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

2. 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.

3. Choose **Enroll** from the **Action** drop list.
4. Enter the **Class Nbr** or search for it using the look up (🔍). Tab out of the **Class Nbr** field or click anywhere on the page to populate the class information.

If there is an additional required, enter that class number in the **Related Class** field or use the look up (🔍) to choose the related section.

Click the **Submit** button.

5. After clicking the **Submit** button, the **Status** may alert you to an error. Scroll to the bottom of the **Enrollment Request** page to see any messages.

6. In this case, the class is full.
7. Click the **Wait List Okay** checkbox and click the **Submit** button again.

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