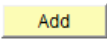

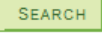
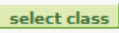

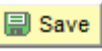
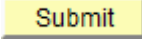


Step-by-Step: Pre-Enrollment Planning for Incoming Students

1	From the Main Menu, click Records and Enrollment
2	Click Enroll Students
3	Click Quick Enroll a Student
4	Enter the student's University ID number in the ID field
5	Enter the student's career (UGRD or GRAD)
6	Enter the term that you would like to enroll the student in classes
7	Click Add 
8	Ensure that the Action dropdown menu has Enroll selected (this should happen by default)
9	Enter the 5-digit class number for the class you would like to enroll in the Class Nbr field (and press tab) OR follow steps 10-14 to find a class
10	Click on the Look up Icon () next to the Class Nbr field
11	Enter the subject code you are searching for in the Course Subject field
12	Enter the course number you are looking for in the Course Number field
13	Scroll to the bottom of the page and click Search 
14	Find the class that you would like to enroll the student in and click select class 
15	To add another course to the current term, click the  button on the far left
16	Repeat steps 8-15 for as many courses as you would like to add to the term
17	Once you have added all the planned courses for the term, click the Save  button on the lower left side of the screen and then click OK
18	Record the Request ID number . You will find the Request ID number on the upper left hand side of the screen. This is how you will retrieve the saved "shopping cart" at the time of enrollment.

Step-by-Step: Retrieving and Submitting Pre-Enrollment Planning

1	From the Main Menu, click Records and Enrollment
2	Click Enroll Students
3	Click Quick Enroll a Student
4	Click Find Existing Value tab
5	Enter the Request ID number
6	Click Search
7	Review the student's planned schedule and click the Submit  button on the top right hand side of the screen when you are ready to enroll the student
8	The status on each of the classes you added will now change from " pending " to " success " (enrolled in class), " error " (not enrolled in class – needs review) or " messages " (review the message for next steps).