

Student Records

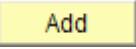


Assign Sticking Codes (Repeat Checking)

Overview

This process will show how to manually assign repeat codes. This is typically done by Registrar staff.

Steps

Assign Sticking Codes

1. Navigate to: **Home > 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  to create a new enrollment request.
7. In the ***Action** field, select **Normal Maintenance**.
8. In the **Action Reason** field, select **EXRP**.
9. Click  next to the **Class Nbr** field. You will be taken to the *Enrollment Listing* page for the appropriate term.
10. Locate the class whose repeat code is to be changed and click the check box next to it. You will return to the *Enrollment Request* page.
11. In the **Repeat Code** field, select the correct value.
12. Click  near the top of the page.
13. You should receive a **"Success"** message indicating that the change has been made.