

Student Records Assign & Maintain Enrollment Appointments

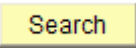
Overview

This process will show how to assign and maintain Enrollment Appointments for students.

- Enrollment appointments enable you to manage and prioritize class enrollment processing for your students.
- You have the flexibility to assign enrollment appointments in mass through a process that you can run multiple times within the same term (Batch Process) or to assign enrollment appointments on a student-by-student basis.
- Make sure the student has been term activated for the term in which you are scheduling the appointment.

Steps

Assigning & Maintaining Enrollment Appointment for Individual Students

1. Navigate to: **Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment.**
2. Enter the student's **ID.**
3. Enter **Academic Career.**
4. Enter **Academic Institution.**
5. Enter **Term.**
6. Click .

Student Records

Assign & Maintain Enrollment Appointments

Student Enrollment Appointment

Ima Student 0000011111
Academic Career: Undergraduate IUPUI
Term: Fall 2008

Session Limits Find | View All First 1 of 1 Last

*Session: 1 Regular Academic Session

Only Use Term Limits

Override Maximum Units

Max Total Units: Max No GPA Units:
Max Audit Units: Max Wait List Units:
Max Total Courses:

Enrollment Appointments Find | View All First 1 of 1 Last

*Appt Block	*Appt Nbr	Start Date	Start Time	End Date	End Time	Find Appointment
UGRDB3	0100	03/25/2008	10:00AM	03/28/2008	11:59PM	

Select Limits for Appointment

Use Program Term/Session Limit

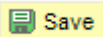
Use Appointment Limit ID Limit ID:

Set Maximum Units Max Total Units: Max No GPA Units:
Max Audit Units: Max Wait List Units:

Validation Appointments Find | View All First 1 of 1 Last

*Appt Block	*Appt Nbr	Start Date	Start Time	End Date	End Time	Find Appointment
<input type="text"/>	<input type="text"/>					

Save Return to Search

7. Enter **Session**.
8. Select **Only Use Term Limits**.
9. Do **not** select **Override Maximum Units**.
10. Enter **Appt Nbr**. Select the appointment number of the appointment to be assigned to the student. The system will display start/end dates/times to the appointment as well as the unit maximums associated with the enrollment appointment and the student's academic load. If you do not know the **Appt Nbr**, select the [Find Appointment](#) link.
11. Leave all the Units Limits fields blank.
12. Click .