



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

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).

The screenshot shows the 'Enrollment Limit' page for student 'sassystud4 mango' (ID: 00009107). The 'Academic Career' is 'Undergraduate'. The page lists various academic details:

*Academic Institution:	NT752	University Of North Texas
*Term:	1038	2003 Fall Semester
Student Career Nbr:	0	Arts and Sciences
Override All Academic Levels:	<input type="checkbox"/>	Academic Year: 2003
Override Projected Level:	<input type="checkbox"/>	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: UGRD
Level Determination:	Units	Eligible To Enroll: <input checked="" type="checkbox"/>

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

The screenshot shows the 'Enrollment Limit' page for student 'Sassystud12 Mango' (ID: 00009105). The 'Academic Career' is 'Undergraduate'. The page lists various academic details:

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:	<input type="checkbox"/>		
Max Total Units:	<input type="text"/>	Max Audit Units:	<input type="text"/>
Max No GPA Units:	<input type="text"/>	Max Wait List Units:	<input type="text"/>
Min Total Units:	<input type="text"/>	Max Total Courses:	<input type="text"/>

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

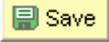
Override Unit Limits:

Max Total Units: **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

7. Click  , and you will have assigned an overload for the student.

Assigning Student Specific Permissions

To manually add student's ID to a class,

1. Go to [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).

Permission to Add | **Permission to Drop**

Course ID: 084655 Course Offering Nbr: 1
Academic Institution: * University of North Texas
Term: 2010 Spring Undergrad
Subject Area: MATH Mathematics
Catalog Nbr: 1010 FUND OF ALGEBRA

Class Section Data Find | View All First 1 of 13 Last

Session: 1 Regular Academic Session Class Nbr: 4964 Class Status: Active
Class Section: 002 Class Type: Enrollment Section
Component: Credit Instructor:

Student Specific Permissions

▼ Defaults

Expiration Date: 03/10/2010

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>				

Assign More Permissions:

Class Permission Data Customize | Find | First 1 of 1 Last

General Info | **Permission** | Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		<input type="text"/>		Not Used		03/10/2010	<input type="button" value="+"/>	<input type="button" value="-"/>

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

6. Click .

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

Course ID: 084655 **Course Offering Nbr:** 1
Academic Institution: * University of North Texas
Term: 2010 Spring Undergrad
Subject Area: MATH Mathematics
Catalog Nbr: 1010 FUND OF ALGEBRA

Class Section Data Find | View All | First 2 of 13 Last

Session: 1 Regular Academic Session **Class Nbr:** 4966 **Class Status:** Active
Class Section: 003 **Class Type:** Enrollment Section
Component: Credit **Instructor:**

Student Specific Permissions

Defaults

Expiration Date: 03/10/2010

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>				

Assign More Permissions: Set All Permissions to Issued

Class Permission Data Customize | Find | First 1 of 1 Last

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1				<input type="checkbox"/>			Not Used		03/10/2010

[Permission to Add](#) | [Permission to 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 **EmpID**
 - The student's **Academic Career**
 - The **Academic Institution**
 - The **Term** (below)

Enrollment Request

[Find an Existing Value](#)

[Add a New Value](#)

ID: 
Academic Career: 
Academic Institution: 
Term: 

[Find an Existing Value](#) | [Add a New Value](#)

3. Click , 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
User ID: eah0027 [Operator Enrollment Access](#)

Enrollment Request Details View All First  1 of 1  Last

Sequence Nbr: 1 Pending

*Action:  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
User ID: eah0027 [Operator Enrollment Access](#)

Enrollment Request Details View All First  1 of 1  Last

Sequence Nbr: 1 Pending

*Action: 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
<input checked="" type="checkbox"/>	ENGL Col Writ I Lecture	1310	02	1.00	1005	Enrolled	Enrolled	Graded		Regular
<input checked="" type="checkbox"/>	HIST Wrld from 16th Cent Lecture	1060	001	3.00	1171	Enrolled	Enrolled	Graded		Regular
<input checked="" type="checkbox"/>	HIST U S TO 1865 Credit	2610	070	3.00	1234	Enrolled	Enrolled	Graded		Regular

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

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: 1540 HIST 2610 070 Credit U S T O 1865
Regular Academic Session Undergraduate

Related Class 1:

Related Class 2:

Instructor ID:

Repeat Code: [Transcript Note](#)

Override

Grading Basis: GRD UNT Conversion Grade Basis Grade Input: W W

Units Taken: 3.00 Course Count: 1.00

Designation:

Take Requirement Designation RD Grade:

Permission Nbr:

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

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: 1540 HIST 2610 070 Credit U S T O 1865
Regular Academic Session Undergraduate

Related Class 1:

Related Class 2:

Instructor ID:

Repeat Code: [Transcript Note](#)

Override

Grading Basis: GRD UNT Conversion Grade Basis Grade Input: W W

Units Taken: 3.00 Course Count: 1.00

Designation:

Take Requirement Designation RD Grade:

Permission Nbr:

- 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	WWF
NT752	UGR	EX frm Tot

- 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:

- Wait until you see a "Success" message. If you see any "Error" messages, research them at the bottom of the page.
- 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:

SOCI4260	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				
Session Regular		6:00PM 8:50PM	Wed	General Academic Building 104 08/27/2007 - 12/14/2007			
		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: 🔍

Academic Career: 🔍

Academic Institution: 🔍

Term: 🔍

[Find an Existing Value](#) | [Add a New Value](#)

3. Click , 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: ▼

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.

- 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

Course Number

Course Career

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

- Click SEARCH, and you will see a list of classes that match your search.
- 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 <input type="checkbox"/>	select class		
Session Regular				
Days & Times	Room	Instructor	Meeting Dates	
MWF 8:00AM - 8:50AM	Audb 301	Staff	8/27/2007 - 12/14/2007	
<hr/>				
Section 002-CRE(1765)	Status <input type="checkbox"/>	select class		
Session Regular				
Days & Times	Room	Instructor	Meeting Dates	
MWF 8:00AM - 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,

1. Click **+** to add another row.
2. 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:  MATH 4900 702 Credit SPECIAL PROBLEMS
Regular Academic Session Undergraduate

Related Class 1: 

Related Class 2: 

Instructor ID:

Repeat Code: 

Override

Grading Basis: Graded Grade Input:

Units Taken: Course Count:

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	<input checked="" type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input checked="" type="checkbox"/> Class Limit	<input type="checkbox"/> Class Links
Overrides	<input checked="" type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input checked="" type="checkbox"/> Time Conflict	<input type="checkbox"/> 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: 

Override Action Date

Wait List Okay

Action Reason: 

Action Date:

Class Nbr:  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

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 (below).

Enrollment Request

00008991 Mango,Sassy University Of North Texas

Graduate Graduate Non-Degree 2003 Fall

Enrollment Request ID: 0000001200 **Status:** Pending

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).

Enrollment Request

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

Enrollment Request ID: 0000001617 Status: **Success/Message**
User ID: xxx0000 [Operator Enrollment Access](#)

Enrollment Request Details View All First 1 of 1 Last

Sequence Nbr: 1 **Success**

*Action: Action Reason:
 Override Action Date Action Date:
 Wait List Okay

2. Scroll to the bottom of the page.
3. Research any "errors" or "message" comments that you see.
4. Click [Study List](#) to see the student's complete schedule (below).

Additional Overrides Appointment Career Class Limit Class Links
 Requisites Service Indicator Time Conflict Unit Load

Drop This Class if Enrolled:

Error Messages

Message Sequence:	Severity:	Last Update DateTime:
-------------------	-----------	-----------------------

[Student Appointments](#) **[Study List](#)** [Term History](#)

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:

Academic Career:

Academic Institution:

Term:

[Find an Existing Value](#) | [Add a New Value](#)

3. Click , 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

User ID: eah0027 [Operator Enrollment Access](#)

Enrollment Request Details View All First 1 of 1 Last

Sequence Nbr: Pending

*Action:

Override Action Date Action Reason:

Wait List Okay Action Date:

Class Nbr:

Change To:

- 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: 

- 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
<input checked="" type="checkbox"/>	ACCT Acct for Mgmt Lecture	5130	001	3.00	1247	Enrolled	Enrolled	Graded		Regular
<input checked="" type="checkbox"/>	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.

- 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.

- 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

- 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 <input type="checkbox"/>	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 <input type="checkbox"/>	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 <input type="checkbox"/>	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: MATH 4900 702 Credit SPECIAL PROBLEMS

Regular Academic Session Undergraduate

Related Class 1:

Related Class 2:

Instructor ID:

Repeat Code:

Override

Grading Basis: Graded **Grade Input:**

Units Taken: **Course Count:**

Designation:

Take Requirement Designation **RD Grade:**

Permission Nbr:

Additional Overrides

<input type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input type="checkbox"/> Class Limit
<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Time Conflict

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

Permission Nbr:

Additional Overrides

<input checked="" type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input checked="" type="checkbox"/> Class Limit
<input checked="" type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input checked="" type="checkbox"/> 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: 

Override Action Date

Wait List Okay

Class Nbr:  BIOL 1710 001
Regular Academic Session

Related Class 1: 

1. Click the appropriate section (below).

Look Up Related Class 1

Search Results

View All First  1 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 (below).

Enrollment Request

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

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

User ID: eah0027 [Operator Enrollment Access](#)

Enrollment Request Details View All First  1 of 1  Last

Sequence Nbr: 1 Pending  

*Action: 

Override Action Date **Action Reason:** 

Wait List Okay **Action Date:**

Class Nbr:  ACCT 5130 001 Lecture Acct for Mgmt
Regular Academic Session Graduate

Change To:  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 University Of North Texas
 Graduate Graduate Non-Degree 2003 Fall

Enrollment Request ID: 0000001200 **Status:** SuccessMessages Submit

User ID: Ish0014 [Operator Enrollment Access](#)

Enrollment Request Details View All First ◀ 6 of 6 ▶ Last

Sequence Nbr: 7 Success

*Action: Enroll Action Reason:

Override Action Date
 Wait List Okay

Class Nbr: 1043 ENGL 5825 001 Lecture Screenwriting

Regular Academic Session Graduate

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

<input type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input type="checkbox"/> Class Limit	<input type="checkbox"/> Class Links
<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Unit Load

Drop This Class if Enrolled:

Error Messages

Message Sequence:	Severity:	Last Update DateTime:

[Student Appointments](#) Study List [Term History](#)

Save Return to Search Next in List Previous in List Add

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

ID:

Academic Career:

Academic Institution:

Term:

[Find an Existing Value](#) | [Add a New Value](#)

3. Click , 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
User ID: mlw0031 [Operator Enrollment Access](#)

Enrollment Request Details View All First 2 of 5 Last

Sequence Nbr: 5 Pending

***Action:**

Override Action Date **Action Reason:**
 Wait List Okay **Action Date:**

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:

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).

<input checked="" type="checkbox"/>	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 (below).

Enrollment Request

00008991 Mango,Sassy University Of North Texas

Graduate Graduate Non-Degree 2003 Fall

Enrollment Request ID: 0000001200 Status: **Pending**

User ID: Ish0014 [Operator Enrollment Access](#)

Enrollment Request Details View All First 2 of 8 Last

Sequence Nbr: 9 Pending

*Action:

Override Action Date

Wait List Okay

Action Reason: 

Action Date:

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 University Of North Texas
 Graduate Graduate Non-Degree 2003 Fall

Enrollment Request ID: 0000001200 **Status:** Success/Messages Submit

User ID: Ish0014 [Operator Enrollment Access](#)

Enrollment Request Details View All First 6 of 6 Last

Sequence Nbr: 7 Success

*Action: Enroll Action Reason:

Override Action Date
 Wait List Okay

Class Nbr: 1043 ENGL 5825 001 Lecture Screenwriting

Regular Academic Session Graduate

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

<input type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input type="checkbox"/> Class Limit	<input type="checkbox"/> Class Links
<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Unit Load

Drop This Class if Enrolled:

Error Messages

Message Sequence:	Severity:	Last Update DateTime:

[Student Appointments](#) Study List [Term History](#)

Save Return to Search Next in List 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

[Find an Existing Value](#) | [Add a New Value](#)

ID:

Academic Career:

Academic Institution:

Term:

[Find an Existing Value](#) | [Add a New Value](#)

3. Click 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:

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 [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	<input type="button" value="select subject"/>	<input type="text" value="ENGL"/>	English
Course Number	<input type="text" value="is exactly"/>	<input type="text" value="2210"/>	
Course Career	<input type="text" value="Undergraduate"/>		

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[Return to Enrollment Request](#) [UNT Class Listing -pdf version](#)

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:  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

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.

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

Sequence Nbr: 1 Pending

*Action: Action Reason:

Override Action Date Action Date:

Wait List Okay

Class Nbr: ENGL 2210 001 Credit WORLD LITERATURE

Regular Academic Session Undergraduate

Related Class 1:

Related Class 2:

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, Scrapy * University of North Texas

Undergraduate Public Affairs & Comm Srv 2013 Fall

Enrollment Request ID: 0006887654 Status: Pending Submit

User ID: csk0050 [Operator Enrollment Access](#)

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

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 Request ID: 0006887654 **Status: Success.Messages**

User ID: csk0050 [Operator Enrollment Access](#)

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

Sequence Nbr: 1 **Messages**

*Action: Action Reason:

Override Action Date
 Wait List Okay

Class Nbr: **23348** ENGL 2210 001 Credit WORLD LITERATURE
 Regular Academic Session Undergraduate

Scroll to the bottom of the screen to review 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).

Error Messages

Message Sequence: 1 Severity: Message Last Update DateTime: 03/26/13 2:46:17PM

Class 23348 is Closed. Student placed on Wait List, position number 2. (14840,154)

confirmation that student was added to Wait List & the position they are on the list

3. Research any additional messages or errors, if present.
4. Click [Study List](#) to see the student's complete schedule (below).

Error Messages

Message Sequence: 1 Severity: Message Last Update DateTime: 03/26/13 2:46:17PM

Class 23348 is Closed. Student placed on Wait List, position number 2. (14840,154)

[Student Appointments](#) [Study List](#) [Term History](#)

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

Class Schedule Filter Options

Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes

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					
Session Regular		12:30PM 1:50PM	Tues,Thurs	Curry Hall 104		08/28/2013 - 12/13/2013		
		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: 

Academic Career: 

Academic Institution: 

Term: 

[Find an Existing Value](#) | [Add a New Value](#)

12. Click 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, Scrapy



* 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:

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, Scrapy

ID: 10575561

Undergrad

Institution: UNT

Term: 2013 Fall

Enrollment List

Find First 1 of 8 Last

	Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Grade	Session
<input checked="" type="checkbox"/>	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.

Enrollment Request

Eagle, Scrapy * 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 [Waitlist Position](#)

Class Nbr: 23348 ENGL 2210 001 Credit WORLD LITERATURE

Regular Academic Session Undergraduate

Making Sure You Dropped from the Waitlist

To make sure you dropped the class:

- Look at the status messages to make sure it was Success.

Enrollment Request

10575561 Adler, Donna * University of North Texas

Undergraduate Public Affairs & Comm Srv 2013 Fall

Enrollment Request ID: 0006887654 **Status:** Success/Messages Submit

User ID: mas0555 [Operator Enrollment Access](#)

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

Sequence Nbr: 3 **Success** + -

***Action:** Drop **Action Reason:**

Override Action Date

Wait List Okay

Class Nbr: 23348 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 and you will see the [Enrollment Request](#) page with a new row.

Enrollment Request

ID: 

Academic Career: 

Academic Institution: 

Term: 

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, Scrapy



* 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

Class Nbr:

Course wanting to drop from.

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.

Enrollment Request

Eagle, Scrapy

Undergraduate

Public Affairs & Comm Srv

* University of North Texas

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

Class Nbr: 23393

ENGL 2100 001 Credit INTRO CR WRIT

Regular Academic Session Undergraduate

Change To:

38836

PSCI 2300 003 Credit POLITICAL RESEARCH

Regular Academic Session Undergraduate

Enrollment Request

Eagle, Scrapy

Undergraduate

Public Affairs & Comm Srv

* University of North Texas

2013 Fall

Enrollment Request ID: 0006887654

Status: Pending

Submit

User ID: csk0050

[Operator Enrollment Access](#)

Enrollment Request Details

Find | View All | First 1 of 1 Last

Making Sure You Swapped Classes

To make sure the Swap processed appropriately:

- 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.

Eagle, Scrapy

Undergraduate

* University of North Texas

Class Schedule Filter Options

Show Enrolled Classes
 Show Waitlisted Classes
 Show Dropped Classes
 Refresh Class Schedule

ENGL 2210	Section	Component	Description	Grading Option	Grade	Units	Status	
Cls#: 23349	002	Credit	WORLD LITERATURE	Graded		3.00	Dropped	
Academic Program:			Public Affairs & Comm Srv					
Session Regular		Schedule: TBA		Room: TBA		08/28/2013 - 12/13/2013		
		Instructor: TBA						
<div style="border: 1px solid gray; padding: 2px;"> ≡ </div>								
MATH 1780	Section	Component	Description	Grading Option	Grade	Units	Status	
Cls#: 23920	001	Credit	PROBABILITY	Graded		3.00	Dropped	
Academic Program:			Public Affairs & Comm Srv					
Session Regular		Schedule: TBA		Room: TBA		08/28/2013 - 12/13/2013		
		Instructor: TBA						
<div style="border: 1px solid gray; padding: 2px;"> PREREQUISITE: MATH 1710. ≡ </div>								
PSCI 2300	Section	Component	Description	Grading Option	Grade	Units	Status	Position
Cls#: 38836	003	Credit	POLITICAL RESEARCH	Graded		3.00	Waiting	1
Academic Program:			Public Affairs & Comm Srv					
Session Regular		Schedule: TBA		Room: TBA		08/28/2013 - 12/13/2013		
		Instructor: TBA						
<div style="border: 1px solid gray; padding: 2px;"> ≡ </div>								

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

 [Basic Search](#)  [Save Search Criteria](#)

2. Click , 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.