
The following process is how the enrollment request component is used by an authorized staff member to process an enrollment transaction on behalf of an undergraduate student.

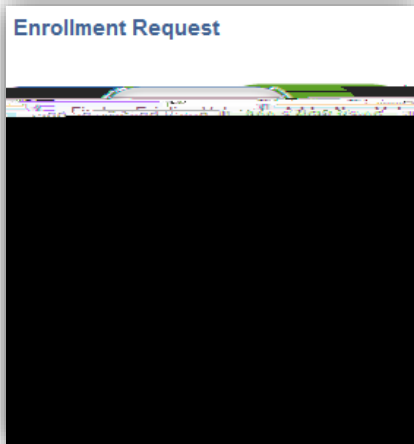
1. Click the [Records and Enrollment](#) link.
2. Click the [Enroll Students](#) link.
3. Click Add a New [Value](#) criteria.
4. Enter the student ID number directly or use [Look up](#) Click the [Look up Academic Career](#) button.
[link](#) or enter UGRD.
6. Click the [Look up Term](#) button. Only the terms relat

Enrollment Request (Enroll Student)

SA – Registration

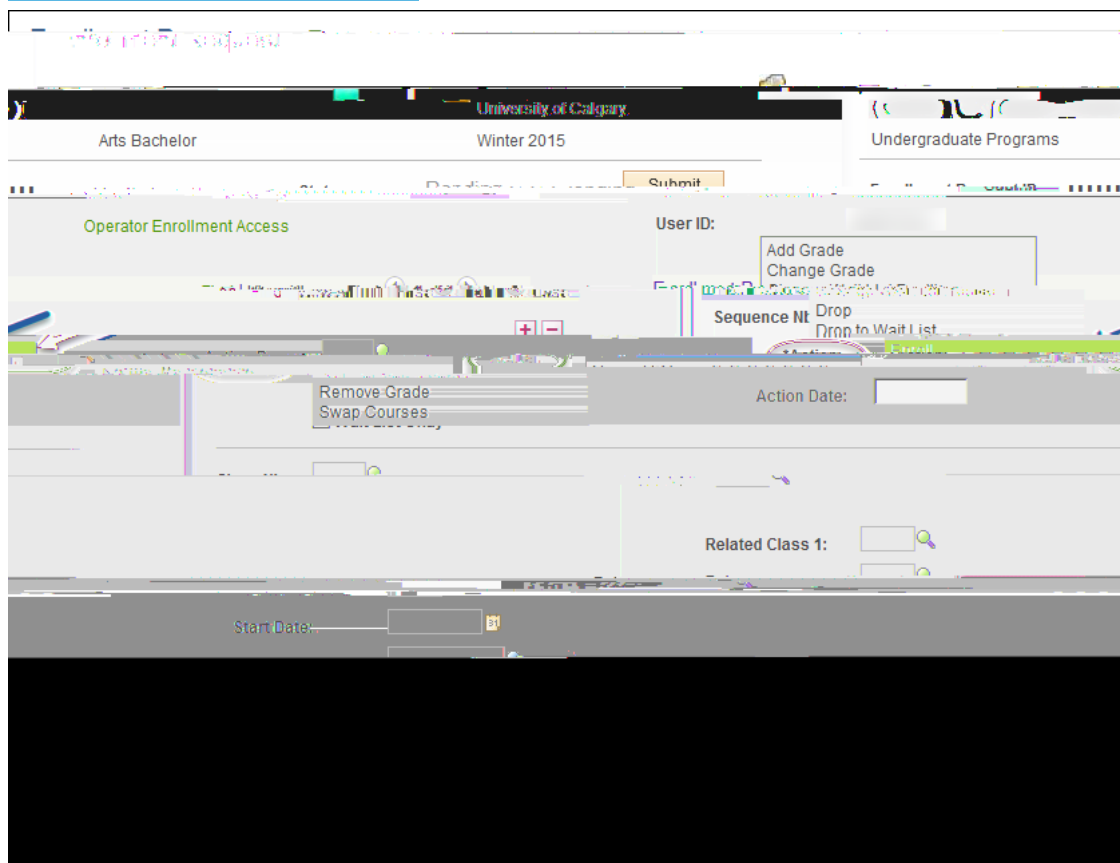
7. When all values are entered, click the **Add** button.

Add



8. Enrollment Request displays. Click the **Action** list. If not already selected, click the **Enroll** list item.

Enroll

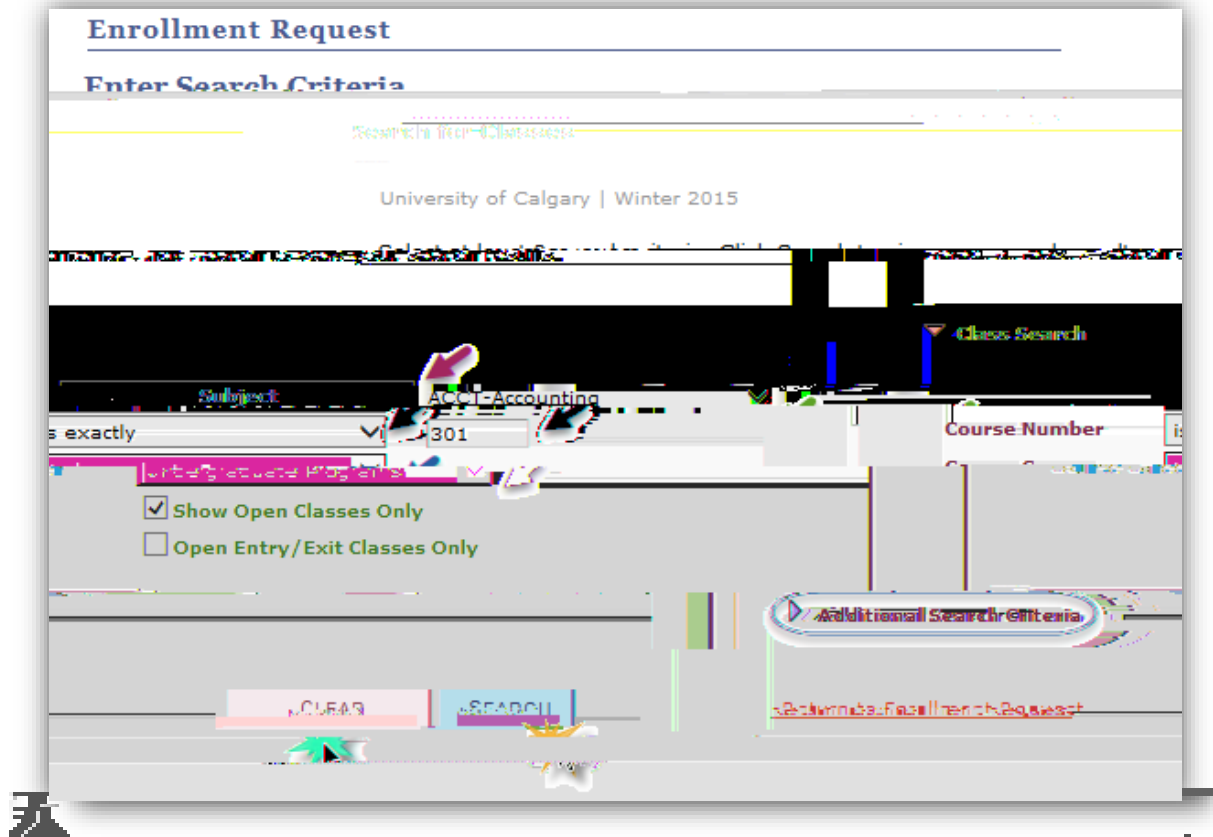


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17. Click the **Search** button.

SEARCH



The screenshot shows the 'Enrollment Request' web application interface. At the top, it says 'Enrollment Request' and 'Enter Search Criteria'. Below this, there are several search fields: 'Subject' with a dropdown menu showing 'ACCT-Accounting' and '301', and 'Course Number' with a dropdown menu. There are also checkboxes for 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only' (unchecked). At the bottom, there are 'CLEAR' and 'SEARCH' buttons. The page also displays 'University of Calgary | Winter 2015' and a 'Class Search' dropdown menu.

22. The status indicator will display **Success** if the student has been granted a seat in the class. Make a note of the Enrollment Request ID number (e.g. 0006482745) as this acts as a confirmation number for future reference.

Optional: Click the + add a row to enroll student in additional classes. **Note:** If adding multiple classes at one time, review all EllmiA (d)-1 asla tt o9 (c)4.4 (o)(E)-5.5.1 (a)-74623s5llp -1.2alan(l).8 (a) -33.9u-0.9 (

Enrollment Request (Enroll Student)

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23.

24. The error message will display details if the student has not been granted a seat in the class. Authorized staff may override errors using the Additional Overrides feature and resubmitting the Enrollment Request.



Important: It is strongly recommended that staff do not apply overrides to a transaction before first obtaining the error message that will confirm what restriction is preventing the action from being successful. This approach ensures that the staff member knows for certain what situation is being overridden. Remember that requisites and departmental consent requirements cannot, in most cases, be overridden from the enrollment components. An Allow transaction must be recorded first before an add can be processed; even by a staff member.

End of Procedure.

For the corresponding online learning; consult www.ucalgary.ca/ittraining