
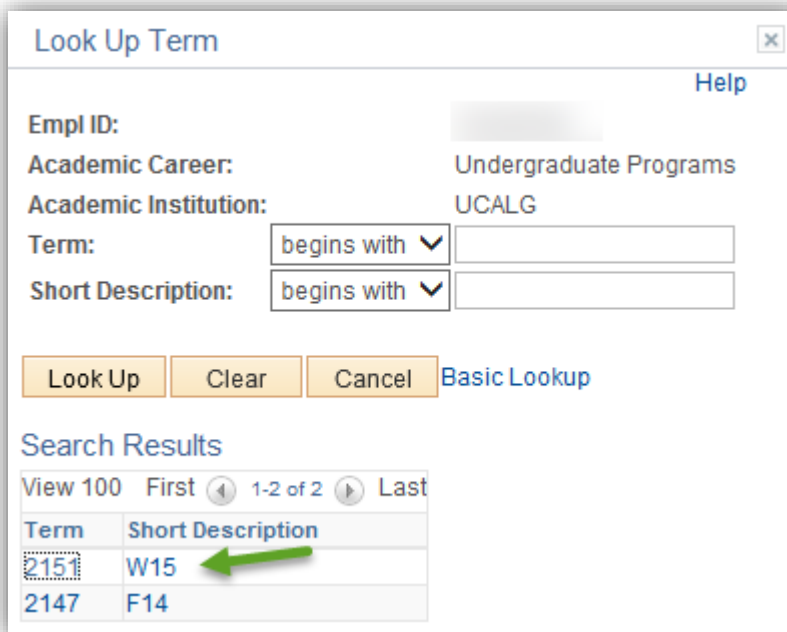


The following process is how the enrollment request component is used by an authorized staff member to process an enrollment transaction on behalf of an undergraduate student.

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

[Basic Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

| Term | Short Description |
|----------------------|-------------------|
| 2151 | W15 |
| 2147 | F14 |

Enrollment Request (Enroll Student)

SA – Registration



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

Enrollment Request Sequence Number: Find | View All First 1 of 1 Last

*Action: Add Grade, Change Grade, Change Wait List Position, Drop, Drop to Wait List, **Enroll**, Normal Maintenance, Remove Grade, Swap Courses

Action Reason: Action Date:

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.



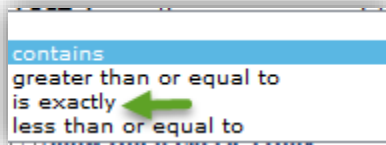
11. Select the applicable course (e.g. ACCT - Accounting). Click the **ACCT-Accounting** list item.

ACCT-Accounting

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



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



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**.

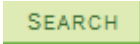


Enrollment Request (Enroll Student)

SA – Registration



17. Click the **Search** button.



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

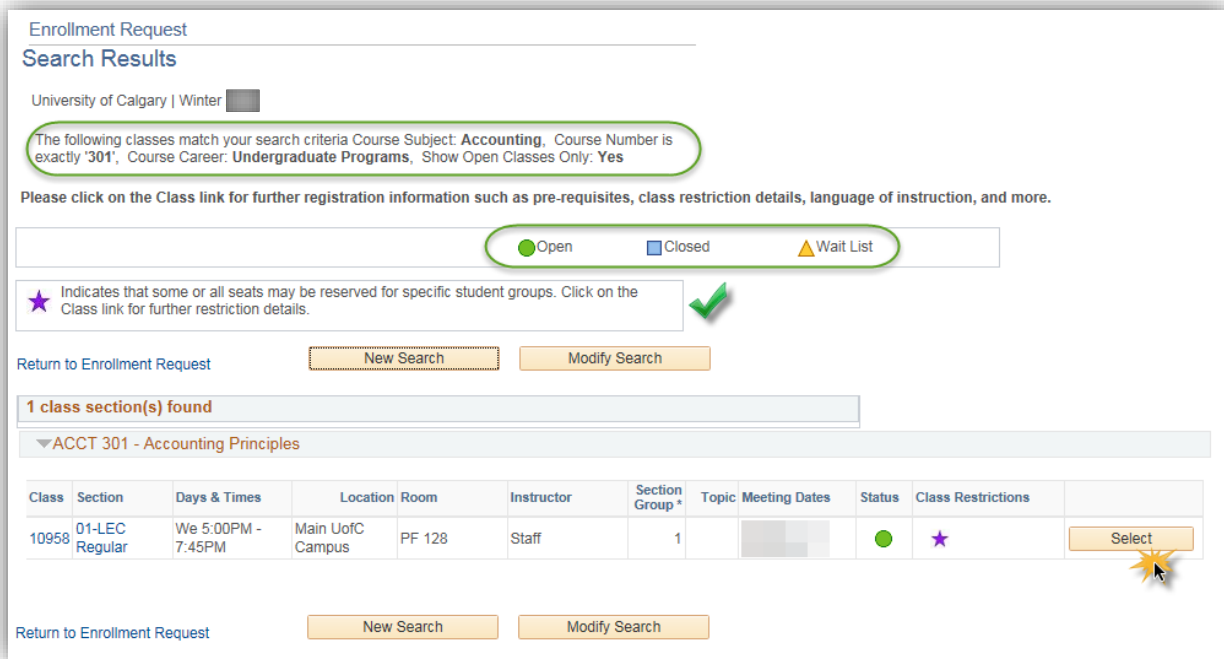
Open Entry/Exit Classes Only

Additional Search Criteria

[Return to Enrollment Request](#)

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.

select



Enrollment Request
Search Results

University of Calgary | Winter

The following classes match your search criteria Course Subject: **Accounting**, Course Number is exactly '301', Course Career: **Undergraduate Programs**, Show Open Classes Only: Yes

Please click on the Class link for further registration information such as pre-requisites, class restriction details, language of instruction, and more.

Open
 Closed
 Wait List

☆ Indicates that some or all seats may be reserved for specific student groups. Click on the Class link for further restriction details.

[Return to Enrollment Request](#)

1 class section(s) found

▼ ACCT 301 - Accounting Principles

| Class | Section | Days & Times | Location | Room | Instructor | Section Group * | Topic | Meeting Dates | Status | Class Restrictions | |
|-------|----------------|--------------------|------------------|--------|------------|-----------------|-------|---------------|----------------------------------|--------------------|---------------------------------------|
| 10958 | 01-LEC Regular | We 5:00PM - 7:45PM | Main UofC Campus | PF 128 | Staff | 1 | | | <input checked="" type="radio"/> | ☆ | <input type="button" value="Select"/> |

[Return to Enrollment Request](#)

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 |

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

Cancel

Enrollment Request (Enroll Student)

SA – Registration



21. Click the **Submit** button.

Submit

Enrollment Request

University of Calgary
Undergraduate Programs Arts Bachelor Winter 2015

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: Action Reason:

Override Action Date Action Date:

Wait List Okay

Class Nbr: ACCT 301 01 Lecture Accounting Principles
Regular Academic Undergraduate Programs

Related Class 1:

Related Class 2:

Instructor ID:

Repeat Code: Transcript Note ID:

Override

Grading Basis: Graded Grade Input:

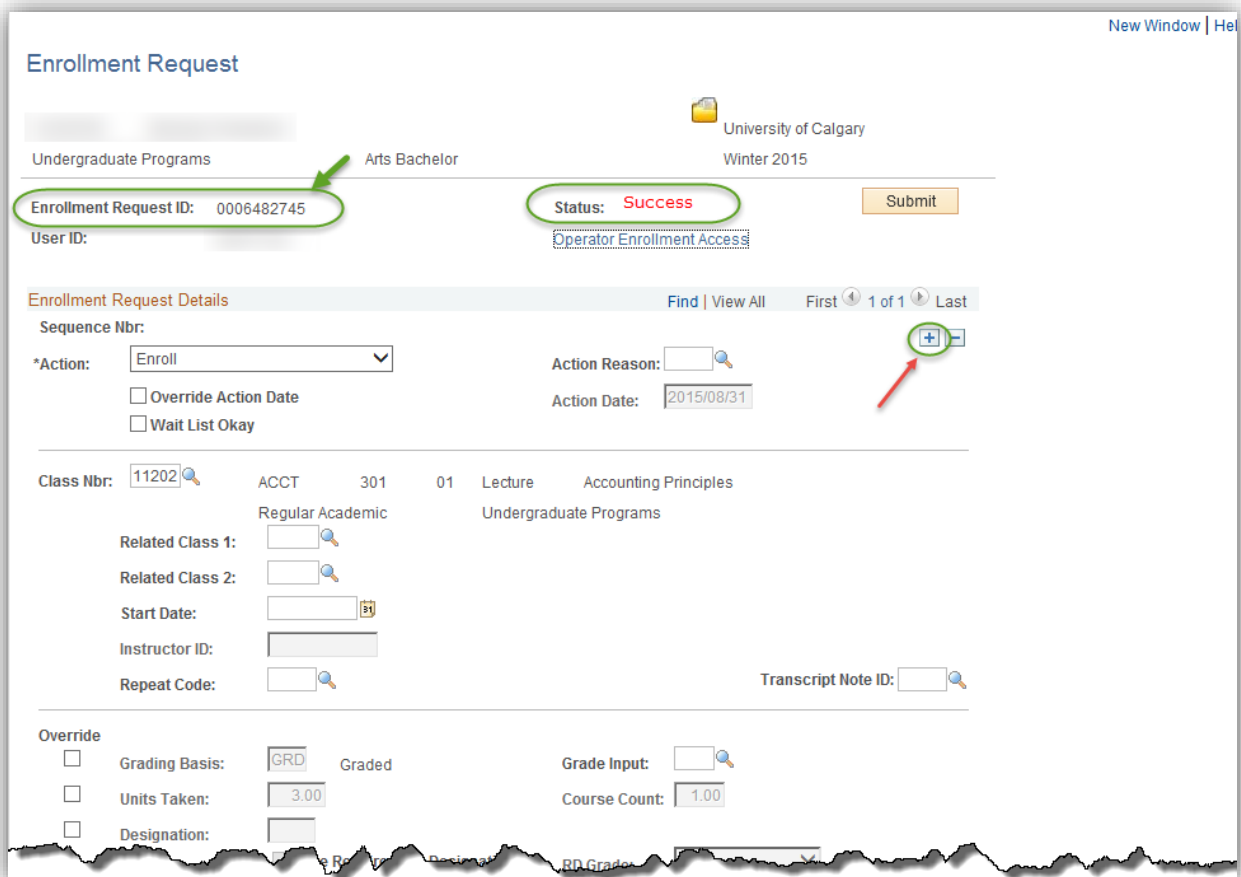
Units Taken: Course Count:

Designation:

Take Requirement Designation RD

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.



Enrollment Request

University of Calgary
Winter 2015

Undergraduate Programs Arts Bachelor

Enrollment Request ID: 0006482745

User ID:

Status: **Success**

Submit

[Operator Enrollment Access](#)

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

Sequence Nbr:

*Action: Enroll

Override Action Date

Wait List Okay

Action Reason:

Action Date: 2015/08/31

Class Nbr: 11202 ACCT 301 01 Lecture Accounting Principles

Regular Academic Undergraduate Programs

Related Class 1:

Related Class 2:

Start Date:

Instructor ID:

Repeat Code:

Transcript Note ID:

Override

Grading Basis: GRD Graded

Units Taken: 3.00

Designation:

Grade Input:

Course Count: 1.00

Enrollment Request (Enroll Student)

SA – Registration



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

Enrollment Request

University of Calgary
Winter 2015

Undergraduate Programs Arts Bachelor

Enrollment Request ID: 0006482745 **Status: Errors Found**

User ID:

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

Sequence Nbr: **1 Errors**

*Action: Action Reason:

Override Action Date Action Date:

Wait List Okay

Class Nbr: ACCT 301 01 Lecture Accounting Principles

Regular Academic Undergraduate Programs

Related Class 1:

Related Class 2:

Start Date:

Instructor ID:

Repeat Code: Transcript Note ID:

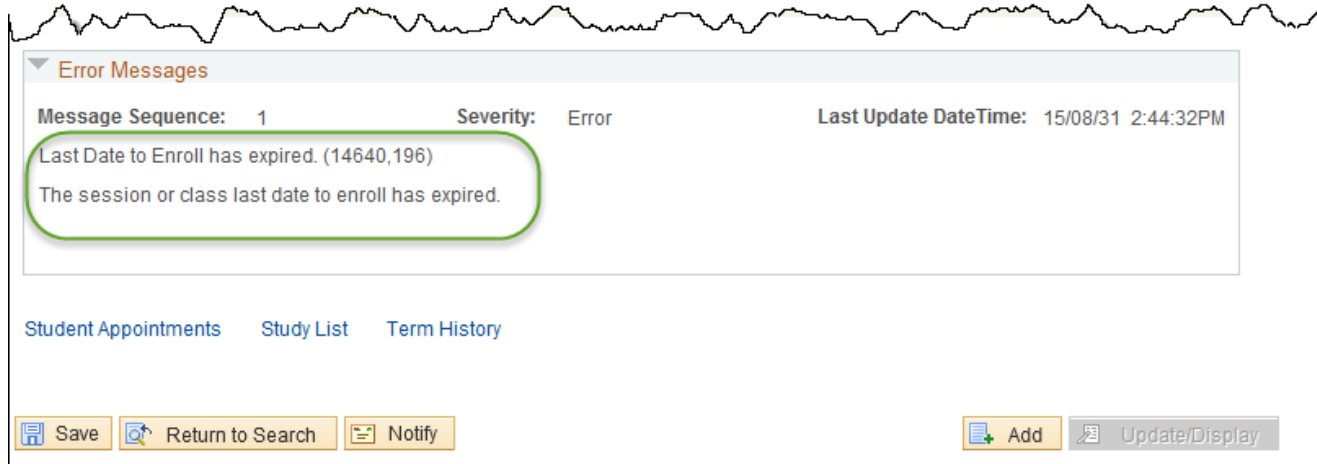
Override

Grading Basis: Graded Grade Input:

Units Taken: Course Count:

Designation:

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.



The screenshot shows a web interface for enrollment requests. At the top, there is a section titled "Error Messages" with a dropdown arrow. Below this, the following details are displayed: "Message Sequence: 1", "Severity: Error", and "Last Update DateTime: 15/08/31 2:44:32PM". A green rounded rectangle highlights the error message text: "Last Date to Enroll has expired. (14640,196)" and "The session or class last date to enroll has expired." Below the error message, there are three links: "Student Appointments", "Study List", and "Term History". At the bottom of the interface, there are several buttons: "Save", "Return to Search", "Notify", "Add", and "Update/Display".

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