Student Records Training – Level IIA

Assigning Overloads ................................................................. 2
Assigning Student Specific Permissions ................................. 4
Assigning Class Permission Numbers ................................... 6
Changing Classes to Pass/Fail ............................................... 8
Adding a Class ................................................................. 12
Swapping a Class ............................................................... 17
Dropping a Class ................................................................. 23
Adding to Waitlist .............................................................. 26
Adding to Waitlist .............................................................. 31
Swapping to Waitlist ......................................................... 34
Looking Up a Student ....................................................... 38
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).

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

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

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

3. Click 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](image)

ID: 00001234
Academic Career: ugrad
Academic Institution: NT752
Term: 1078

[Add]

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).
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 ☐ (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.

<table>
<thead>
<tr>
<th>SetID</th>
<th>Grading Scheme</th>
<th>Grading Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>NT752 UGR</td>
<td>ABC/INC</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></td>
</tr>
<tr>
<td>NT752 UGR</td>
<td><strong>Stdnt P/F</strong></td>
<td></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>

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

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:

<table>
<thead>
<tr>
<th>SOCI 260</th>
<th>Section</th>
<th>Component</th>
<th>Description</th>
<th>Grading Option</th>
<th>Grade</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clst# : 5317</td>
<td>001</td>
<td>Credit</td>
<td>TOPICS IN SOCI</td>
<td>Pass/No Pass</td>
<td>3.00</td>
<td>Enrolled</td>
<td></td>
</tr>
</tbody>
</table>

**Academic Program:** Arts and Science

**Session:** Regular

**Instruction:** Susan Cosimo

**Session:** Regular

**Location:** General Academic Building 104 08/27/2007 - 12/14/2007
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).

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.

6. Click , and you will see a list of classes that match your search.

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

ENGL 1310 - College Writing I

- Section 001-CRI(1764)
  - Session Regular
  - Days & Times MWF 8:00AM - 8:50AM
  - Room Audb 301
  - Instructor Staff

- Section 002-CRI(1765)
  - Session Regular
  - Days & Times MWF 8:00AM - 8:50AM
  - Room Lang 215
  - Instructor Staff
A. If the class is variable credit, change the number of hours in the units taken box (below).

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.

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

![Related Class 1 lookup interface]

8. Click **Submit** (below).

**Enrollment Request**

![Enrollment request interface]

Updated March 29, 2013
Making Sure You Added the Class

To make sure you added the class,

1. Look at the status messages (below).

   ![Enrollment Request Table]

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).

   ![Additional Overrides Table]
   ![Error Messages Table]
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

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

![Enrollment Request](image)

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

![Enrollment Request](image)

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 , 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).

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-CRE(2785)</td>
<td></td>
<td>TuTh 8:00AM - 9:20AM</td>
<td>Biol 106</td>
<td>Staff</td>
<td>9/27/2007 - 12/14/2007</td>
</tr>
<tr>
<td>002-CRE(2786)</td>
<td></td>
<td>TuTh 1:00PM - 2:20PM</td>
<td>Long 219</td>
<td>Staff</td>
<td>9/27/2007 - 12/14/2007</td>
</tr>
<tr>
<td>005-CRE(2787)</td>
<td></td>
<td>TuTh 1:00PM - 2:20PM</td>
<td>Long 317</td>
<td>Staff</td>
<td>9/27/2007 - 12/14/2007</td>
</tr>
</tbody>
</table>

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

- Class Nbr: 2016
- MATH 4990 702
- Credit: SPECIAL PROBLEMS
- Regular Academic Session
- Undergraduate

**Override**
- Grading Basis: Graded
- Units Taken: 1.00
- Designation: Take Requirement Designation
- Permission Nbr: [ ]

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

- 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).

- Action: Enroll
  - Override Action Date
  - Wait List Okay

Class Nbr: 89  BIOL 1710 001

Regular Academic Session

Related Class 1:

1. Click the appropriate section (below).

Look Up Related Class 1

Search Results

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Term</th>
<th>Class Nbr</th>
<th>Related Class Nbr</th>
<th>Subject Area</th>
<th>Catalog Nbr</th>
<th>Session</th>
<th>Course Component</th>
<th>Class Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>UT752</td>
<td></td>
<td>1078 86</td>
<td>97</td>
<td>BIOL</td>
<td>1710</td>
<td>Regular Rec</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UT752</td>
<td></td>
<td>1078 86</td>
<td>100</td>
<td>BIOL</td>
<td>1710</td>
<td>Regular Rec</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UT752</td>
<td></td>
<td>1078 86</td>
<td>101</td>
<td>BIOL</td>
<td>1710</td>
<td>Regular Rec</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UT752</td>
<td></td>
<td>1078 86</td>
<td>14779</td>
<td>BIOL</td>
<td>1710</td>
<td>Regular Rec</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Click Submit (below).
Making Sure you Swapped the Class

To make sure you swapped the class,

1. Look at the status messages (below).

   ![](enrollment_request.png)

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.png)
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 EmplID
   - Student’s Academic Career
   - Academic Institution
   - Term (below)

   **Enrollment Request**

   ![Find an Existing Value | Add a New Value]

   ID: 00001234
   Academic Career: ugrad
   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).
5. Click next to **Class Nbr** (below), and you will 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).

   ![Drop another class](image)

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

7. Click (below).

   ![Submit button](image)
Making Sure You Dropped the Class

To make sure you dropped the class,

1. Look at the status messages (below).

   ![Enrollment Request](image1)

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).

   ![Additional Overrides](image2)

   ![Error Messages](image3)
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 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).**

**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.

6. Click and you will see a list of classes that match your search.

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

Class Status will be displayed as:
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).

Enrollment Request
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).
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 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

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

**Enrollment Request**

<table>
<thead>
<tr>
<th>Enrollment Request ID</th>
<th>Status</th>
<th>User ID</th>
<th>Operator Enrollment Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>0006887654</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Enrollment Request Details**

- **Action**: Drop
- **Override Action Date**: [ ]
- **Wait List Okay**: [ ]

**Enrollment Listing**

<table>
<thead>
<tr>
<th>Request ID</th>
<th>Id</th>
<th>Undergrad</th>
<th>Institution</th>
<th>Term</th>
<th>Subject</th>
<th>Catalog</th>
<th>Section</th>
<th>Unit Taken</th>
<th>Class Nbr</th>
<th>Enrolled Status</th>
<th>Reason</th>
<th>Grading Basis</th>
<th>Grade</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>0006887654</td>
<td>10575561</td>
<td>Undergrad</td>
<td>UNT</td>
<td>2013 Fall</td>
<td>ENGL</td>
<td>2210</td>
<td>001</td>
<td>3.00</td>
<td>23348</td>
<td>Waiting</td>
<td>Full</td>
<td>Graded</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WORLD LITERATURE</td>
<td>Credit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
15. You’ll see the class number filled in for you back on the Enrollment Request page. Click Submit.

Enrollment Request

Eagle, Scrappy

Undergraduate Public Affairs & Comm Srv 2013 Fall

Enrollment Request ID: 0006837654 Status: Pending
User ID: Operator Enrollment Access

Enrollment Request Details

Sequence Nbr: 3 Pending
*Action: Drop

Action Reason: 
Action Date: 

Class Nbr: ENGL 2210 001 Credit WORLD LITERATURE
Regular Academic Session Undergraduate

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

Adler, Donna

Undergraduate Public Affairs & Comm Srv 2013 Fall

Enrollment Request ID: 0006837654 Status: Success/Messages
User ID: mas0565

Enrollment Request Details

Sequence Nbr: 3 Success
*Action: Drop

Action Reason: 
Action Date: 

Class Nbr: ENGL 2210 001 Credit WORLD LITERATURE
Regular Academic Session Undergraduate

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 |

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 search for appropriate classes).
Enrollment Request

Eagle, Scrappy

Undergraduate          Public Affairs & Comm Env     2013 Fall

Enrollment Request ID: 0000000000
User ID:                Status: pending
                          Operator Enrollment Access

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

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

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**

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmplID</td>
<td>begins with</td>
</tr>
<tr>
<td>Academic Career</td>
<td>equals</td>
</tr>
<tr>
<td>National ID</td>
<td>begins with</td>
</tr>
<tr>
<td>Campus ID</td>
<td>begins with</td>
</tr>
<tr>
<td>Last Name</td>
<td>begins with</td>
</tr>
<tr>
<td>First Name</td>
<td>begins with</td>
</tr>
</tbody>
</table>

   [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.