

Student Records

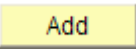
Administrative Override of Late Fees

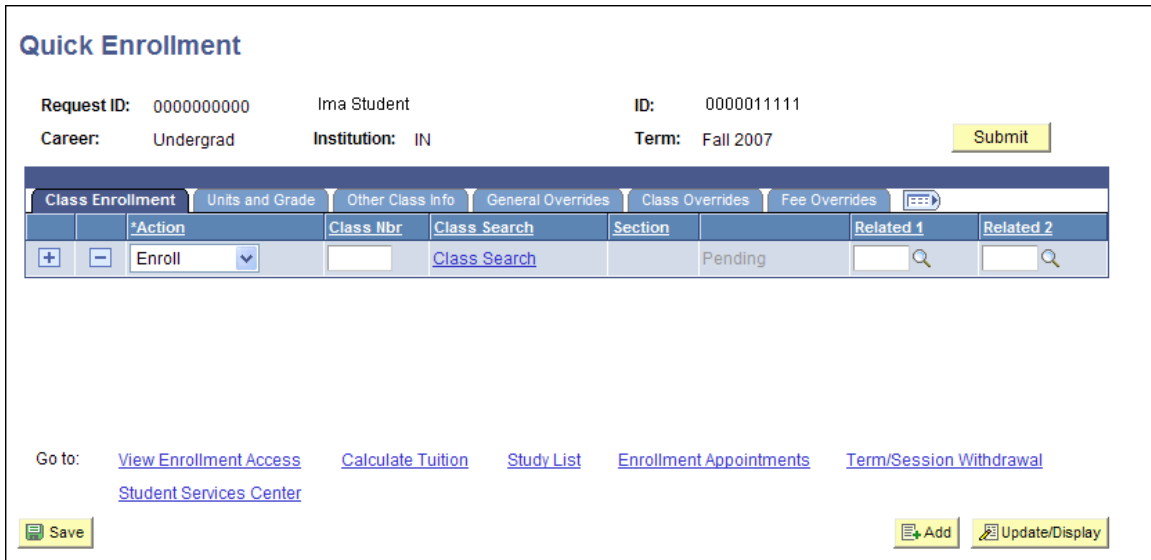
Overview

This process will show how to administratively Override Late Change Fees (Add or Drop) and/or Late Registration Fees.


Steps






Administrative Override of Late Fees via Quick Enroll

1. Navigate to: **Records and Enrollment > Enroll Students > Quick Enroll a Student.**
2. Enter the student's **ID, Academic Career, Academic Institution, and Term.**
3. Click .



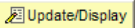


Quick Enrollment

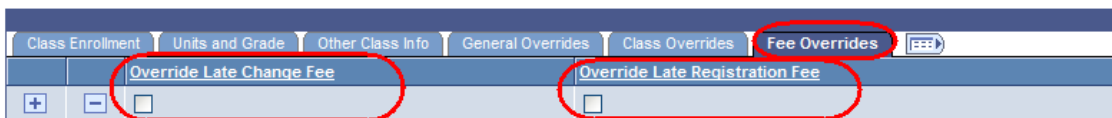
Request ID: 0000000000 Ima Student ID: 0000011111
Career: Undergrad Institution: IN Term: Fall 2007 



Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Fee Overrides		
*Action	Class Nbr	Class Search	Section	Related 1	Related 2			
  Enroll 		Class Search		Pending				

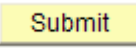
Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)
[Student Services Center](#)

4. Set ***Action** to **Enroll, Drop, or Swap.**
5. Enter **Class Nbr** or click the [Class Search](#) link to search for the correct class number.
6. Click the *Fee Overrides* tab.

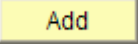


Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Fee Overrides		
 	<input type="checkbox"/>	<input type="checkbox"/>						

7. Click the appropriate **Fee Override** option.
 8. Click .
- Since each enrollment has to be entered separately using this process, the fee override(s) can be applied to only individual classes as needed.


Student Records Administrative Override of Late Fees

Administrative Override of Late Fees via Enrollment Request

1. Navigate to: **Records and Enrollment > Enroll Students > Enrollment Request.**
2. Enter the student's **ID, Academic Career, Academic Institution, and Term.**
3. Click .



Enrollment Request

0000011111 Ima Student IUPUI
Undergraduate Business Undergraduate Fall 2007

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

Enrollment Request Details

Find | View All First 1 of 1 Last

Sequence Nbr: 1 Pending  

*Action:
 Override Action Date Wait List Okay
Action Reason:
Action Date:

Class Nbr: Math-M 118 0100 Lecture FINITE MATHEMATICS
Regular Academic Session Undergraduate

Related Class 1:
Related Class 2:
Instructor ID:
Repeat Code: [Transcript Note](#)

Override

Grading Basis: Graded Grade Input:
 Units Taken: Course Count:
 Designation:
 Take Requirement Designation RD Grade:
 Permission Nbr: **Override Late Change Fee** **Override Late Registration Fee**

Additional Overrides



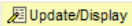
Appointment Career Closed Class Class Links
 Requisites Service Indicator Time Conflict Unit Load

Drop This Class if Enrolled:


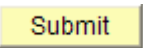
Error Messages

Message Sequence:	Severity:	Last Update DateTime:
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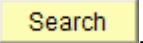
[Student Appointments](#) [Study List](#) [Term History](#)

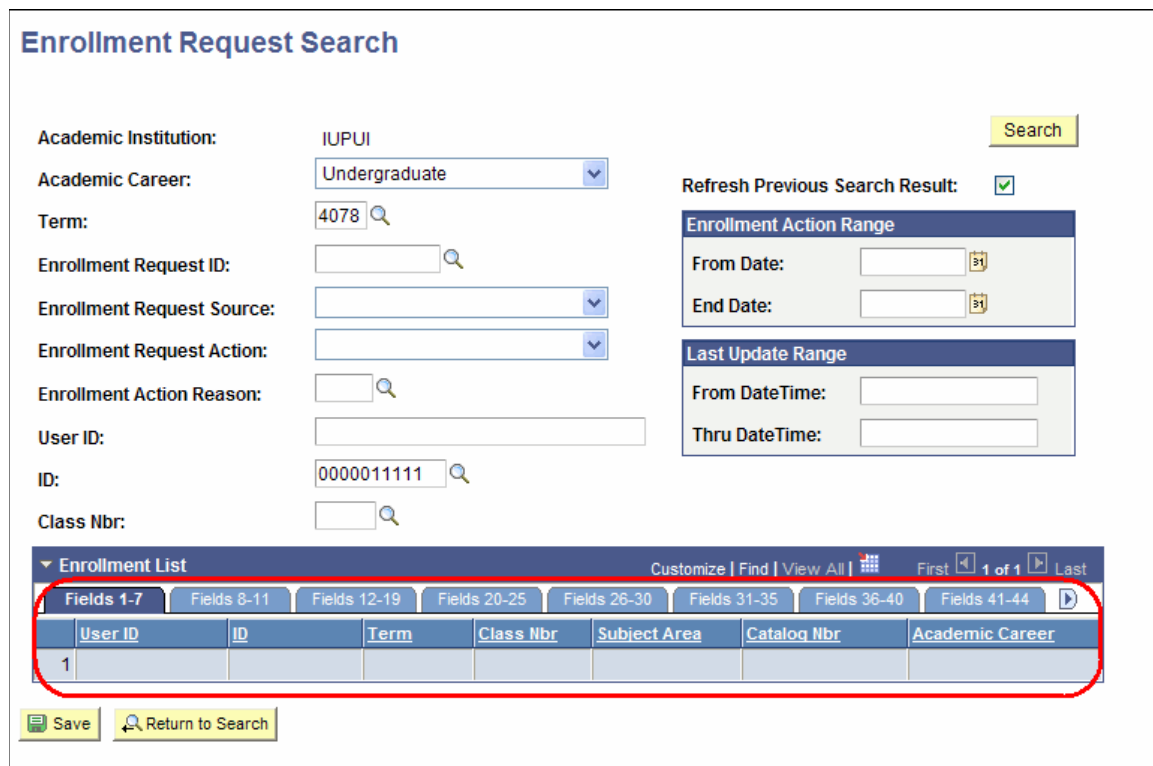
  

Student Records Administrative Override of Late Fees


4. Set ***Action** to **Enroll, Drop, or Swap Courses**.
5. If needed, select the **Override Action Date** check box, and then enter **Action Date**.
6. Enter **Class Nbr** or click  to search for correct class number.
7. Note the location of **Late Change Fee** and **Late Registration Fee** override options. Click the appropriate override option.
8. Click  (located at the top of the page).

Verification on Enrollment Request Search


1. Navigate to: **Records and Enrollment > Enroll Students > Enrollment Request Search**.
2. Enter the **Academic Institution**.
3. Click .





Enrollment Request Search


Academic Institution: IUPUI  Search


Academic Career: Undergraduate


Term: 4078 


Enrollment Request ID: 


Enrollment Request Source: 

Enrollment Request Action: 

Enrollment Action Reason: 



User ID: 



ID: 0000011111 

Class Nbr: 


Refresh Previous Search Result:


Enrollment Action Range

From Date:  

End Date:  


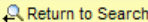
Last Update Range

From DateTime: 

Thru DateTime: 

Enrollment List Customize | Find | View All | First 1 of 1 Last

Fields 1-7	Fields 8-11	Fields 12-19	Fields 20-25	Fields 26-30	Fields 31-35	Fields 36-40	Fields 41-44
User ID	ID	Term	Class Nbr	Subject Area	Catalog Nbr	Academic Career	
1							

4. Enter the **Academic Career, Term** and the student's **ID**.
5. Click on any of the ten tabs to view data pertaining to each class enrollment action for the student selected.
6. Click on the *Fields 47-48* tab to specifically view override options.