

The Enrollment Fix component provides staff in Enrolment Services the ability to amend the Enrollment Add Date for class enrollments when it is determined this is necessary. The most common reason for this adjustment is to ensure that the add is dated prior to the end of the add period for the term. When staff do administrative enrollment adds dated after the end of the add period, it becomes impossible to drop the course without academic penalty, this is because drops cannot be dated before adds.

Note: Date adjustments should be carefully considered and used sparingly because the new date will overwrite the original enrollment record for the course without an audit trail of the original transaction. Also, please note there is a separate enrollment record for each individual component of a course so all related component records must have the enrollment add date changed in exactly the same way to keep the enrollments in synch.

The following lesson explains how to amend the “Enrollment Add Date” for a class enrollment record.

1. Click the **Records and Enrollment** link.

Records and Enrollment

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

Enroll Students

3. Click the **Enrollment Fix** link.

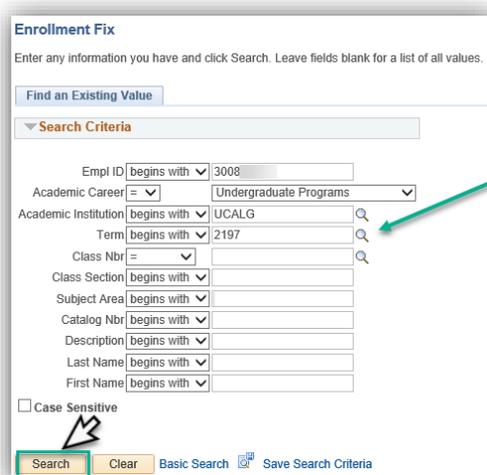
Enrollment Fix

4. Enter the student ID number. Note: For FOIP reasons some information has been removed. Click the **Academic Career** list.

5. Select the applicable career (e.g. Undergraduate Programs). Click the **Undergraduate Programs** list item.

6. Enter the Term (e.g. 2197 Fall 2019) and, if desired, other options can be entered to refine search criteria. Click the **Search** button.

Search



Enrollment Fix
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with 3008

Academic Career = Undergraduate Programs

Academic Institution begins with UCALG

Term begins with 2197

Class Nbr =

Class Section begins with

Subject Area begins with

Catalog Nbr begins with

Description begins with

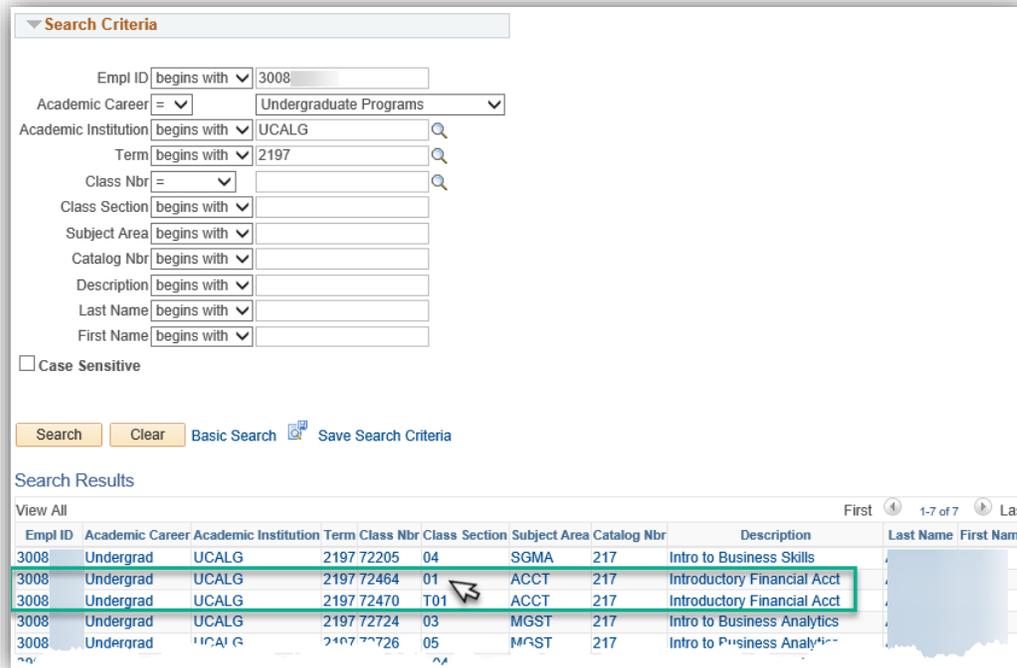
Last Name begins with

First Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

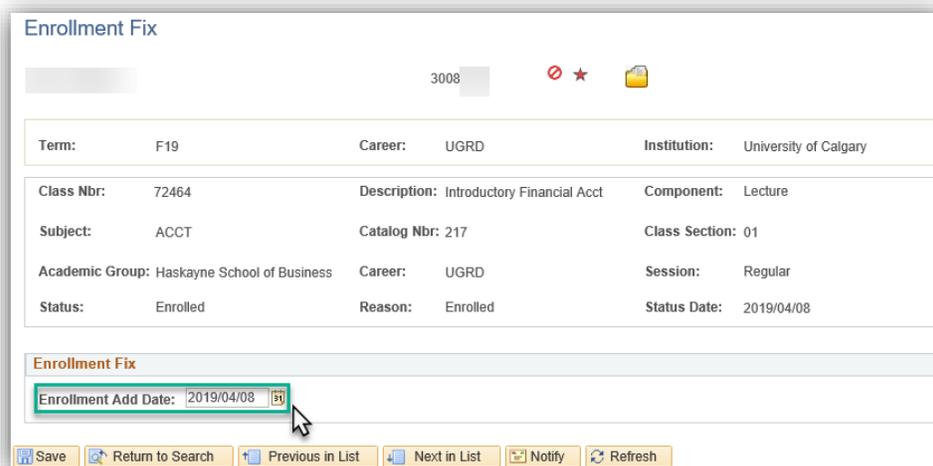
7. A grid of information displays for the courses the student is enrolled in for the selected term. For this example, we will complete an Enrollment Fix for ACCT 217 (Lecture). **Note:** Since there is another component associated with this course (T01 ACCT 217 Tutorial 217) the same date must be completed for the tutorial as well. Be certain to adjust each related class number for a course where there are several components (i.e. lecture, lab and tutorial combinations). Click the **applicable course** link.



The screenshot shows the 'Search Criteria' form with the following values: Empl ID begins with 3008, Academic Career = Undergraduate Programs, Academic Institution begins with UCALG, Term begins with 2197, Class Nbr =, Class Section begins with, Subject Area begins with, Catalog Nbr begins with, Description begins with, Last Name begins with, and First Name begins with. Below the form is a 'Search Results' table with 7 columns: Empl ID, Academic Career, Academic Institution, Term, Class Nbr, Class Section, Subject Area, Catalog Nbr, Description, Last Name, and First Name. The table contains 7 rows of data, with the second row (3008, Undergrad, UCALG, 2197 72464, 01, ACCT, 217, Introductory Financial Acct) highlighted in green.

Empl ID	Academic Career	Academic Institution	Term	Class Nbr	Class Section	Subject Area	Catalog Nbr	Description	Last Name	First Name
3008	Undergrad	UCALG	2197	72205	04	SGMA	217	Intro to Business Skills		
3008	Undergrad	UCALG	2197	72464	01	ACCT	217	Introductory Financial Acct		
3008	Undergrad	UCALG	2197	72470	T01	ACCT	217	Introductory Financial Acct		
3008	Undergrad	UCALG	2197	72724	03	MGST	217	Intro to Business Analytics		
3008	Undergrad	UCALG	2197	72726	05	MGST	217	Intro to Business Analytics		

8. Note Enrollment Fix include the course details and the Enrollment Add Date of 2019/04/08. This date must be changed to the deadline date (e.g. September 12, 2019). You may use the calendar tool or enter the date directly.

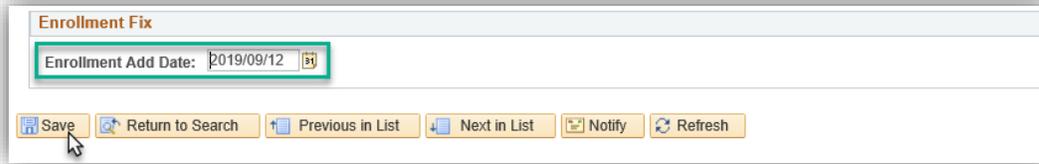


The screenshot shows the 'Enrollment Fix' form with the following details: Term: F19, Career: UGRD, Institution: University of Calgary, Class Nbr: 72464, Description: Introductory Financial Acct, Component: Lecture, Subject: ACCT, Catalog Nbr: 217, Class Section: 01, Academic Group: Haskayne School of Business, Career: UGRD, Session: Regular, Status: Enrolled, Reason: Enrolled, Status Date: 2019/04/08. The 'Enrollment Add Date' field is highlighted in green and contains the value 2019/04/08.

Term:	F19	Career:	UGRD	Institution:	University of Calgary
Class Nbr:	72464	Description:	Introductory Financial Acct	Component:	Lecture
Subject:	ACCT	Catalog Nbr:	217	Class Section:	01
Academic Group:	Haskayne School of Business	Career:	UGRD	Session:	Regular
Status:	Enrolled	Reason:	Enrolled	Status Date:	2019/04/08

Enrollment Add Date: 2019/04/08

9. For this example, we have changed the date to 2019/09/12. Click the **Save** button.



The screenshot shows a web form titled "Enrollment Fix". It contains a text input field labeled "Enrollment Add Date:" with the value "2019/09/12" and a calendar icon. Below the input field is a row of buttons: "Save", "Return to Search", "Previous in List", "Next in List", "Notify", and "Refresh". A mouse cursor is pointing at the "Save" button.

For the corresponding online learning, consult the Student and Enrolment Services website.

End of Procedure.