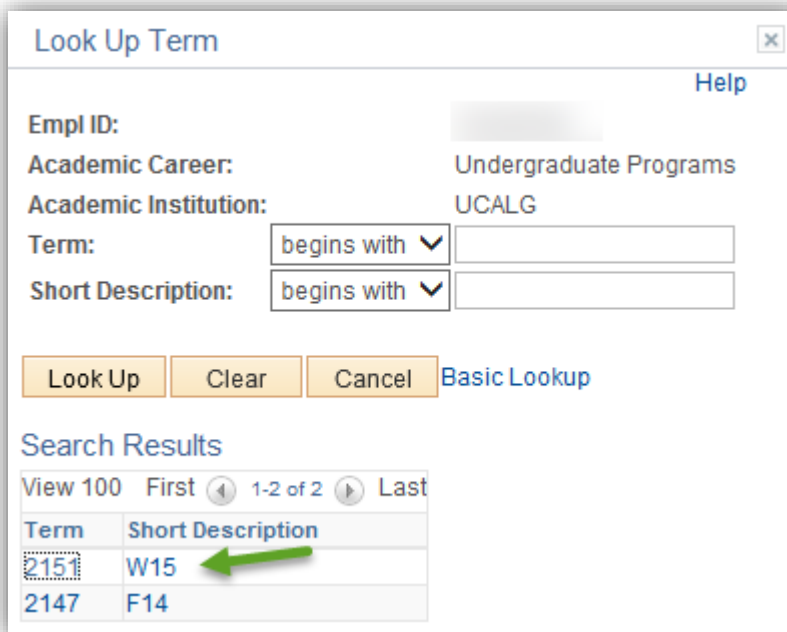**UNIVERSITY OF CALGARY**

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.

    ▸ Records and Enrollment

2. Click the **Enroll Students** link.

    Enroll Students

3. Click the **Enrollment Request** link. Complete the **Add a New Value** criteria.

    Enrollment Request

4. Enter the student ID number directly or use **Look up** Click the **Look up Academic Career** button.

    🔍

5. The Academic Career should always be undergrad. Click the **Undergrad** link or enter UGRD.

    Undergrad

6. Click the **Look up Term** button. Only the terms related to the student are displayed. Click the applicable term link (e.g. 2151)

Look Up Term		✕
		Help
Empl ID:		
Academic Career:	Undergraduate Programs	
Academic Institution:	UCALG	
Term:	begins with ⌄	
Short Description:	begins with ⌄	

    Look Up   Clear   Cancel   Basic Lookup

    Search Results
    View 100   First ◀ 1-2 of 2 ▶ Last

Term	Short Description
2151	W15
2147	F14

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

Add

Enrollment Request

Find an Existing Value | **Add a New Value**

ID: _____
Academic Career: UGRD
Academic Institution: UCALG
Term: 2151

Add

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

Enroll

Enrollment Request

University of Calgary

Undergraduate Programs   Arts Bachelor   Winter 2015

Enrollment Request ID: 0000000000   Status: Pending   Submit
User ID: Operator Enrollment Access

Add Grade	
Change Grade	
Enrollment Re... Change Wait List Position	Find	View All First ◀ 1 of 1 ▶ Last
Sequence Nt Drop	
Drop to Wait List	⊞ ⊟
*Action: Enroll	Action Reason: 🔍
Normal Maintenance	Action Date:
Remove Grade	
Swap Courses	

Class Nbr: _____ 🔍

Related Class 1: _____ 🔍
Related Class 2: _____ 🔍
Start Date: _____ 📅
Instructor ID: _____ 🔍
Repeat Code: _____ 🔍   Transcript Note ID: _____ 🔍

Override
☐ Grading Basis: _____ 🔍   Grade Input: _____ 🔍
☐ Units Taken: 0.00   Course Count: _____

9. Click the **Class Nbr (Course Detail)** button.

10. Enrollment Request will navigate to the specified Term (e.g. Winter 2015) on **Enter Search Criteria** to **Search for Classes**. Click the **Subject** list.
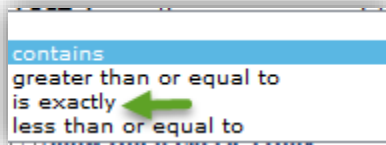
11. Select the applicable course (e.g. ACCT - Accounting). Click the **ACCT-Accounting** list item.

    ACCT-Accounting

12. Click the **Course Number** list.

13. Use the operand options if desired (e.g. click the **is exactly** list item).

    contains
    greater than or equal to
    is exactly
    less than or equal to

14. Enter the desired information into the **Course Number** field. Enter a valid value (e.g. 301).

15. Click the **Course Career** list and click the **Undergraduate Programs** list item.

    Undergraduate Programs

16. By default, Show Open Classes Only is selected. If desired, more search options are available in **Additional Search Criteria**.

17. Click the **Search** button.
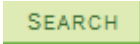
SEARCH

Enrollment Request

Enter Search Criteria

Search for Classes

University of Calgary | Winter 2015

Select at least 2 search criteria. Click Search to view your search results.

▽ **Class Search**

Subject	ACCT-Accounting ⌄
Course Number	is exactly ⌄ 301
Course Career	Undergraduate Programs ⌄
	☑ Show Open Classes Only
	☐ Open Entry/Exit Classes Only

▷ **Additional Search Criteria**

Return to Enrollment Request   CLEAR   SEARCH

18.   Based upon the search selection criteria the results will display. Note the status chart legend (Open/Closed/Wait List). Also indicated by the purple star are any class restrictions. Click the **Select** button.

19.   Search Results will navigate back to Enrollment Request. **Optional:** Click the **Look up Related Class** button for Related Class 1 or Related Class 2, respectively. Any related labs or tutorials will be listed here.

Subject Area	Catalog Nbr	Session	Course Component	Class Section
ACCT	301	Regular	Tutorial	T01

First ◄ 1 of 1 ► Last

20.   If there are no related classes, click the **Cancel** button.

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21. Click the **Submit** button.

Submit

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 Enrollment Request Actions created to ensure enrollment is successful and there are no error messages.

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23. Alternatively, the status indicator will display **Errors Found** if the student has **NOT** been granted a seat in the class.

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