

Manually Adjust a Student Repeat Code from Enrollment Request Page

Purpose: Use this document as a reference for manually modifying a student's repeat code in ctcLink.

Audience: Student Records staff.

 You must have at least one of these local college-managed security roles:

- **ZD SR Enroll Students**
- **ZD SR Super User**
- **ZZ SR Enroll Students**

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Manually Adjust a Student Repeat Code on the Enrollment Request Page

Navigation: Records and Enrollment > Enroll Students > Enrollment Request

1. The **Enrollment Request** search page displays.
2. Click the **Add a New Value** tab to request an advisement report
3. Add the student's EMPLID number to the **ID** field.
4. Enter or look up the **Academic Career** by selecting the looking glass.
5. Enter or look up the **Academic Institution** by selecting the looking glass.
6. Enter or look up the **Term** by selecting the looking glass.
7. Select **Add**.
8. The **Enrollment Request** page displays.
9. Activate the **Action** drop-down menu and choose "**Normal Maintenance**."
10. Enter or look up the **Class Nbr**. Only classes enrolled in that term will be available for selection in the look-up.
11. Adjust the **Repeat Code** as needed.
12. Select **Submit**.
14. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to [Manually Adjust a Student Repeat Code from the Enrollment Request Page](#). This link will open in a new tab/window.