9.2 Entering Enrollment Requests

Purpose: Use this document as a reference for entering enrollment requests 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.

Entering Enrollment Requests

Navigation: NavBar > Navigator > Records and Enrollment > Enroll Students > Enrollment Request

1. The **Enrollment Request** search page displays.
2. Select the **Add a New Value** tab. **(**Previous enrollment requests can be viewed using the Find an Existing Value tab.)
3. **ID:** Enter or Look Up
4. **Academic Career:** Enter or Look Up
5. **Academic Institution:** Enter or look up your Institution code
6. **Term:** Enter or Look Up
7. Select **Add**.

ℹ️ *Note: Students must be term activated before enrollment. If the term cannot be entered or selected, see the QRG on Term Activating an Individual Student.*

8. On the **Enrollment Request** page, select the desired action from the Action field drop-down list (e.g., "*Enroll*" or "*Swap Courses*").
   - The table below lists each action and its description.

Action	Description
Add Grade	Select to add a grade to the student's enrollment record for the class.
Change Grade	Select to change a grade on the student's enrollment record for the class.
Change Wait List Position	Select to change the student's wait list position for the class.
Drop	Select to drop the student from the class.
Drop to Wait List	Select to drop the student from the class and move the student to the wait list for that class.
Enroll	Select to enroll the student into the class.
Normal Maintenance	Select to update the student's enrollment record for the class in normal maintenance mode. The updated items include grading basis, units, permission, course count, notes,

Action	Description
	requirement designation, repeat code, and instructor ID. You can use the normal maintenance action to update these items, rather than dropping the class and re-adding it with the new information. In addition, use the Normal Maintenance to change the student's Program associated with an enrollment record.
Remove Grade	Select to remove a grade from the student's enrollment record for the corresponding class.
Swap Courses	Select to enable the student to swap the class in which they are enrolled for different classes. The **Change To** field becomes available to enter the new class section where the student wants to enroll. You can also use this option to swap a student's enrollment from one to another related class section. List the enrollment class section in both the **Class Nbr** (class number) and **Change** and **Change To** fields, and select a different related class, then submit the enrollment transaction.

9. For example, to **Enroll** a student, enter or look up the **Class Nbr** (e.g., 5437).
10. Additional fields are optional and can be used for overrides as needed. A list of **Enrollment Override** definitions is included at the end of this document.
11. Select the **Wait List Okay** checkbox to automatically enroll the student in the wait list if the course is full.
12. Additional classes or actions can be added for processing at the same time by selecting the **Add a New Row [+]** icon.
13. Select **Submit**.

14. Watch the **Status** next to the **Submit** button at the top of the page. It will display "*Success*" or "*Errors Found.*" If errors are found, scroll to the bottom of the page to review errors. The page can be resubmitted after errors are corrected.

Enrollment Overrides

Override	Explanation
Appointment	Select to allow override of the appointment date, time, and unit maximums set on enrollment appointments.
Unit Load	Select to allow override of any unit limits, minimum or maximum.
Time Conflict	Select to allow students to enroll in courses scheduled for the same dates/times.

Override	Explanation
Action Date	Select to make the Action Date field available so you can enter a different processing date.
Designation	Select to allow adding a requirement designation for a class that does not have one. Also, select to allow omitting a requirement designation that is required.
Career	Select to allow a student to enroll in a class outside of their program's academic career (e.g. Continuing Education student enrolling in an academic course without an academic program stack).
Service Indicator	Select to allow override of any holds (unusual action codes) that the student has so that enrollment is allowed.
Requisites	Select to allow override of requisite checking, allows students to enroll in a course when they do not meet the requirement.
Closed Class	Select to allow enrollment in classes that are closed due to capacity size (e.g. full class section). Also, select to allow placing a student on the waiting list if the waiting list capacity is full.
Class Links	Select to allow an add or drop without all the required related component sections in a class association group. Select also to allow enrollment into a non-enrollment type section and to allow multiple enrollments in a course.
Class Units	Select to adjust the units for a variable unit course.
Grading Basis	Select to allow override of the grading basis established for the class. (e.g. Changing a student from Graded to P/NP).
Permission Nbr.	Select to input a student's permission number to enroll in a class.
Dynamic Dates	The system populates this field by default with a value of 'N'. A DMS script sets the value to 'Y' for those access IDs that allow access to all existing overrides. Review your security setup and set this value accordingly. Not typically used.
Wait List Okay	Select to allow the addition of a student to the waiting list of a class section when the class section, combined section, or reserve capacity is full.

15. Process complete.