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# **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).

Term Activation	Student <u>S</u> ession Y Tern	ns In <u>R</u> esidence	Dates External Study
sassystud4 mango	ID:	00009107	
			View All 🛛 First 🖪 1 of 1 🕩 Last
Academic Career: Undergradu	ate		
			View All 🛛 First 🖪 1 of 1 🕨 Last
*Academic Institution:	NT752 🔍 University C	Of North Texas	<b>X</b> () () () () () () () () () () () () ()
*Term:	1038 🔍 2003 Fall	Semester	
Student Career Nbr:	0 🔍 🛛 Arts and Sc	ciences	
Override All Academic Levels:		Academic Year:	2003
Override Projected Level:		Load Determination:	Units
Academic Level - Projected:	Freshman	*Form of Study:	Enrollment
Academic Level - Term Start:	Freshman	Academic Load:	No Units
Academic Level - Term End:	Freshman	*Billing Career:	
Level Determination:	Units	Eligible To Enroll:	

**4.** Make sure you're overriding the correct student academic career (below).

Term Activation / Enrollment Limit	$\gamma$ Student <u>S</u> ession $\gamma$ Terms In <u>R</u> esidence $\gamma$ Te	rm Control Dates 🔰 External Study
Sassystud12 Mango	<b>ID:</b> 00009105	
	$\frown$	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:	

5. Check Override Unit Limits (below).

Term Activation Enrollment Limit	Student <u>S</u> ession / Terms In <u>R</u> esidence / 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:
	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 <u>S</u> ession 🍸 Terms In <u>R</u> esidence 🦿 Term Control Dates 🍸 External St <u>u</u> dy
Sassystud12 Mango	ID: 00009105
	View All 🛛 First 🗹 1 of 1 🕨 Las
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) 🛛 (Q Return to Search) (∔≣ Next in L	ist) (†≣ 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	Q	
Term:	= 🛩	1101	Q	
Subject Area:	= 🛰	acct	Q	
Catalog Nbr:	begins with 🐱	5410	]	
Academic Career:	= ~	Graduate	~	
Campus:	begins with 💌		Q	
Description:	begins with 💌		]	
Course ID:	begins with 🐱		Q	
Course Offering Nbr:	= ~		Q	
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).

Permission to Add	Permissior	n to Drop								
Course ID: Academic Institution	084655 * Universi	ty of North Te	xas	Course Offe	ring Nbr	: 1				
Term:	2010 Spri	ng		Undergrad						
Subject Area:	MATH	-		Mathematics	3					
Catalog Nbr:	1010			FUND OF AL	GEBRA					
Class Section Data						Fine	I View All	Firet	1 1 12	Last
Session:	1 Regular	Academic Se	ession Cl	ass Nbr:	4964	Class	Status:	Active		- <u>Last</u>
Class Section:	002		Cl	ass Type:	Enrolln	nent Section				
Component:	Credit		Ins	structor:						
Student Specific	c Permissions	6								
▼ Defaults										
Expiration Date	e: 03/10/201	10 🗒								
Permission Va	lid For:									
Closed Cla	ass	Requisites I	Not Met Co	nsent Requi	<u>red</u>	Career Restri	<u>ction</u>	Permissi Period	on Time	
				]						
Assign More Pern	nissions:	Generate	]							
Class Permission	n Data					Customize	Find	First -	🛿 1 of 1 🕩	Last
General Info	Permission	Comments								
Seq # Number	Jo To		Name	Status	Pe Da	ermission Use ate	Expiratio	n Date		
1		] ∕		Not Use	d		03/10/20	10 🛐	+	-
Save & Return	to Search 😑	Notify								

- 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	Q			
Term:	= 🗸	1101	Q			
Subject Area:	= 🗸	acct	Q			
Catalog Nbr:	begins with 🐱	5410				
Academic Career:	- ~	Graduate	~			
Campus:	begins with 🐱		Q			
Description:	begins with 🔽					
Course ID:	begins with 💌		Q			
Course Offering Nbr:	- ~		Q			
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

Permission to Add	Permissi	on to Drop 🔵							
Course ID:	084655			Course Offer	ng Nbr:	1			
Academic Institution:	* Univers	sity of North Texas							
Term:	2010 Sp	ring		Undergrad					
Subject Area:	MATH			Mathematics					
Catalog Nbr:	1010			FUND OF AL	GEBRA				
Class Section Data							Find   View	All First 🚺 2 of 13	Last
Session: 1	Regula	ar Academic Sessi	on Cl	ass Nbr:	4966	Class State	us: Active		
Class Section: 0	03		CI	ass Type:	Enrollmer	nt Section			
Component: C	redit		In	structor:					
Student Specific	Permissio	ns							
▼ Defaults									
Expiration Date:	03/10/20	010 🗐							
Permission Vali	d For:								
							Permission	<u>Time</u>	
Closed Clas	<u>88</u>	Requisites Not	Met Co	onsent Requir	ed <u>C</u>	areer Restriction	<u>Period</u>		
				2	0	<b>~</b>			
Assign More Permi	ssions:	Generate		🗌 Set All I	Permissio	ns to Issued			
	0-1-	$\sim$							
Class Permission	Data					<u>C</u>	ustomize   Find	First 🛄 1 of 1 🖄	⊐ Last
/ General Info	Permission	Comments (							
Seq # Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date	
1						Not Used		03/10/2010 🛐	
Return to Permission to Add   Per	Search 🗈	- Notify Drop							

- 5. Click 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

Eind 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 Requ	est			
00009123 Mango,Sas	ssystud011		University O	f North Texas
Undergraduate	Arts and Sciences		2004 Fall	
Enrollment Request ID: 0	00000000	Status:	Pending	Submit
User ID: e	ah0027	Operator En	rollment Access	
Enrollment Request Details			View All	First 🛃 1 of 1 💽 Last
				+ -
Sequence Nbr: 1	Pending			
*Action: Normal Main	itenance	Action Reas	ion:	
Override /	Action Date	Action Date:		
🗖 Wait List C	Dkay			

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

Enrollment Request		
00009123 Mango,Sassystud011 Undergraduate	Arts and Sciences	University Of North Texas 2004 Fall
Enroliment Request ID: 0000000000 User ID: eah0027		Status:         Pending         Submit           Operator Enrollment Access         Image: Content Science
Enrollment Request Details		View All 🛛 First 🖪 1 of 1 🕩 Last
Sequence Nbr: 1 Pending *Action: Normal Maintenance Override Action Date Wait List Okay		+ - Action Reason:
Class Nbr:		

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

E	Enrollment Request										
E	Enrollment Listing										
1	Reques	t ID:	00000000	00	Earnest,David	d Spencer	ID:	10237629			
			Undergrac	<sup>i</sup> Ir	Institution: UNT		Term:	2004 Fall			
	Enrolln	nent List							First	<b>▲</b> 1-3 c	of 3 🕨 Last
	<b>V</b>	Subject ENGL Col Wri Lecture	Catalog 1310 itl	Sect 02	<b>Unit Taken</b> 1.00	Class Nbr 1005	Status Enrolled	<b>Reason</b> Enrolled	Grading Basis Graded	Grade	Session Regular
(		HIST Wrid fro Lecture	1060 om 16th Ce e	001 ent	3.00	1171	Enrolled	Enrolled	Graded		Regular
		HIST U S TO Credit	2610 1865	070	3.00	1234	Enrolled	Enrolled	Graded		Regular
C	Return	]									

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

Enrollment Re	equest Details				View All	First 🔳 1 of 1 💽 Last
Sequence N *Action:	Ibr: 1 Pr Normal Maintena Override Actio Wait List Okay	ending ance 🔽 on Date		Action Reason:	٩	+-
Class Nbr:	1540 🔍	HIST 2610	070 Credit	U S TO 1865		
	Related Class 1: Related Class 2: Instructor ID: Repeat Code:	Regular Academic Sessio	on Undergrad	luate		Transcript Note
	Grading Basis:	GRD Q UNT Conversi	ion Grade Basis (	Grade Input: 🕅	w	
	Units Taken: Designation:	3.00	(	Course Count: 11.0	U	1
	Permission Nbr:	Take Requirement De	esignation	RD Grade:	¥	

8. Click (below) to look up the code for P/F.

Enrollment Re	equest Details						V	iew All	First 🛃 1 of 1 🕩 Last
									+ -
Sequence I	Nb <u>r: 1 P</u>	ending							
*Action:	Normal Mainten	ance	•			Action Reason	. Q		
	🗆 Override Acti	on Date				Action Date:			
	📕 Wait List Okay	/					,		
Class Nbr:	1540 🔍	HIST	2610	070	Credit	U S TO 18	65		
		Regular Acad	demic Ses:	sion	Underg	raduate			
	Related Class 1:								
	Related Class 2:								
	Instructor ID:		_						
	instructor id:								
	Repeat Code:	<u> </u>							Transcript Note
Override		$\frown$							
•	Grading Basis:		JNT Conve	rsion G	rade Bas	s Grade Input:	W	W	
	Units Taken:	3.00				Course Count:	1.00		
	Designation:								
	Ŭ.	📕 Take Re	quirement	Design	ation	RD Grade:		-	1
	Permission Nbr:								_

**9.** Click <u>Stdnt P/F</u> (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	e Grading Basis
<u>NT752 UGR</u>	ABC/NC
NT752 UGR	Conv
NT752 UGR	Graded
NT752 UGR	No Grade
NT752 UGR	Non-Graded
NT752 UGR	NonTrad
NT752 UGR	<u>P/NP</u>
NT752 UGR	In Prec
NT752 UGR	Stdnt P/F
NT752 UGR	Tansfer
NT752 UGR	WAVE
<u>NT752</u> UGR	EX frm Tot

10. Click Submit (below).

Enrollment Rec	luest				
00009123 Mango,	Sassystud011			University	Of North Texas
Undergraduate		Arts and Sciences		2004 Fall	$\frown$
Enrollment Request ID:	0000000000		Status:	Pending	Submit
User ID: Enrollment Request Deta	ils		Operator Em	View All	First 🖪 1 of 1 🕨 Last
Sequence Nbr: 1	Pending				+ -
*Action: Normal M	laintenance	•	Action Reas	on: 🔍 🔍	

- **11.** Wait until you see a "Success" message. If you see any "Error" messages, research them at the bottom of the page.
- **12.** Click <u>Study List</u> 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 3.00 Enrolled
ii)	Academic Program:		Arts and Science	Student
	6:00PM	8:50PM	Wed	General Academic Building 104 08/27/2007 - 12/14/200
Session Regula	ir		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 EmpIID
  - Student's Academic Career
  - Academic Institution
  - Term (below)

#### **Enrollment Request**

Eind an Existing Val	ue 👌 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 **Q** to search for a class number (below).

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 Criter	ia							
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 , 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 Sec	tions	First 🖪 1-3 of 67 🕨 Last
Section Session	<u>001-CRE(1764)</u> Regular	l	St	atus 📃	select class
Days & Ti	imes	Room	Instructo	ur -	Meeting Dates
MWF 8:00AM - 8:50AM		Audb 301	Staff		8/27/2007 - 12/14/2007
Section Session	<u>002-CRE(1765)</u> Regular	1	st	atus 🗌	select class
Days & Ti	imes	Room	Instructo	ur -	Meeting Dates
MWF 8:0	0AM - 8:50AM	Lang 215	Staff		8/27/2007 - 12/14/2007

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

To add another class,

- Click to add another row.
   Repeat steps 4-7 above before you submit.
- 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 PI	ROBLEMS
	Related Class 1: Related Class 2: Instructor ID: Repeat Code:	Regular Acade	emic Sessi	on	Undergraduat	e	
Override	Grading Basis: Units Taken:	GRD Gr	aded		<b>Gr</b> a Co	ade Input: urse Count:	1.00
	Designation: Permission Nbr:	Take Red	juirement (	)esign	ation <sub>RD</sub>	Grade:	~

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		*		A	ction Reason: 📃 🔍
	Override Actio	on Date /			A	ction Date:
Class Nbr:	89 🔍	BIOL	1710	001	Credit	PRIN BIOLOGY I
	Related Class 1:	Regular Acad	emic Sessi	ion	Undergradu	ate

**1.** Click the appropriate section (below).

## Look Up Related Class 1

#### Cancel

#### Search Results

View All						First ┥ 1-4 of 4 🕟 Last
Academic Institution	<u>n Term Class Nb</u>	r Related Class Nb	r <u>Subject Area</u>	<u>a Catalog Nb</u>	r <u>Session Course</u>	Component Class Section
NT752	<u>1078 89</u>	<u>97</u>	BIOL	<u>1710</u>	<u>Regular Rec</u>	<u>212</u>
NT752	<u>1078 89</u>	<u>100</u>	BIOL	<u>1710</u>	Regular Rec	211
NT752	<u>1078 89</u>	<u>101</u>	BIOL	<u>1710</u>	Regular Rec	223
<u>NT752</u>	<u>1078 89</u>	<u>14779</u>	BIOL	<u>1710</u>	Regular Rec	<u>210</u>

## 8. Click Submit (below).

Enrollment Re	equest				
00008991 Mang	o,Sassy			University	Of North Texas
Graduate		Graduate Non-Degree		2003 Fall	
Enrollment Request ID	: 0000001200		Status:	Pending	Submit
User ID:	lsh0014		Operator En	rollment Access	
Enrollment Request De	tails			<u>View All</u>	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).

Enrollment Request	
00007590 Bueno,Taco Undergraduate Arts and	University Of North Texas
Enrollment Request ID:         0000001617           User ID:         xxxx0000	Status: Success/Messages Submit
Enrollment Request Details	View All First 🗹 1 of 1 🕑 Last
Sequence Nbr: 1 Success *Action: Swap Courses Override Action Date Wait List Okay	Action Reason:

- **2.** Scroll to the bottom of the page.
- **3.** Research any "errors" or "message" comments that you see.
- **4.** Click <u>Study List</u> to see the student's complete schedule (below).

Additional Overrides	☐ Appointment ☐ Requisites	Career Service Indicator	<ul> <li>Class Limit</li> <li>Time Conflict</li> </ul>	Class Links Unit Load
Drop This Class if E	nrolled: 📃 🔍			
▼Error Messages				
Message Sequence	:	Severity:	Last Update Date	lime:
Student Appointment	s Study List Term	History		
🗐 Save) 🛛 🔍 Return to S	Search) (∔≣ Next in List) (↑≣ Pr	evious in List)		🕒 (Z

# **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 EmpIID
  - Student's Academic Career
  - Academic Institution
  - Term (below)

#### **Enrollment Request**

Eind an Existing Val	ue 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 Undergraduate Arts ai	Ønd Sciences	University Of North Texas 2003 Fall	
Enrollment Request ID: 0000000000 User ID: eah0027	<mark>Status:</mark> <u>Operator E</u>	Pending Submit	
Enrollment Request Details		View All 🛛 First 🗹 1 of 1 🕨 Last	
Sequence Nar: Pending *Action: Swap Courses Coverride Action Date Wait List Okay	Action Rea	eason:Q	
Class Nbr:			
Change To:			

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

Enrollment Request		
00007590 Bueno,Taco Undergraduate	Arts and Sciences	University Of North Texas 2003 Fall
Enrollment Request ID: 000000000 User ID: eah0027		Status: Pending Submit Operator Enrollment Access
Sequence Nbr: 1 Pending *Action: Swap Courses Override Action Date Wait List Okay Class Nbr:	Y	Action Date:
Change To:		

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

E	nroll	ment F	equest							
E	nro	llmer	nt Listi	ng						
F	Reques	st ID:	00000000	000	Bueno,Taco		ID:	00007590		
			Undergra	d II	nstitution:	UNT	Term:	2003 Fall		
	Enrolir	nent Lis	:						First 🔳 1-2	of 2 🕨 Last
		Subjec	t Catalog	Sect	Unit Taken	Class Nbr	Status	Reason	Grading Basis Grade	Session
		ACCT Acct fo Lectur	5130 r Mgmt e	001	3.00	1247	Enrolled	Enrolled	Graded	Regular
		ACCT Accou Lectur	2020 nt prin I e	001	3.00	1474	Enrolled	Enrolled	Graded	Regular
I	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.

Enrolim	ent Req	uest							
00007590 Undergradu:	Bueno,1 ate	aco .	Arts and	l Scienc	es	0	Ţ	University 2003 Fall	Of North Texas
Enrollment F User ID:	Request ID:	0000000000 eah0027			5 (	itatus: Operator Enro	Pend Dilment Ac	ding :cess	Submit
Enrollment Re	equest Detai	ls						View All	First 🛃 1 of 1 💽 Last
Sequence I *Action:	Nbr: 1 Swap Cou Overrid	Pending urses le Action Date st Okay	T		<b>μ</b> μ	iction Reaso	n:	٩	•-
Class Nbr: Change	1247 Q To:	ACCT Regular Ac	5130 ademic Ses	001 sion	Lecture Graduate	Acct for N	lgmt		

**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).

es
criteria. Click Search to view your search results.
as     2007 Fall
a
English
is exactly 1310
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	Firs	t 🖪 1-3 of 26 🕨 Last
Section 001-CRE(2785	a	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
	ט	Status		select class
Days & Times	Room	Instructor		Meeting Dates
TuTh 2:00PM - 3:20PM	Lang 219	Staff		8/27/2007 - 12/14/2007
Section <u>005-CRE(2787</u> Session Regular	נ	Status		select class
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 PR	OBLEMS
	Related Class 1: Related Class 2: Instructor ID: Repeat Code:	Regular Acad	demic Sess	sion	Undergradu	late	
Override	Grading Basis: <b>Units Taken:</b> Designation: Permission Nbr:	ORD 1.00 T.00	Fraded	t Desigi	nation	Grade Input: Course Count: RD Grade:	1.00
Additiona	🗌 Арро	intment	🗌 Car	eer		📃 Class Limi	t
Overrides	🛛 🗌 Requ	iisites	📃 Sen	/ice Indi	icator	🔲 Time Confl	ict

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

Per	mission Nbr:		
Additional Overrides	✓ Appointment ✓ Requisites	Career	✓ Class Limit ✓ Time Conflict

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

•	· · · · · · · · · · · · · · · · · · ·							
*Action:	Enroll							
Override Action Date								
Class Nbr:	89 🔍	BIOL	1710 001					
	Related Class 1:	Regular Acad	lemic Session					

1. Click the appropriate section (below).

### Look Up Related Class 1

Cancel

#### Search Results

View All						First ┥ 1-4 of 4 🕟 Last
Academic Institution	<u>n Term Class Nb</u>	r Related Class Nb	r <u>Subject Area</u>	<u>Catalog Nb</u>	Session Course	Component Class Section
NT752	<u>1078 89</u>	<u>97</u>	BIOL	<u>1710</u>	Regular Rec	<u>212</u>
NT752	<u>1078 89</u>	<u>100</u>	BIOL	<u>1710</u>	Regular Rec	211
NT752	<u>1078 89</u>	<u>101</u>	BIOL	<u>1710</u>	Regular Rec	(223)
<u>NT752</u>	<u>1078 89</u>	<u>14779</u>	BIOL	1710	Regular Rec	210

### 11. Click Submit (below).

Enrollment Request		
00007590 Bueno,Taco Undergraduate	Arts and Scienc	Image: Construction of North Texas     University Of North Texas     2003 Fail
Enrollment Request ID: 00000 User ID: eah00	100000 127	Status: Pending Submit
Enrollment Request Details		View All 🛛 First 🖪 1 of 1 🕩 Last
Sequence Nbr: 1 Pe *Action: Swap Courses Override Actio Wait List Okay	ending n Date	Action Reason:
Class Nbr: 1247 Q	ACCT 5130 001	Lecture Acct for Mgmt
	Regular Academic Session	Graduate
Change To: 1003 🔍	ENGL 1310 001	Lecture Col Writ I
	Regular Academic Session	Undergraduate

### Making Sure you Swapped the Class

To make sure you swapped the class,

1. Look at the status messages (below).

Enrollment Request		
00008991 Mango,Sassy Graduate	Graduate Non-Degree	University Of North Texas 2003 Fall
Enrollment Request ID: 0000001200 User ID: Ish0014		Status: Success/Messages Submit
Enrollment Request Details		<u>View All</u> <u>First</u> 🔳 в оғ в 🕨 La
Sequence Nbr: 7 *Action: Enroll © Override Action Date Wait List Okay	Y	Action Reason:
Class Not: 1043 Q ENGL	5825 001 Lectur	re Screenwriting
Regulari	Academic Session - Oradu	rate

- **2.** Scroll to the bottom of the page.
- 3. Research any "errors" or "message" comments that you see.
- 4. Click <u>Study List</u> to see the student's complete schedule (below).

Additional	Appointment	🗖 Career	🗖 Class Limit	🗖 Class Links			
Overrides	🗖 Requisites	Service Indicator	🗖 Time Conflict	🗖 Unit Load			
Drop This Class	if Enrolled:						
▼Error Message	\$						
Message Seque	nce:	Severity:	Last Update I	Last Update DateTime:			
Student Appointments Study List Term History							
📳 Save) 🛛 🔍 Return	to Search) (+≣ Next in List) (↑≣	Previous in List)		( <b>E</b> +Add) (20 U			

**UNT** UNIVERSITY OF NORTH TEAM 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 EmpIID
  - Student's Academic Career
  - Academic Institution
  - Term (below)

**Enrollment Request** 

<u>Eind an Existing Val</u>	ue 🖌 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,s	assystud1			University	Of North Texas			
Undergraduate		Arts and Sciences		2003 Fall				
Enrollment Request ID:	0000001267		Status:	Pending	Submit			
User ID:	mlw0031		Operator Enroll	ment Access				
Enrollment Request Details	s			<u>View All</u>	First 🛃 2 of 5 🕨 Last			
					+ -			
Sequence Nbr: 5	Pending							
*Action: Drop			Action Reason	<u>م</u>				
Override	e Action Date		Action Date:					
🔲 Wait List	t Okay							

5. Click A 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 **I** next to the class you want to drop (below).

0	SOCI TOPICS Credit	4260 IN SOCI	001	3.00	5317	Enrolled	Enrolled	Graded	Regular

Note To drop another class,

- Click + to add another row.
   Repeat steps 4-6 above before you submit.
- 7. Click Submit (below).

Enroll	ment	Request	
--------	------	---------	--

00008991	Mango,	Sassy			University	Of North Texas
Graduate			Graduate Non-Degree		2003 Fall	$\frown$
Enrollment R	tequest ID:	0000001200		Status:	Pending	Submit
User ID:		lsh0014		Operator En	rollment Access	
Enrollment Re	equest Detai	ils			<u>View All</u>	<u>First</u> 🛃 2 of 8 🕨 <u>Last</u>
						+ -
Sequence N	Nor: 9	Pending				
*Action:	Drop			Action Reas	on: 📃 🔍	
	🗆 Overria	de Action Date		Action Date:		
	🗌 Wait Li	ist Okay				

## Making Sure You Dropped the Class

To make sure you dropped the class,

1. Look at the status messages (below).

Enrollment Request		
00008991 Mango,Sassy Graduate	Graduate Non-	University Of North Texas -Degree 2003 Fall
Enroliment Request ID: 0000001200 User ID: Ish0014		Status: Success/Messages Submit
Enrollment Request Details		<u>View All</u> <u>First</u> 🛋 sors 🕨 Last
Sequence Nbr: 7 Success *Action: Enroll © Override Action Date Wait List Okay	Y	+ -
Class Nor: 1043 C ENGL	5825 001	Lecture Screenwriting
	Academic Session	Graduate

- **2.** Scroll to the bottom of the page.
- 3. Research any "error" or "message" comments that you see.
- **4.** Click <u>Study List</u> at the bottom of the page to see the student's complete schedule (below).

Additional Overrides	<ul> <li>Appointment</li> <li>Requisites</li> </ul>	Career Service Indicator	<ul> <li>Class Limit</li> <li>Time Conflict</li> </ul>	Class Links Unit Load
Drop This Class if E	nrolled: 📃 🔍			
▼Error Messages				
Message Sequence	:	Severity:	Last Update [	)ateTime:
Student Appointment	s (Study List) Term	n History		
Save) QReturn to S	Search) (+ INext in List) († IP	Previous in List)		📑 Add) 🖉

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**

Add

Eind an Existing Val	ue 🖌 Add a New Value 🔪
ID:	00001234 🔍
Academic Career:	ugrd 🔍
Academic Institution:	NT752 🔍
Term:	1078 🔍

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  $\bigcirc$  to search for a class number (below).

Enrollment F	lequest Details
Sequence	Nbr: 7 Pendina
*Action:	Enroll
	<ul> <li>Override Action Date</li> <li>Wait List Okay</li> </ul>
Class Nbr:	
	Related Class 1:
	Related Class 2:

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

## UNIVERSITY OF NORTH TEXAS

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 Reque	st	
	Enter Search Crite	ria	
	Institution	* University of North Texas	✓ How to search for UNT Classes
	* University of North Texa	as   2013 Fall	
	Select at least 2 search o	riteria. Click Search to view your se	arch 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 Or	ly
	Use Additional Search Cri	iteria to narrow your search results.	
	Additional Search	Criteria	
	<u>Return to Enrollment</u> <u>UN</u> <u>Request</u>	T Class Listing -pdf versionCLEA	R CRITERIA SEARCH
6.	Click SEARCH	and you will see a list of clas	sses that match your search.
7.	Click	next to the class you want t	to waitlist (below).
С	lass Status will be dis	played as:	Closed 🔥 Wait List

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

		Vi	iew All Sections Fire	st 🚺 1-3 of 12 🕨 Last
Section Session	<u>001-CRE(23348)</u> Regular		Status 🔺 <u>Texti</u>	oooks select class
	Days & Times	Room	Instructor	Meeting Dates
	TuTh 12:30PM - 1:50PM	Cury 104	Jones,Justin Travis	08/28/2013 - 12/13/2013
Section Session	002-CRE(23349) Regular		Status 🔵 <u>Text</u>	select class
	Days & Times	Room	Instructor	Meeting Dates
	TuTh 11:00AM - 12:20PM	Cury 110	Jones,Justin Travis	08/28/2013 - 12/13/2013

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.

Sequence	Nbr: 1 P	ending						(+) (-)
Action:	Enroll		•			Action Reason:	4	
	Verride Acti	on Date V				Action Date:		
Class Nbr:	23348	ENGL	2210	001	Credit	WORLD LIT	ERATURE	
	Related Class 1:	Regular Ac	ademic Ses	ssion	Underg	aduate		

**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).

#### **Enrollment Request**

Eagle,Scra	рру			T Univer:	sity of North Texas
Undergraduate		Public Affairs & Comm Srv		2013 Fa	
Enrollment Request ID:	0006887654		Status:	Pending	Submit
User ID:	csk0050		Operator En	rollment Access	
Enrollment Request Det	ails			<u>End</u>   Vic	w Al First 🖸 1 of 1 🖸 Last

## UNT UNIVERSITY OF NORTH TEXAS

### 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 F User ID:	lequest ID:	0006887654 csk0050				Status:	Success/Messages	Submit
Enrollment F	Request Deta	ils					Find   View All	First <b>K 1 of 1</b> D Last
Sequence M *Action:	Ibr: 1 Enroll	Messages e Action Date	T			Action Reas	on:	+
Class Nbr:	Wait Lis	<b>t Okay</b> ENGL Regular Ac	2210 ademic Ses	001 sion	Credit Undergra	WORLD	Scroll to th LITERATURE	e bottom of the eview 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).

Message Sequence:	1	Severity:	Message	Last Update DateTime: 03/26/13 2:46:17PM
Class 23348 is Closed	l. <mark>Student pla</mark>	ced on Wait List, posi	tion number 2. (146	(40,154) confirmation that student was

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

### 4. Click <u>Study List</u> to see the student's complete schedule (below).



5. MUST Check the "Show Waitlisted Classes" & and Refresh Class Schedule to see results.

Class Schedule Filter Options		
Show Enrolled Classes	Show Waitlisted Classes Schedule	

# 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 LITERAT	URE	Graded		3.00	Waiting		2
31	Academic	Program:	Public Affairs & C	Comm Srv					1	
	12:30P	M 1:50PM	Tues,Thurs		Curry Hall 104	<b>6</b> 4-	08/	28/2013-	12/1	L3/2013
Session Regular			Instructor:	Jones,Justin	Travis	posi	tion #2 on	the Wait L	in ist	
								≘		

**UNIT** UNIVERSITY 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**

Eind an Existing Val	ue 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: Pendin	g Submit
User ID:	Operator Enrollment Acc	<u>:ess</u>
Enrollment Request Details		Find View All First 3 of 3 D 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).

Enrol	lment R	equest								
Enro	ollmen	t Listii	ng							
Reque	est ID:	00068876	54	Eagle,Scr	арру	ID:	10575561			
		Undergrad	d I	Institution:	UNT	Term:	2013 Fall			
Enrol	llment Lis	t						<u>Find</u> Fir	st 【 1-8	of 8 🖸 Last
	Subject	Catalog	Secti	onUnit Taken	Class Nbr	Status	Reason	Grading Basis	Grade	Session
	ENGL WORL Credit	2210 DILITERAT	001 URE	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.

Enrollm	ent Reques	t							
<b>Eag</b> Undergradua	<b>jle,Scrappy</b>		Public Af	fairs &	Comm Sr	v	📮 * Uni 2013	iversity of North <sup>-</sup> 3 Fall	Texas
Enrollment R User ID:	<b>lequest ID:</b> 0000	6887654				Status: Operator Enro	Pending Ilment Access		Submit
Enrollment F Sequence N	Request Details Ibr: 3 P	ending					Find	<u>View All</u> First	<b>3</b> of <b>3 L</b> ast
*Action:	Drop Override Action Wait List Oka	on Date V	Vaitlist Positior	1		Action Reaso	n: 📃 🔍		
Class Nbr:	23348	ENGL Regular	2210 Academic Sess	- 001 sion	Credit Undergr	WORLD I aduate	LITERATURE		

## 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**

			6	
			* University of N	North Texas
Public Affairs &	Comm Srv		2013 Fall	
		Status:	Success/Messages	Submit
		Operator Enrolln	nent Access	
			<u>Find   View All</u>	First 🖪 3 of 3 🗅 Last
				+ -
Ŧ		Action Reason:		
2210 001	Credit		ERATURE	
	Underson	storieb en	EIGHOICE	
demic Session	ondergra	louale		
	Public Affairs &	Public Affairs & Comm Srv	Public Affairs & Comm Srv  Status: Operator Enrolln  Action Reason:  2210 001 Credit WORLD LIT demic Session Undergraduate	* University of N Public Affairs & Comm Srv 2013 Fall  Status: Success/Messages Operator Enrollment Access  Find   View All  Action Reason:  2210 001 Credit WORLD LITERATURE demic Session Undergraduate

Can also verify on the Study List.

UNT UNIVERSITY 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**

Eind an Existing Valu	Je 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**

			Ţ	
Eagle,Scrappy			* University of	North Texas
Undergraduate	Public Affa	irs & Comm Srv	2013 Fall	
Enrollment Request ID: User ID:	000000000	Status: Operator En	Pending rollment Access	Submit
Enrollment Request Deta	ils		Field Mount	
Sequence Nbr: 1	Pendina		<u>rina</u> į view Ali	
*Action: Swap Cou	rses	Action Reas	son: 🔤 🔍	+ -
🗆 Override 🗖 Wait List	: Action Date t Okay	Action Date	:	
	Course wanting	to drop from.		
Class Nbr:				
Change To:	Course wanting to	add student on Wait List		
5. Click	сн and you will see a	a list of classes that	match your search.	
select	class			
6. Click	next to the class	you want to waitlist	t (below).	
Class Status will be di	splayed as:			
Open 📃	Closed 🛛 🛆 Wait Lis	t		
ENGL 2210 - M Early Renaissa	asterpieces of world lite	rature from the Ancie	nts Through the	
		View All Sections Firs	st 🚺 1-3 of 12 🕨 Last	
001-CRE(23	(249)	Chalum A	coloct class	]
Section Decide	<u></u>	Status A Text	books Select class	
Days & Tim	Room	Instructor	Meeting Dates	
TuTh 12:30	DPM - Curry 104	leses luctio Travis	08/28/2013 -	
1:50PM	Cury 104	Jones, Justin Havis	12/13/2013	
Section 002-CRE(23	<u>:349)</u>	Status 🔴 <u>Text</u> t	select class	
Session Regular				
Days & Tim	ies Room	Instructor	Meeting Dates	
TuTh 11:00 12:20PM	OAM - Cury 110	Jones, Justin Travis	08/28/2013 - 12/13/2013	

7. Hit Submit after entering the course information as seen below.

Submit

## **Enrollment Request**

Eagle,Scrappy			* Universi	ty of North Texas
Undergraduate	Public Affairs	& Comm Srv	2013 Fall	$\bigcap$
Enrollment Request ID:	000000000	Status:	Pendina	(Submit)
User ID:		Operator Er	nrollment Access	$, \bigcirc$
Enrollment Request De	tails		Find   View	All First 🚺 1 of 1 🖸 Last
Sequence Nbr: 1	Pending			
*Action: Swap Co	ourses 🔽	Action Rea	son:	
☐ Overrid ☐ Wait Li	de Action Date ist Okay	Action Date	:	
Class Nbr: 23393	ENGL 2100 00	1 Credit INTRO	CR WRIT	
	Regular Academic Session	Undergraduate		
Change To; 3883	<mark>69</mark> PSCI 2300 00	3 Credit POLITI	CAL RESEARCH	
	Regular Academic Session	Undergraduate		
Enrollment Reques	st			
Facla Correct		<b>≓</b>		
Eagle, Scrappy		* Univ	versity of North Texas	
Undergraduate	Public Affairs & Comm Srv	2013	Fall	

User ID:

Enrollment Request ID: 0006887654

Making Sure You Swapped Classes

csk0050

To make sure the Swap processed appropriately:

8. Click <u>Study List</u> to see the student's complete schedule (below). MUST Check the "Show Waitlisted Classes" & "Show Dropped Classes" and Refresh Class Schedule to see results.

Status:

Pending

Operator Enrollment Access



#### Enrollment Request

Student Study List

2013 Fall

ndergraduate						* University of North Texas			
ass Schedule	Filter Opt	tions							
Show Enrolled Classes			how Waitlisted Classe <mark>s 🖉</mark> Show Dropped Classes		Refresh Class Schedule				
						1			
NGL 2210	Section	Component	Description	Grading Option	Grade	Units	Status		
ls#:23349	002	Credit	WORLD LITERATURE	Graded		3.00	Dropped		
	Academic	Program:	Public Affairs & Comm Srv						
1									
		9	chedule: TBA	Room: TBA		08	8/28/2013- 1	2/13/201	
assion Regular		_	Instructo	r: TBA					
							=		
MATH 1780	Section	Component	Description	Grading Option	Grade	Units	Status		
ls#:23920	001	Credit	PROBABILITY	Graded		3.00	Dropped		
	Academic	Program:	Public Affairs & Comm Srv						
1									
		5	chedule: TBA	Room: TBA		08	8/28/2013-1	2/13/201	
ession Regular	Instructor: IBA								
	PREREQUISITE: MATH 1710.						=		
SCI 2300	Section	Component	Description	Grading Option	Grade	Units	Status	Positio	
:ls#:38836	003	Credit	POLITICAL RESEARCH	Graded		3.00	Waiting	1	
h	Academic	Program:	Public Affairs & Comm Srv						
,		5	chedule: TBA	Room: TBA		08	3/28/2013- 1	2/13/201	

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 EmpIID, you can click the **Q** 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 Cl	<mark>ear 🔄 Basic Search</mark> 📳 <u>Save Search Crite</u> r	ria								
Rearch										

**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 EmpIID, 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.