


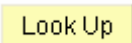

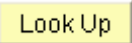
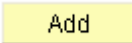





## Use Normal Maintenance

Use this handout to change the grading basis, instructor ID, or units taken for a class that is already on the student's schedule.

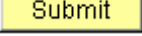
1. In the left-hand *Menu*, go to **Student Enrollment > Enrollment Request**. Click the **Add a New Value** tab.
2. On the *Enrollment Request - Add a New Value* page, complete ALL the four **required** fields:
  - **ID:** Type in the student's **8-digit ID**. If you do not know this **ID**, use the **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  . 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  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  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.
3. Click  . The *Enrollment Request* page opens.
4. From the *Action* drop-down list, select **Normal Maintenance**.
5. In the *Class Nbr* field, enter the 5-digit *Class Number*, or use the **Magnifying Glass button** (  ) to retrieve it from the student's schedule. On the student's *Enrollment Listing*, click **Select Class** next to the class for which the student wishes to change the *Instructor*, *Grading Basis* or *Units*.
6. Follow the instructions below to change the *Instructor ID*, *Grading Basis*, or *Units Taken*:
  - **To change the Instructor ID for an independent study:** In the *Instructor ID* field, enter in the 8-digit **Instructor ID**, or look it up using the **Magnifying Glass button** (  ).  
**Note:** If this field is grayed out, the class is not set up to accept the *Instructor ID* on this page.
  - **To change the Grading Basis for a class:** If the student wishes to take the class using a grading basis other than the default, click the **Magnifying Glass button** (  ) next to the *Grading Basis* field, select the new grading basis from the *Search Results* on the *Look Up*

*Grading Basis* page. For example, when undergraduate students take a graduate class, they can request to take the class with a *Pass/Fail* grading basis rather than *Letter Grading*.

- **To change the Units Taken for a variable-credit class:** In the *Units Taken* field, enter the number of credits the student wishes to take. If the class is not a variable-credit class, the field is grayed out.

6. When all the information for the classes has been updated, click  and then check the *Status* of the entire enrollment request.

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 enrollment. 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.

**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 the status of each enrollment transaction to locate the error transaction.

Scroll down to the bottom of the page to view any messages or errors under *Error Messages* section. Correct the errors, or leave the enrollment request without putting the student in the class(es).

**TIP:** When you complete an enrollment request, SPIRE generates a unique *Enrollment Request ID* for that transaction, which is located to the left of the global *Status* on 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 that specific enrollment request.