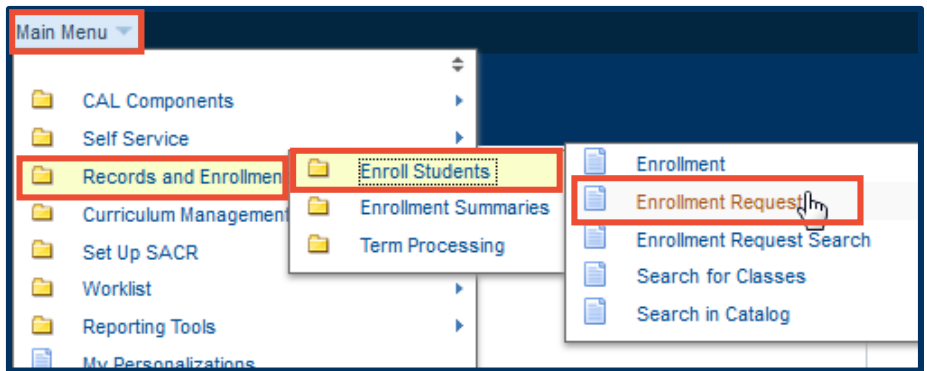


# How to Add a Student using the Enrollment Request Page

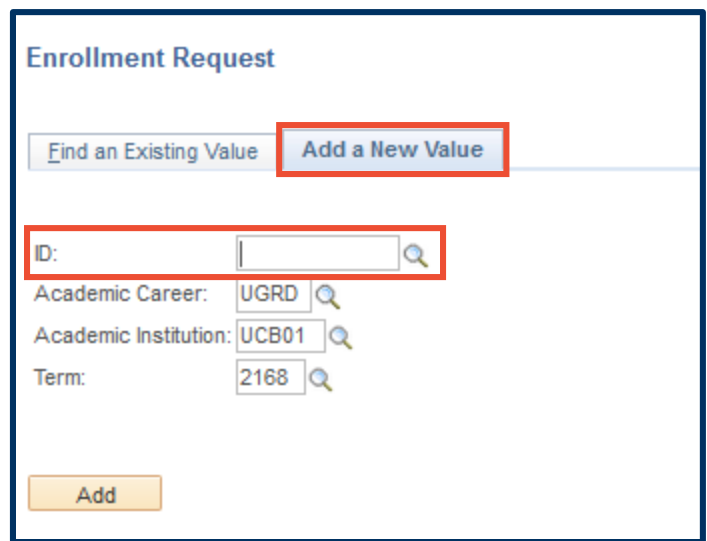
The Enrollment Request page is used to add, drop or update a student's enrollment status. Depending on your security access, you may be able to apply additional transactions and overrides.

The screenshot displays the 'Enrollment Request' interface. At the top, it shows the user's name (25...), M X..., and the institution 'UC Berkeley' for the '2016 Fall' term. The enrollment request ID is 0000000000, and the user ID is 173621. The status is 'Pending' with a 'Submit' button. Below this, the 'Enrollment Request Details' section shows 'Sequence Nbr: 1' and 'Pending' status. The '\*Action:' dropdown is currently set to 'Enroll'. A blue arrow points to this dropdown, which is open, showing a list of actions: 'Normal Maintenance', 'Add Grade', 'Change Grade', 'Change Wait List Position', 'Drop', 'Drop to Wait List', 'Enroll', 'Normal Maintenance', 'Remove Grade', 'Swap Courses', and 'Related Class 1...'. The 'Enroll' option is highlighted. Other fields include 'Class Nbr:', 'Related Class 1:', 'Related Class 2:', 'Start Date:', 'Instructor ID:', 'Repeat Code:', 'Override' section with 'Grading Basis:', 'Units Taken: 0.00', 'Designation:', 'Permission Nbr:', 'Grade Input:', 'Course Count:', 'RD Grade:', and 'Additional Overrides' section with 'Appointment', 'Career', 'Closed Class', 'Class Links', 'Requisites', 'Service Indicator', 'Time Conflict', 'Unit Load', and 'Dynamic Dates'. At the bottom, there is an 'Error Messages' table and navigation links for 'Student Appointments', 'Study List', and 'Term History'.

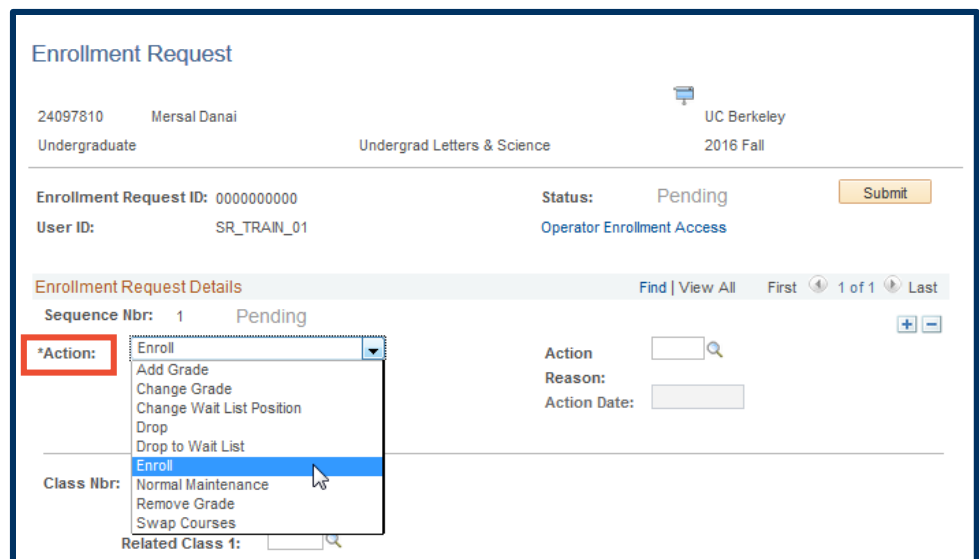
- From the **Main Menu**, navigate to:  
**Records and Enrollment >**  
**Enroll Students >**  
**Enrollment Request.**



- On the following search page, only use the **Add a New Value** tab. Enter a Student ID or use the look up table (🔍) to search for a student by name.



- Choose **Enroll** from the **Action** drop list.





- Click the **Wait List Okay** checkbox and click the **Submit** button again.

Enrollment Request ID: 0000010497      Status: **Errors Found**      **Submit**

User ID: 173621      [Operator Enrollment Access](#)

**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:       AMERSTD 10 001 Lecture Intro American Stdy

Regular Academic Session Undergraduate

Related Class 1:       102 Discussion

- The **Status** now shows that the **Enrollment Request** is successful and indicates a message is noted at the bottom of the page.

Enrollment Request ID: 0000010497      Status: **Success/Messages**      **Submit**

User ID: 173621      [Operator Enrollment Access](#)

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

Sequence Nbr: 1      **Messages**

\*Action:       Action:       Reason:

Override Action Date

**Wait List Okay**      Waitlist Position

**Error Messages**

Message Sequence: 1      Severity: Message      Last Update DateTime: 03/15/16 12:06:04AM

Class 12505 is Closed. Student placed on Wait List, position number 1. (14640,154)

9. After student enrollment begins, depending on your security level for managing enrollment, this page will be available to you to generate and manage student **Permissions Numbers**.

If the **Student Specific Permissions** check box is checked (as set on the Basic Data tab, see #5 above), you will be able to enter Student ID numbers.