1 of 1 ▶ Last

                                                                                    + −

Sequence Nbr: 1   Pending

*Action: Normal Maintenance ▼   **Action Reason:** 🔍

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:

SOCI 4260	Section	Component	Description	Grading Option	Grade	Units	Status
Cls#: 5317	001	Credit	TOPICS IN SOCI	Pass/No Pass Student		3.00	Enrolled

Academic Program: Arts and Science

📅

| | 6:00PM 8:50PM | Wed | | General Academic Building 104 08/27/2007 - 12/14/2007 |

Session Regular   **Instructor:**   Susan Cosimo

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 EmplID
   - Student's Academic Career
   - Academic Institution
   - Term (below)

Enrollment Request

Find an Existing Value	Add a New Value

ID: 00001234

Academic Career: ugrd

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

Enrollment Request Details

Sequence Nbr: 7   Pending

*Action: Enroll

☐ Override Action Date
☐ Wait List Okay

Class Nbr: 🔍

Related Class 1: 🔍

Related Class 2: 🔍

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 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

Class Search Criteria

Course Subject	English
Course Number	is exactly	1310
Course Career	Undergraduate

☐ Show Open Classes Only
☐ Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▷ **Additional Search Criteria**

CLOSE   CLEAR 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**

| | View All Sections | First ◁ 1-3 of 67 ▷ Last |

Section 001-CRE(1764)   Status ☐   select class
Session Regular

Days & Times	Room	Instructor	Meeting Dates
MWF 8:00AM - 8:50AM	Audb 301	Staff	8/27/2007 - 12/14/2007

Section 002-CRE(1765)   Status ☐   select class
Session Regular

Days & Times	Room	Instructor	Meeting Dates
MWF 8:00AM - 8:50AM	Lang 215	Staff	8/27/2007 - 12/14/2007

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

Class Nbr: 2916 🔍   MATH   4900   702 Credit   SPECIAL PROBLEMS

Regular Academic Session   Undergraduate

    Related Class 1: [ ] 🔍

    Related Class 2: [ ] 🔍

    Instructor ID: [ ]

    Repeat Code: [ ] 🔍

Override

☐ **Grading Basis:** GRD   Graded   **Grade Input:** [ ] 🔍

☐ **Units Taken:** (1.00)   **Course Count:** 1.00

☐ **Designation:** [ ]

    ☐ Take Requirement Designation   **RD Grade:** [▼]

☐ **Permission Nbr:** [ ]

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

| **Additional** | ☑ Appointment | ☐ Career | ☑ Class Limit | ☐ Class Links |
| **Overrides** | ☑ Requisites | ☐ Service Indicator | ☑ Time Conflict | ☐ Unit Load |

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 ▼		Action Reason: [ ] 🔍
	☐ Override Action Date		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

[Cancel]

Search Results

View All   First ◀ 1-4 of 4 ▶ Last

Academic Institution	Term	Class Nbr	Related Class Nbr	Subject Area	Catalog Nbr	Session	Course Component	Class Section
NT752	1078	89	97	BIOL	1710	Regular	Rec	212
NT752	1078	89	100	BIOL	1710	Regular	Rec	211
NT752	1078	89	101	BIOL	1710	Regular	Rec	223
NT752	1078	89	14779	BIOL	1710	Regular	Rec	210

8. Click [Submit] (below).

Enrollment Request

00008991   Mango,Sassy   University Of North Texas
Graduate   Graduate Non-Degree   2003 Fall

| **Enrollment Request ID:** | 0000001200 | **Status:** | Pending | [Submit] |
| **User ID:** | lsh0014 | Operator Enrollment Access | | |

Enrollment Request Details   View All   First ◀ 2 of 8 ▶ Last
                                                                        [+] [−]

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).

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

| Find an Existing Value | Add a New Value |

ID: 00001234

Academic Career: ugrd

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 "Swap Courses" from the **Action** dropdown list (below).

Enrollment Request

| 00007590 | Bueno,Taco | | University Of North Texas |
| Undergraduate | | Arts and Sciences | 2003 Fall |

| Enrollment Request ID: | 0000000000 | | Status: | Pending | Submit |
| User ID: | eah0027 | | Operator Enrollment Access | | |

Enrollment Request Details   View All   First ◀ 1 of 1 ▶ Last

[+] [−]

Sequence Nbr: Pending
*Action: Swap Courses ▼   Action Reason: [ ]
          □ Override Action Date   Action Date: [   ]
          □ Wait List Okay

Class Nbr: [   ]

Change To: [   ]

5. Click 🔍 next to the **Class Nbr** box to see the student's current schedule (below).

Enrollment Request

00007590	Bueno,Taco	⊘ 🖥	University Of North Texas
Undergraduate		Arts and Sciences	2003 Fall

Enrollment Request ID:	0000000000	**Status:**	Pending	[Submit]
User ID:	eah0027	[Operator Enrollment Access](#)		

Enrollment Request Details   View All   First ◀ 1 of 1 ▶ Last

[+] [−]

Sequence Nbr: 1   Pending

*Action: [Swap Courses ▼]   **Action Reason:** [ ] 🔍

☐ **Override Action Date**   **Action Date:** [   ]

☐ **Wait List Okay**

Class Nbr: [ ] 🔍

Change To: [ ] 🔍

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

Enrollment Request

Enrollment Listing

Request ID:	0000000000	Bueno,Taco	**ID:**	00007590
	Undergrad	**Institution:** UNT	**Term:**	2003 Fall

Enrollment List   First ◀ 1-2 of 2 ▶ Last

	Subject	Catalog	Sect	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Grade	Session
☑	ACCT Acct for Mgmt Lecture	5130	001	3.00	1247	Enrolled	Enrolled	Graded		Regular
☑	ACCT Account prin I Lecture	2020	001	3.00	1474	Enrolled	Enrolled	Graded		Regular

[Return]

You'll see the class number filled in for you back on the **Enrollment Request** page.

7. Click 🔍 next to the **Change To** box.

Enrollment Request

00007590   Bueno,Taco   University Of North Texas
Undergraduate   Arts and Sciences   2003 Fall

Enrollment Request ID:	0000000000	**Status:**	Pending	[Submit]
User ID:	eah0027	*Operator Enrollment Access*	

Enrollment Request Details   View All   First ◀ 1 of 1 ▶ Last

[+][−]

Sequence Nbr: 1   Pending
*Action: Swap Courses ▼   **Action Reason:** [ ] 🔍
         ☐ Override Action Date   **Action Date:** [   ]
         ☐ Wait List Okay

Class Nbr: [1247] 🔍   ACCT   5130   001   Lecture   Acct for Mgmt
                       Regular Academic Session   Graduate
Change To: [ ] 🔍

> **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.

University Of North Texas | | 2007 Fall

Class Search Criteria

Course Subject	English ▼
Course Number	is exactly ▼ 1310
Course Career	Undergraduate ▼
	☑ Show Open Classes Only
	☐ Show Open Entry/Exit Classes Only

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).

▽ **MATH 1010 - Fundamentals of Algebra**

		View All Sections	First ◄ 1-3 of 26 ► Last
Section 001-CRE(2785)	**Status** ☐		(select class)
Session Regular			

Days & Times	Room	Instructor	Meeting Dates
TuTh 8:00AM - 9:20AM	Biol 106	Staff	8/27/2007 - 12/14/2007

Section 002-CRE(2786)	**Status** ☐		[select class]
Session Regular			

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:00PM - 3:20PM	Lang 219	Staff	8/27/2007 - 12/14/2007

Section 005-CRE(2787)	**Status** ☐		[select class]
Session Regular			

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:00PM - 3:20PM	Lang 317	Staff	8/27/2007 - 12/14/2007

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

Class Nbr: 2916 🔍   MATH   4900   702   Credit   SPECIAL PROBLEMS
Regular Academic Session   Undergraduate

Related Class 1: 🔍
Related Class 2: 🔍
Instructor ID:
Repeat Code: 🔍

Override

☐ **Grading Basis:** GRD   Graded   **Grade Input:** 🔍
☐ **Units Taken:** (1.00)   **Course Count:** 1.00
☐ **Designation:**
   ☐ **Take Requirement Designation**   **RD Grade:**
☐ **Permission Nbr:**

Additional Overrides	☐ Appointment	☐ Career	☐ Class Limit
	☐ Requisites	☐ Service Indicator	☐ Time Conflict

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

☑ **Permission Nbr:**

Additional Overrides	☑ Appointment	☐ Career	☑ Class Limit
	☑ Requisites	☐ Service Indicator	☑ Time Conflict

C. If a related component (lab or recitation) is needed, click 🔍 next to the Related Class 1 box to see the available sections (below).

1. Click the appropriate section (below).

Look Up Related Class 1

Cancel

Search Results

View All   First ◀ 1-4 of 4 ▶ Last

Academic Institution	Term	Class Nbr	Related Class Nbr	Subject Area	Catalog Nbr	Session	Course Component	Class Section
NT752	1078	89	97	BIOL	1710	Regular	Rec	212
NT752	1078	89	100	BIOL	1710	Regular	Rec	211
NT752	1078	89	101	BIOL	1710	Regular	Rec	223
NT752	1078	89	14779	BIOL	1710	Regular	Rec	210

11. Click [Submit] (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 EmpID
   - Student's Academic Career
   - Academic Institution
   - Term (below)

Enrollment Request

Find an Existing Value | **Add a New Value**

ID: 00001234
Academic Career: ugrd
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).

Enrollment Request

| 00009100 | mango,sassystud1 | | University Of North Texas |
| Undergraduate | | Arts and Sciences | 2003 Fall |

| Enrollment Request ID: | 0000001267 | | Status: | Pending | Submit |
| User ID: | mlw0031 | | Operator Enrollment Access | | |

Enrollment Request Details — View All   First ◄ 2 of 5 ► Last

[+] [−]

Sequence Nbr: 5   Pending

*Action: Drop   Action Reason: [ ]

☐ Override Action Date   Action Date: [ ]

☐ Wait List Okay

5. Click 🔍 next to **Class Nbr** (below), and you will see a list of classes in which the student is enrolled.

Enrollment Request Details

Sequence Nbr: 7   Pending
*Action: Drop ▾
    ☐ Override Action Date
    ☐ Wait List Okay

Class Nbr: [   ] 🔍

Related Class 1:   [   ] 🔍
Related Class 2:   [   ] 🔍

> **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   4260   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).

Enrollment Request

00008991   Mango,Sassy   University Of North Texas
Graduate   Graduate Non-Degree   2003 Fall

Enrollment Request ID: 0000001200   Status: Pending   Submit
User ID: lsh0014   Operator Enrollment Access

Enrollment Request Details   View All   First ◀ 2 of 8 ▶ Last

                                                                ➕ ➖

Sequence Nbr: 9   Pending
*Action: Drop ▾   Action Reason: [   ] 🔍
    ☐ Override Action Date   Action Date: [   ]
    ☐ Wait List Okay

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).

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 EmpID
- Student's Academic Career
- Academic Institution
- Term (below)

Enrollment Request

Find an Existing Value / **Add a New Value**

ID:	00001234 🔍
Academic Career:	ugrd 🔍
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. Click 🔍 to search for a class number (below).

Enrollment Request Details

Sequence Nbr: 7   Pending
*Action: Enroll ▼
  ☐ Override Action Date
  ☐ Wait List Okay

Class Nbr: [   ] 🔍

Related Class 1: [   ] 🔍
Related Class 2: [   ] 🔍

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.

Enrollment Request

Enter Search Criteria

Institution	* University of North Texas ▼	How to search for UNT Classes

* University of North Texas | 2013 Fall

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

Class Search Criteria

Course Subject	select subject	ENGL	English
Course Number	is exactly ▼	2210	
Course Career	Undergraduate ▼		

☐ Show Open Classes Only
☐ Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▷ **Additional Search Criteria**

Return to Enrollment Request   UNT Class Listing -pdf version   CLEAR 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 waitlist (below).

Class Status will be displayed as: ● Open   ■ Closed   ▲ Wait List

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

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.

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).

3.   Research any additional messages or errors, if present.

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

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).

ENGL 2210	Section	Component	Description	Grading Option	Grade	Units	Status	Position
Cls#:23348	001	Credit	WORLD LITERATURE	Graded		3.00	Waiting	2
	Academic Program:		Public Affairs & Comm Srv					
31	12:30PM 1:50PM	Tues,Thurs		Curry Hall 104			08/28/2013 - 12/13/2013	
Session Regular		Instructor:	Jones,Justin Travis					

Status of "Waiting" and in position #2 on the Wait List

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 EmpID
    - Student's Academic Career
    - Academic Institution
    - Term (below)

Enrollment Request

| Find an Existing Value | Add a New Value |

ID: 00001234

Academic Career: ugrd

Academic Institution: NT752

Term: 1078

Add

Find an Existing Value | Add a New Value

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.

Enrollment Request | Admn Enrl Request

Enrollment Request

Eagle, Scrappy

* University of North Texas

Undergraduate | Public Affairs & Comm Srv | 2013 Fall

Enrollment Request ID: 0006887654   **Status:** **Pending**   [Submit]

User ID: Operator Enrollment Access

| Enrollment Request Details | Find | View All First ◄ 3 of 3 ► Last |

Sequence Nbr: 3   Pending   + −

*Action: [Drop ▼]   **Action Reason:** [🔍]

☐ Override Action Date   **Action Date:** [ ]

☐ Wait List Okay

Class Nbr: [🔍]

14. Select the waitlisted class you would like to drop (below).

Enrollment Request

Enrollment Listing

Request ID: 0006887654   **Eagle, Scrappy**   **ID:** 10575561

Undergrad   **Institution:** UNT   **Term:** 2013 Fall

| Enrollment List | | | | | | | | Find First ◄ 1-8 of 8 ► Last |

	Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Grade	Session
☑	ENGL WORLD LITERATURE Credit	2210	001	3.00	23348	Waiting	Full	Graded		Regular

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

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.

Can also verify on the Study List.

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 EmpID
•   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 🔍

[Add]

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 🔍 to search for appropriate classes).

Enrollment Request

Eagle, Scrappy   * University of North Texas

Undergraduate   Public Affairs & Comm Srv   2013 Fall

Enrollment Request ID: 0000000000   Status: Pending   [Submit]
User ID: Operator Enrollment Access

Enrollment Request Details   Find | View All First ◀ 1 of 1 ▶ Last

Sequence Nbr: 1   Pending   [+] [−]
*Action: [Swap Courses ▼]   Action Reason: [   ] 🔍
          ☐ Override Action Date   Action Date: [   ]
          ☐ Wait List Okay

                              Course wanting to drop from.
Class Nbr: [   ] 🔍 ←

Change To: [   ] 🔍 ← Course wanting to add student on Wait List

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

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

○ Open   ☐ Closed   △ Wait List

▽ **ENGL 2210 - Masterpieces of world literature from the Ancients Through the Early Renaissance**

                              View All Sections   First ◀ 1-3 of 12 ▶ Last

Section 001-CRE(23348)   Status △ Textbooks [select class]
Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 12:30PM - 1:50PM	Cury 104	Jones, Justin Travis	08/28/2013 - 12/13/2013

Section 002-CRE(23349)   Status ○ Textbooks [select class]
Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 11:00AM - 12:20PM	Cury 110	Jones, Justin Travis	08/28/2013 - 12/13/2013

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:	begins with ▼	[ ] 🔍
Academic Career:	= ▼	[▼]
National ID:	begins with ▼	[ ]
Campus ID:	begins with ▼	[ ]
Last Name:	begins with ▼	[ ]
First Name:	begins with ▼	[ ]

☐ 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.