Add a Class to a Student’s Schedule

Use this procedure to add classes to a student’s schedule by overriding units taken, requisites, closed classes, time conflicts, and other enrollment restrictions. Please Note: You can add (but not drop or swap) classes for one more day after the Add/Drop period officially ends.

1. In the SPIRE Menu, go to Student Enrollment > Enrollment Request.
2. On the Enrollment Request page, click the Add a New Value tab.

**Note:** Always use the Add a New Value tab to create a new ‘transaction’. Use the Find an Existing Value tab to search for transactions that you have already completed for a student.
3. On the Enrollment Request - Add a New Value page, complete ALL of the four required fields:

- **ID:** Type in the student’s 8-digit ID. If you do not know this ID, look it up using the Magnifying Glass button (🔍).
  
  *Example:* 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 the Search Results on the same page. Click the link to return to the Enrollment Request - Add a New Value page (the ID will automatically be filled in.)

- **Academic Career:** Type the code for the student’s career (e.g., UGRD for Undergraduate). 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 the Search Results on the same page. Click the appropriate student career to fill out the Academic Career field back on the Enrollment Request - Add a New Value page.

- **Academic Institution:** Retain the default value (UMAMH.)

- **Term:** Type the code for the term (e.g., 1117 for Fall 2011). If you do not know this code, click the Magnifying Glass button (🔍) next to the Term field, then .
  
  All the terms for which the student has been active will appear under Search Results on the same page. Click the appropriate term to fill out the Term field back on the Enrollment Request - Add a New Value page.

**TIP:** The Enrollment Request – Add a New Value page in SPIRE uses interdependent values. This means that filling out the fields out of order will give you an error message if you need to use the Magnifying Glass buttons on this page. To avoid getting an error, always fill these fields out in their displayed order.
4. Click Add. The Enrollment Request page opens.

5. From the Action drop-down list, select Enroll.

6. In the Class Nbr field, enter the 5-digit Class Number, or look it up using the Magnifying Glass button. See Step 6 below.

TIP: The Magnifying Glass button takes you to the Schedule of Classes. Locate a class using the search criteria on the Select Criteria page. On the Search Results page, click Select Class next to a class entry to start the override process. You will return to the Enrollment Request page.
Below are restrictions and special requirements listed in their display order on the Enrollment Request page. You can edit or override them to add classes to students’ schedules.

- **To place the student on a SPIRE waitlist:** Select \(\checkmark\) Wait List Okay if (a) the class is full, and (b) the class has an available waitlist in SPIRE. 
  
  **Note:** You cannot waitlist students after the first day of classes. Once the semester starts, encourage students to contact the instructor directly.

- **To add a class with multiple components:** If the class you are adding has multiple components (e.g., discussions or labs), you need to enter the Class Number for each related component in the Related Class 1 and Related Class 2 fields. If you do not know these numbers, click the Magnifying Glass button (🔍) next to the Related Class 1 field. The Look Up Related Class 1 page opens with the valid discussion or lab sections. Click the component of your choice to select it. 
  
  **Note:** Use the Related Class 2 field only when the class you wish to add has more than one type of related components. Also, be aware that the Look Up Related Class pages do not indicate if the related classes are open, closed, or waitlisted.

- **To add an instructor’s ID to an independent study:** Students can select an available instructor to be assigned to an independent study. In the Instructor ID field, enter the instructor’s 8-digit ID, or look it up using the Magnifying Glass button (🔍) next to the field. 
  
  **Note:** If this field is grayed out, the class is not set up to accept instructor IDs. Contact the Scheduling Office for more information.

- **To 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.

- **To change the units taken (i.e., number of credits) for a variable-credit class:** If the class is a variable-credit class, change the number in the Units Taken field to the amount the student wishes to take. If the class is not a variable-credit class, the field will be grayed out. 
  
  **Note:** Do not select the Override Units Taken check box, but just change the number in the Units Taken field. Otherwise, the system won’t work as expected.

- **Permission Nbr:** Select the Permission Nbr check box to override instructor or department consent required.
7. Use the Additional Overrides in the Additional Overrides section to override more class restrictions.

Typical SPIRE B level overrides done by academic department staff include the following:

- **To override various requisites:** Select the *Requisites* check box to override prerequisites, corequisites, postrequisites, or other conditions the student needs to fulfill to be eligible to enroll in a class.

- **To override Closed Class:** Select the *Closed Class* check box to override the class capacity if a class is full.

- **To override Time Conflict:** Select the *Time Conflict* check box to enroll a student in a class that has a time conflict with another class the student is already enrolled in. **Note:** You can only override time conflicts between classes offered by your department. Otherwise, you must refer the student to the Registrar’s Office.

- SPIRE B academic department staff do not override: Appointment, Career, Class Links, Service Indicator, Unit Load, or Dynamic Dates.

8. Use the Plus button (➕) button to add new rows for additional class enrollments for the same student, and then repeat steps 4 through 7.

9. To submit your request, click Submit. Check the Status of the entire enrollment request at the top of the page.

<table>
<thead>
<tr>
<th>Status</th>
<th>Meaning/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success</td>
<td>All class enrollments were successful.</td>
</tr>
<tr>
<td>Success/Messages</td>
<td>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.</td>
</tr>
<tr>
<td>Errors Found</td>
<td>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 will have the Status of Errors to the right of the Sequence Nbr.</td>
</tr>
</tbody>
</table>
Note: When you submit multiple enrollment requests, the global Status to the left of the Submit button may show Errors Found if any one of the enrollment transactions fails. Use the blue navigation bar to check the status of each enrollment transaction to locate the error.

Scroll down to the bottom of the page to view any messages or errors in the 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, 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 with questions about this transaction.