

# Student Records

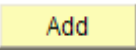
## Add Course with Three Related Classes via Enrollment Request

### Overview

This process will show how to add a course with three related classes via the Enrollment Request page.

### Steps

#### Add Course with Three Related Classes

1. Navigate to: **Records and Enrollment > Enroll Students > Enrollment Request.**
2. Enter the student's **ID.**
3. Enter **Academic Career.**
4. Enter **Academic Institution.**
5. Enter **Term.** The term for which the enrollment request is being submitted.
6. Click .

**Enrollment Request**

0000006267 Jane Tshoreturunge Bloomington  
Undergraduate Education Undergraduate Spring 2008

Enrollment Request ID: 0000000000 **Status: Pending** Submit  
User ID: GATRAIN [Operator Enrollment Access](#)  Override Late Registration Fee

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

Sequence Nbr: 1 Pending	
*Action: Enroll	Action Reason: <input type="text"/>
<input type="checkbox"/> Override Action Date	Action Date: <input type="text"/>
<input type="checkbox"/> Wait List Okay	

Class Nbr:

Related Class 1:

Related Class 2:

Start Date:


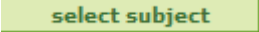
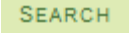
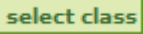


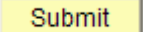
Instructor ID:

Repeat Code:

[Transcript Note](#)

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## Add Course with Three Related Classes via Enrollment Request

7. On the *Quick Enrollment* page (the *Class Enrollment* tab), verify that \***Action** is set to **Enroll**.
8. Enter the **Class Nbr** if known or click  to look up the class number.
  - Click 
  - Select a subject
  - Enter **Catalog Nbr**.
  - Leave the **Show Open Classes Only** check box selected (checked).
  - Click 
9. Scroll to the class in which the student wants to enroll.
10. Click . This will enter that class information into the *Enrollment Request* page.
11. Verify the class information is correct.
12. Click  next to the **Related Class 1** field
13. Click on the link for the first related component in which the student wants to enroll. Verify the class information is correct.
14. Click  next to the **Related Class 2** field
15. Click on the link for the second related component in which the student wants to enroll. Verify the class information is correct.
16. Click .
17. The **Status** at the top of the page should change from "**Pending**" to "**Success**".  
If the field displays "**Errors**", click on the [Errors](#) link to view the error message.