

Add a Class to a Student's Schedule

Use this handout to add classes to a student's schedule by overriding the necessary restrictions (e.g., units taken, prerequisites, class limit, time conflict, etc.).

1. In the left-hand *Menu*, go to **Student Enrollment > Enrollment Request**. Click the **Add a New Value** tab.

Note: Always use the *Add a New Value* tab to start a new override. Use the *Find an Existing Value* tab to search for transactions that you have already completed for a student.

2. On the *Enrollment Request - Add a New Value* page, complete ALL the four **required** fields:
 - **ID:** Type in the student's **8-digit ID**. If you do not know this **ID**, use the **Magnifying Glass button** (🔍) next to the **ID** field to look it up.

Example:

 - a. On the *Look Up ID* page, enter the student's last name and first name, then click **Look Up**. A link with the student information appears under *Search Results*.
 - b. Click this link. You will return to the *Enrollment Request - Add a New Value* page with the student's ID already filled in the **ID** field.
 - **Academic Career:** Type the code for the student's career (e.g., *UGRD* for Undergraduates). If you do not know the code, click the **Magnifying Glass button** (🔍) next to the **Academic Career** field, and then **Look Up** on the *Look Up Academic Career* page. The student's valid academic career(s) will appear under *Search Results*. Click the appropriate career; you will return to the *Enrollment Request - Add a New Value* page with the career already filled in.
 - **Academic Institution:** Retain the default value of **UMAMH**.
 - **Term:** Type the **4-digit term code** (e.g., **1067** for Fall 2006). If you do not know the code, click the **Magnifying Glass button** (🔍) next to the **Term** field, and then **Look Up** on the *Look Up Term* page. The student's valid term codes and descriptions will appear under *Search*

Results. Click the appropriate term; you will return to the *Enrollment Request - Add a New Value* page with the term code already filled in.

TIP: On the *Enrollment Request – Add a New Value* page, pay attention to the order in which you fill in the required fields. You must enter an **Academic Career** before you can enter or look up a **Term**. Otherwise, you may get an error.

The same principle applies elsewhere in SPIRE. On pages that prompt you for the *Academic Career* and the *Term*, make sure you fill in both, starting with the career. Performing these steps out of order may give you an error.

3. Click . The *Enrollment Request* page opens as below.

Enrollment Request

Becomes a unique number once you submit your *Enrollment Request*. Use this number to contact the Registrar's Office.

U. of Massachusetts Amherst

Undergraduate (general) Fall 2006

Enrollment Request ID: 0000000000 Status: Pending

User ID: AWBAK [Operator Enrollment Access](#)

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

Sequence Nbr: 1 Pending

*Action: Action Reason:

Override Action Date Action Date:

Wait List Okay

Select **Enroll** to add a class to a student's schedule

Class Nbr:

Type the **5-digit Class Nbr**, or use the **Magnifying Glass button** (🔍). See Step 5.

Related Class 1:

Related Class 2:

Start Date:

Instructor ID:

Repeat Code:

Override

Grading Basis:

Units Taken:

Designation:

Take Requirement Designation RD Grade:

Permission Nbr:

Grade Input:

Course Count:

Additional Overrides

Appointment Career Class Limit Class Links

Requisites Service Indicator Time Conflict Unit Load

Drop This Class if Enrolled:

See Step 6 for entering overrides.

Click **Submit** when you have entered all necessary information for a class on this page.

4. From the *Action* drop-down list, select **Enroll**.
5. In the *Class Nbr* field, enter the **5-digit Class Number**, or use the **Magnifying Glass button** (🔍) to look it up.

TIP: The *Magnifying Glass* button brings you to the *Schedule of Classes*.

1. On the *Search Schedule of Classes – Select Criteria* page, enter at least two search criteria, then click **Search**. The *Search Results* page opens.
2. On the *Search Results* page, click **Select Class** next to the class you wish to add to the student's schedule. You will return to the *Enrollment Request* page with the *Class Number* already filled in the *Class Nbr* field.

6. Before you finalize the add, choose one or more of the following:

- **Place the student on the class waitlist:** Select **Wait List Okay** when (a) the class is full, and (b) the class has a waitlist available in SPIRE.
Note: You cannot add a student to a class waitlist after the first day of classes. Encourage the student to see the instructor on the first class meeting. If the instructor agrees, you can later override the class capacity to add the student to the class
- **Fill in the Related Class 1/ Related Class 2 fields for multi-component classes:** If the class has multiple components (e.g., discussions or labs), in the *Related Class 1* and *Related Class 2* fields, enter the **5-digit Class Numbers** for these sessions. If you do not know this, use the **Magnifying Glass** button (🔍). The *Look Up Related Class 1* page opens listing all the available discussion or lab sessions. Click a related class to select it; you will return to the *Enrollment Request* page with the *Class Number* already filled in the *Related Class 1* field.
Note: The *Related Class 2* field is used when the class you are adding has more than one type of related components. Click the **Magnifying Glass** button (🔍) next to the *Related Class 2* field. If the related class list on the *Look Up Related Class 2* page is the same as the on the *Look Up Related Class 1* page, you only need to fill out the *Related Class 1* field.
- **Add an instructor ID for an independent study:** Students can select any available instructors assigned to an independent study. In the *Instructor ID* field, enter the instructor's **8-digit SPIRE ID**, or use the **Magnifying Glass** button (🔍) to look it up.
Note: If this field is grayed out, the class is not set up to accept the instructor ID on this page.
- **Select a different grading basis:** If the student wants to take the class using a grading basis other than the default, click the **Magnifying Glass** button (🔍) next to the *Grading Basis* field. On the *Look Up Grading Basis* page, select a new grading basis.
- **Change the number of credits for a variable-credit class:** If the class is a variable-credit class, in the *Units Taken* field, change the number of credits to the amount the student wishes to take. If the class is not a variable-credit class, the *Units Taken* field will be grayed out.
Note: Do NOT select the *Override Units Taken* check box, just change the number in the *Units Taken* field. Otherwise, the system will not work as expected.
- **Override instructor or department consent:** Simply select the **Permission Nbr:** check box.

7. To override more class restrictions, go to the *Additional Overrides* section (lower part of the page):

- **Override various requisites:** Select the *Requisites* check box to override the pre-requisites, co-requisites, post-requisites, or other conditions the student needs to fulfill to be eligible to enroll in the class. For example, if the class is open only to *Anthropology* majors, you can select this check box to enroll a student who is not an *Anthropology* major.

Override		<input type="checkbox"/> Grading Basis: <input type="text" value="LET"/> Letter-Grading for Undergraduate Students	Grade Input: <input type="text"/>
<input type="checkbox"/> Units Taken: <input type="text" value="1.00"/>	<input type="checkbox"/> Designation: <input type="text"/>	<input type="checkbox"/> Take Requirement Designation	Course Count: <input type="text" value="1.00"/>
<input type="checkbox"/> Permission Nbr: <input type="text"/>	RD Grade: <input type="text"/>		
Additional Overrides		<input type="checkbox"/> Appointment	<input type="checkbox"/> Career
<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Class Limit	<input type="checkbox"/> Class Links
		<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Unit Load

- **Override class limit:** Select the **Class Limit** check box to override the class capacity if a class is full.
- **Override Time Conflict:** Select the **Time Conflict** check box to enroll a student in a class that has time conflict with another class the student is enrolled in.
Note: You can only override the time conflict between the two classes that are both offered in your department. Otherwise, refer the student to the Registrar's Office.

TIP: Use caution when overriding time conflicts. Consider not only the actual time conflict, but also the distance between the class locations, etc.

- If you wish to add another class to the student's schedule (or perform an additional transaction), click the **Plus button** () to add another row. Repeat Steps 4 through 7.
- To submit your enrollment request, click . Check the *Status* of the entire enrollment request at the top of the page.

Status	Meaning/Notes
<i>Success</i>	All class enrollments were successful.
<i>Success/Messages</i>	All class enrollments were successful, but there are messages regarding one or more enrollments. Use the blue navigation bar to scroll through the class enrollments to find the one(s) with messages.
<i>Errors Found</i>	One or more of the class enrollments had errors. Use the blue navigation bar to scroll through the class enrollments to find the one(s) with errors. The classes with errors have <i>Errors</i> listed to the right of the <i>Sequence Nbr.</i>

Note: When you submit multiple enrollment requests, the global *Status* to the left of *Submit* button may show *Errors Found* if any one of the enrollment transactions failed to meet all the class requirements. Use the *blue navigation bar* to locate the status of each transaction. Scroll down to the bottom of the page to view any messages or errors under *Error Messages*. Correct the errors, or leave the enrollment request as-is without putting the student into the class(es).

TIP: When you complete an enrollment request, SPIRE generates a unique *Enrollment Request ID* for the transaction, located to the left of the global *Status* at the top of the *Enrollment Request* page. Use this number as an identifier when you contact the Registrar's Office for any questions relating to this enrollment request.