Adding Classes to Student Schedule Using Enrollment Request

Concept

You’ll use the Enrollment Request component most often to enter enrollment information on a student-by-student basis. You generate enrollment requests, which you can post in the page or in a background process. The enrollment engine posting process validates the requests against the enrollment rules that the university has set up, such as class prerequisites, service indicators, and section limits.

Field(s) | Comments
---|---

Output - Results | Comments
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Additional Information
Procedure

**Enrollment Request**
Add or update enrollment request transactions for a student.
*Home>Records and Enrollment>Enroll Students>Enrollment Request*

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**Step** | **Action**
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1. | Enter the student ID into the **ID** field. Enter "12159944".

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**Conducting a Search**
When you open a task (using a hyperlink or page link), either an entry page will display or a search page (also referred to as **Find an Existing Value**) will appear prompting you for search keys needed to locate a record.

To find a record, or many records, search criteria must be entered, then click Search, and a Search Results page displays.

Search pages contain:
- Search keys
- Operators
- Search fields

Once you have entered in the search criteria key fields, click Search to process the search. If you wish to refresh the page (without saving), so you can enter new or different criteria, click Clear.

To speed up your data entry when entering enrollments, you can set your User Defaults to a specific Academic Career, Academic Institution, and Term. The system will enter these default values in the search pages that you access. You can change your defaults as often as necessary.

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<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>2.</td>
<td>Enter the academic career into the <strong>Academic Career</strong> field. Enter &quot;<strong>UGRD</strong>&quot;.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter the term into the <strong>Term</strong> field. Enter &quot;<strong>3543</strong>&quot;.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Add</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
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5. | Enter the class number into the **Class Nbr** field.

Enter "**76690**".

**Note:** For information on searching for a class, see the "**Searching for a Class**" topic.

When the magnifying glass icon is next to a field, this means that there is a list of values associated with the field. If the desired value is not known, click on the magnifying glass icon, this will display the List of Values page for the field. From this page you can perform a search to find the value and then select the value by clicking on it.

6. | If the class requires consent or an override to enroll in the class, enter a valid permission number in the **Permission Nbr** field.
### Business Process Document
myZou Enrollment: Adding Classes to Student Schedule Using Enrollment Request

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| 7.   | You may provide additional overrides by checking the boxes next to the appropriate override.  
      **Note:** This functionality is driven by your security access to enrollement. |
| 8.   | Click to process all non-posted rows of the enrollment request for the student. The enrollment engine performs validations as necessary at this time. If the enrollment engine encounters any errors, the system displays an enrollment request status of Errors on the corresponding row of the request. You can view the error messages in the appropriate row’s Error Messages group box.  
      Click the **Submit** button. |
| 9.   | After you submit the request, the system updates the Status. You can review any error messages at the bottom of this page.  
      Review the error messages and make any necessary changes to the enrollment request before resubmitting. |
| 10.  | Verify that the overall request status is Success. You can scroll through the Enrollment Request Details rows to view each class. |
| 11.  | You have completed the enrollment request.  
      **End of Procedure.** |