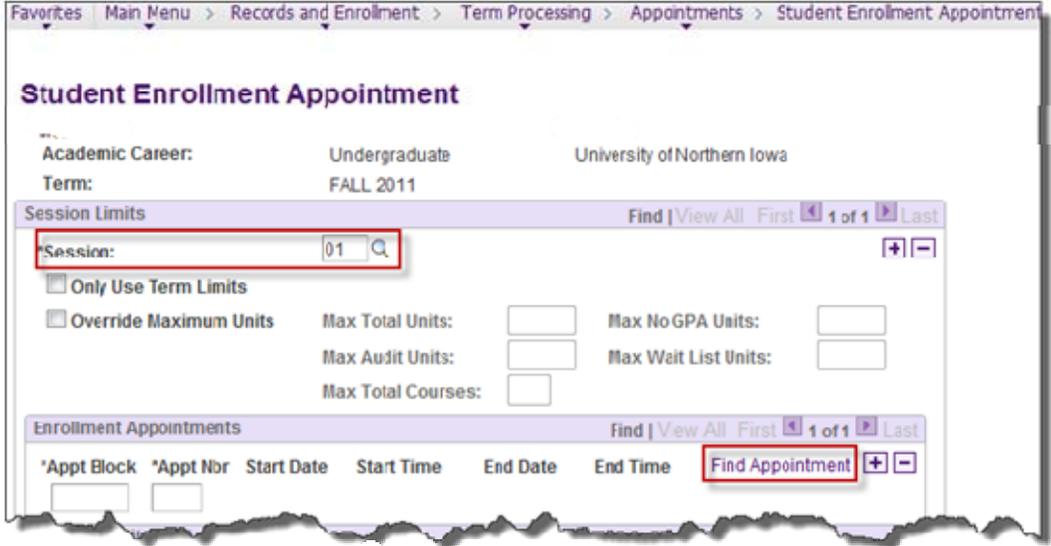
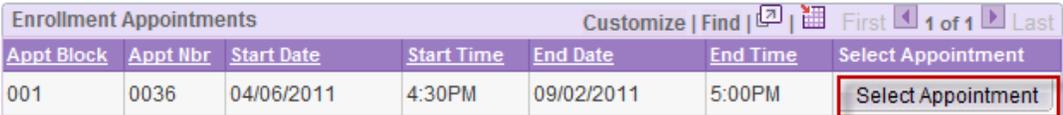


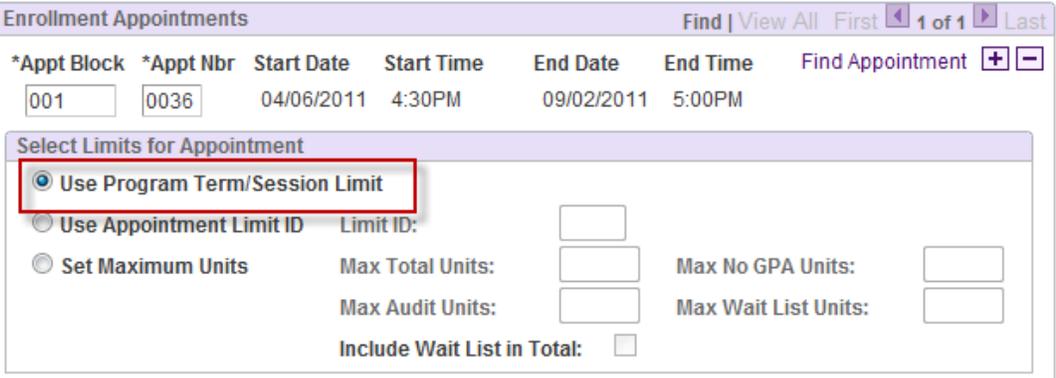
Adding an Enrollment Appointment for a Student

Purpose: Students must be term activated in order to receive an enrollment appointment and register. Enrollment appointments are generally done as a batch process, but also can be done manually.

Step	Action
1.	<p>Navigate to the Student Enrollment Appointment page: Main Menu > Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment</p> <p><i>Favorites</i> : Main Menu > Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment</p> <p>Student Enrollment Appointment</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <hr/> <p>Search Criteria</p> <p>ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Academic Career: <input type="text" value="="/> <input type="text" value="Undergraduate"/></p> <p>Academic Institution: <input type="text" value="begins with"/> <input type="text" value="UNICS"/> </p> <p>Term: <input type="text" value="="/> <input type="text"/> </p> <p>Campus ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>Term Alternate Key: <input type="text" value="="/> <input type="text"/> </p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria</p>
2.	<p>Enter the student’s six digit U-ID. Click Search button.</p> <p>Result: The <i>Student Enrollment Appointment</i> page displays.</p>



Step	Action														
3.	<p>On the Student Enrollment Appointment page, select the appropriate session code (e.g. 01 for Full Semester) and then click the Find Appointment link.</p> <p>NOTE: Always use session 01 for Fall/Spring terms and session 8W1 for Summer Terms.</p> 														
4.	<p>On the Search for an Appointment page, in the Appointment Block field, select the corresponding appointment (e.g. Day 10 Fresh Group 1). <i>Note:</i> The Orientation Coordinator may advise which Appointment Block. Click the Fetch Appointments button.</p> 														
5.	<p>Click the Select Appointment button for the desired appointment.</p>  <table border="1" data-bbox="358 1749 1421 1864"> <thead> <tr> <th>Appt Block</th> <th>Appt Nbr</th> <th>Start Date</th> <th>Start Time</th> <th>End Date</th> <th>End Time</th> <th>Select Appointment</th> </tr> </thead> <tbody> <tr> <td>001</td> <td>0036</td> <td>04/06/2011</td> <td>4:30PM</td> <td>09/02/2011</td> <td>5:00PM</td> <td>Select Appointment</td> </tr> </tbody> </table>	Appt Block	Appt Nbr	Start Date	Start Time	End Date	End Time	Select Appointment	001	0036	04/06/2011	4:30PM	09/02/2011	5:00PM	Select Appointment
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Step	Action
6.	<p>The <i>Enrollment Appointments</i> section is now populated. In the <i>Select Limits for Appointment</i> section, select Use Program Term/Session Limit.</p>  <p>The screenshot shows the 'Enrollment Appointments' section with a table containing one row: *Appt Block: 001, *Appt Nbr: 0036, Start Date: 04/06/2011, Start Time: 4:30PM, End Date: 09/02/2011, End Time: 5:00PM. Below this is the 'Select Limits for Appointment' section with three radio button options: 'Use Program Term/Session Limit' (selected and highlighted with a red box), 'Use Appointment Limit ID' (with a 'Limit ID:' input field), and 'Set Maximum Units' (with 'Max Total Units:', 'Max Audit Units:', 'Max No GPA Units:', and 'Max Wait List Units:' input fields). There is also an 'Include Wait List in Total:' checkbox.</p>
7.	Click the Save button at the bottom of the page.