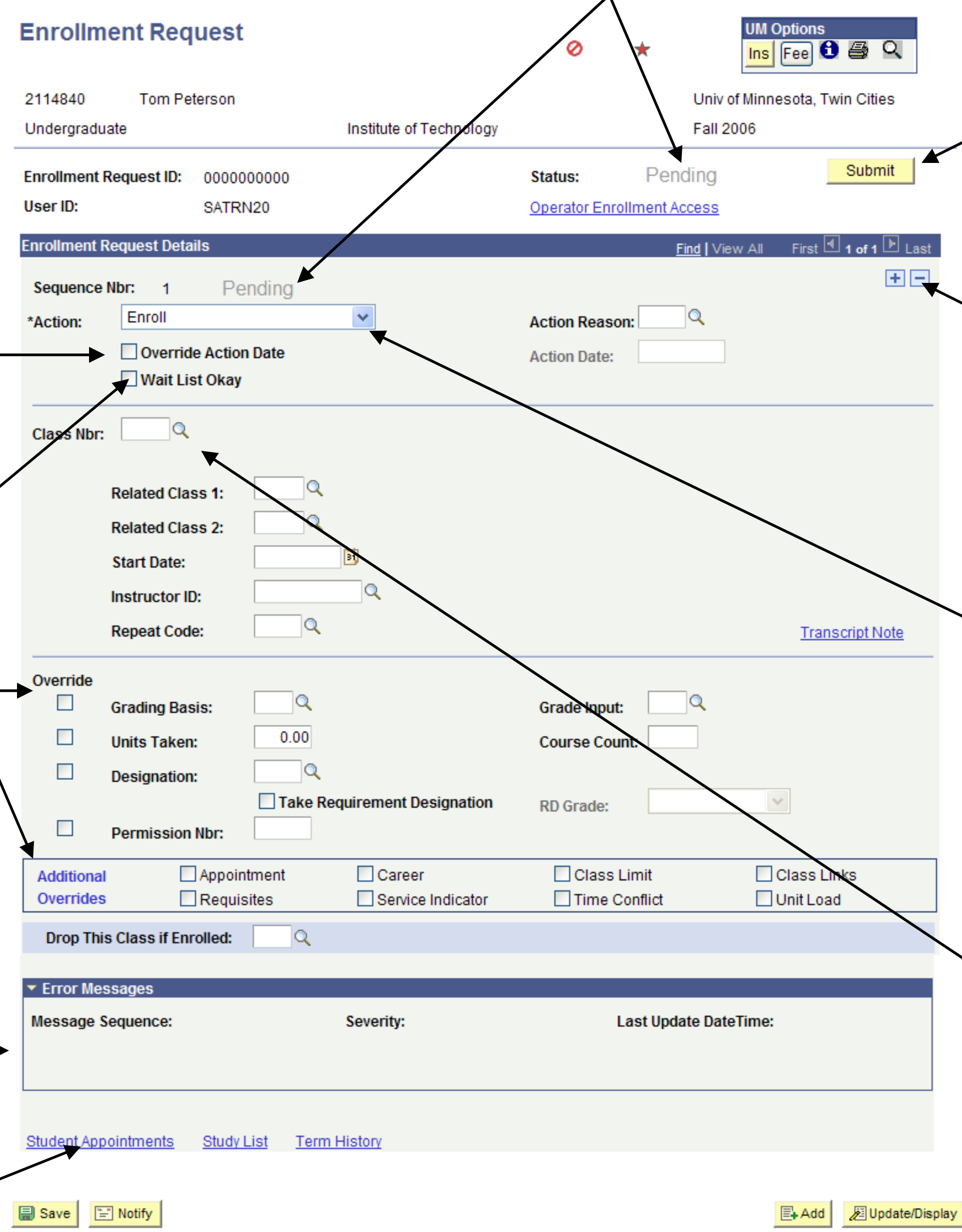
Enrollment Request - Handouts

Enrollment Request Page:

Indicates status of (each) enrollment request



Use to begin processing request(s)

Check to override the Action Date

Use + to add more than one class

Check to place student on Wait List

Action:
Default = **Enroll**
Drop to drop
Swap to swap one course for another
Normal Maintenance to
change grade option or variable credits

Overrides

Search for class, or use to display class listing if Action is Drop or other options

Errors and messages will appear here

Links to other pages

Add a new enrollment request ID

Helpful Hints and Tips

Class Listing

- To look at a student's enrollment through the Enrollment Request page, change the Action to either Drop or Normal Maintenance and click on the lookup associated with the Class Nbr field.

Study Lists

- Use the print option in UM Options grouping of Enrollment Request to print to default printer. Use Run Location of PSUNX, Output Dest. Type Printer and Printer Code of your printer or long File/Printer code.
- Study list with fees: Go to Term Activation and use link on bottom of page to Calculate Tuition. Use the link Study List w/Billing.

Links on Enrollment Request page:

- *Student Appointments* links to this web page, enabling you to verify and/or adjust the appointment time.
- *Study List* links to study list/Enrollment Summary with sub links to course descriptions and academic calendar.
- *Term History* links to Term History page.

Verifying Enrollment may be accomplished using the following options:

- Inquire, Enrollment Summary: includes the student term schedule
- Inquire, Enrollment Request: includes history of enrollment actions
- Inquire, Student Grades: includes posted grades and term statistics
- Print Student Study List via Printer button on Enrollment Request

Errors and Messages

- Errors will prevent an enrollment from happening.
- ***Messages*** are warnings or alerts that will not prevent an enrollment from happening.
- You will get a ***Saved*** message when submitting an enrollment. Saved does **NOT** indicate a successful enrollment as you could receive a saved message with an error.
- A message of ***Success*** will indicate a successful enrollment for each class.

Resources

- The complete Enrollment Request Manual, can be found at the Training web site http://training.asr.umn.edu/records/
- Call the Student Records Help Desk at (612) 625-2803
- Email us srhelp@umn.edu
- Forget your Enterprise Password? Call (612) 301-4357 (1-HELP)

Quick Steps to Enrolling, Dropping, Swapping, and Changing Classes

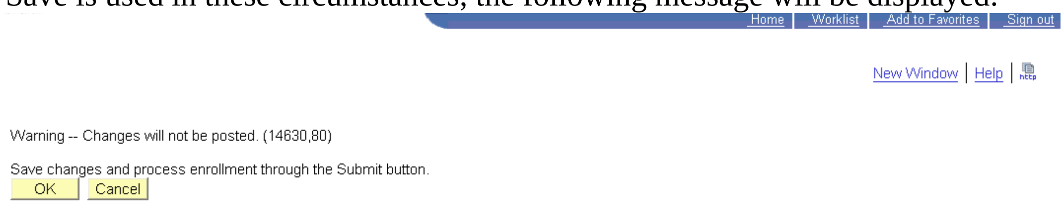
To Add a Class:

Records and Enrollment>Enroll Students>Enrollment Request

1. On Search Page, enter:	**EmplID**	ID# of student
	Career	e.g. UGRD, GRAD or Professional
	Institution	Current Academic Institution
	Term	Term of enrollment

2. Click on Add.
3. If this is the initial enrollment for the term and the student qualifies, enter insurance information by clicking on the Ins button.
4. If this is the initial enrollment for the term and the student qualifies, enter optional fees information by clicking on the Fees button.

Note: If changing either the miscellaneous fees or hospitalization fee and no change to the enrollment is required, click on the Save button instead of the Submit button. When Save is used in these circumstances, the following message will be displayed:



Click OK and the change/s **will** be saved to the student's record.

5. Enter class number or use Search lookup to locate class number.
6. Use Add button to add additional rows/classes and repeat step 5.
7. Click Submit button to process all rows of classes for the student.
8. After submitting, system will display Success or Errors.
9. If errors are displayed, use appropriate overrides and submit the classes again.

To Add a student to the wait list:

1. On Search Page, enter: **ID, Career, Institution, Term**
2. Click on Add
3. Allow default action of 'Enroll'
4. Enter or search for and select the Class Number
5. Click on Submit
6. When PS responds that the class is full, click Wait List Okay checkbox
7. Click on Submit
8. Verify status of Success/Message and Wait List position number

To Change wait list position within PeopleSoft:

1. On Search Page, enter: **ID, Career, Institution, Term**
2. Click on Add
3. Select action of 'Change Wait List Position'
4. Enter or search for and select the Class Number
5. Enter the new Wait List position number in the Change to Wait List Nbr field
6. Click on Submit
7. Verify status of Success/Message and Wait List position number

To Override requisites to add student to wait list:

1. On Search Page, enter: **ID, Career, Institution, Term**
2. Click on Add
3. Allow the default action of 'Enroll'
4. Enter or search for and select the Class Number
5. Check Requisites
6. Click on Submit
7. When PS responds that the class is full, click Wait List Okay checkbox
8. Click on Submit
9. Verify status of Success and Wait List position number

To Drop a student from the wait list:

1. On Search Page, enter: **ID, Career, Institution, Term**
2. Click on Add
3. Select Action of 'Drop'
4. Enter the Wait List class number in the Class Nbr field, or search
5. Click on Submit
6. Verify status of Success

To Drop a Class:

1. On Search Page, enter: **EmplID, Career, Institution, Term**
2. Click on Add
3. Change Action from Enroll to Drop.
4. Use Search lookup button to locate classes, and select class to be dropped.
5. Click Submit button to drop student from class.
6. After submitting, system will display Success or Errors.
7. If errors are displayed, use appropriate overrides and submit the classes again.

To Swap Classes:

1. On Search Page, enter: **ID, Career, Institution, Term**
2. Click on Add
3. Change the enrollment **Action** from default value of **Enroll** to **Swap Courses**
4***. If appropriate*** check Override Action Date and enter the date you would like drop to be effective. (see Backdating a Drop or Add in Registration manual)
5. Enter the class number to be dropped in the **Class Nbr** field

OR

6. Click on the lookup button associated with the class number to view enrollment and select class number to be dropped.
7. Enter the class number to be added in the **Change To** field.
8. Click on the Submit button to process swap.
9. After submitting, system will display Success or Errors.
10. If errors are displayed, use appropriate overrides and submit the classes again.

To Change Grading Basis or Variable Credits:

1. On Search Page, enter: **EmplID, Career, Institution, Term**
2. Click on Add
3. Change Action from Enroll to Normal Maintenance.
4. Use Search lookup button to locate class listings and select class to be changed.
5. For grading basis change, select New Grading Basis from Lookup button.
6. For variable credit change, key in new credit amount in Units Taken field.

Note: If the fields for either Grading Basis or Units Taken is unavailable (grayed out) or the value is otherwise unavailable, the department authorizing this change must contact Scheduling through the ECAS process.

7. Click Submit button.
8. After submitting, system will display Success or Errors.
9. If errors are displayed, use appropriate overrides and submit the classes again.

Hospitalization Information

Two options exist in regards to the hospitalization fee. If no action is taken the fee is automatically charged to all degree seeking students taking more than six credits.

OR

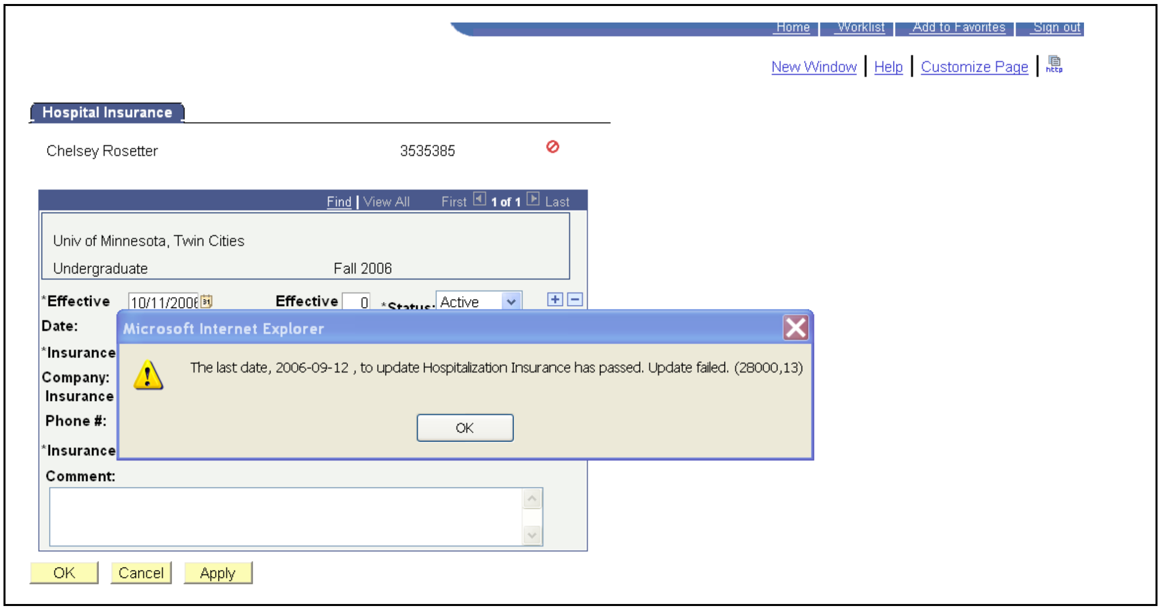
Click the **INS** button on the Enrollment Request Page to verify, update or add hospitalization coverage. Clicking on this button will bring up the Hospitalization Insurance page where this information may be entered or altered by term

1. Accept the Default date, Effective Sequence and Status Active
2. Enter Insurance Company name (required field)
3. Enter Insurance Company's Phone **(**optional through Enrollment Request but is required for students on the web)
4. Enter Insurance ID# (required field)
5. Comments (optional)

Hospitalization Insurance page:

Note: After the deadline of the end of the 2nd week of the term, updating the Insurance information is not allowed. Refer any late changes to Boynton Health Service.

Error that will display when attempting to make a late update:



Hospitalization information is usually entered by the student on the web. If the registration change you are making results in the student reaching the sixth credit, it is important that the student understands they will be charged if no hospitalization information is entered. If this is not an issue, in that the information has already been entered by the student or they wish to be covered, no action by staff regarding hospitalization is necessary.