Use Normal Maintenance

Use this procedure to change the grading basis, instructor ID, or units taken for classes that students have already registered for.

1. In the SPIRE Menu, go to Student Enrollment > Enrollment Request.
2. On the Enrollment Request - Add a New Value page, complete ALL of the four required fields.
3. Click the Add button. 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 of the class you wish to ‘maintain’. Otherwise, click the Magnifying Glass button (🔍) to access the student’s current class schedule.
6. The following maintenance actions are available:
   - To change the Instructor ID for an independent study: In the Instructor ID field, enter 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 instructor IDs on this page. Contact the Scheduling Office for more information.
   - 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, then select the new grading basis from the Search Results area. 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, this field is grayed out.

7. To submit your request, click the Submit button and then check the Status of the entire enrollment request.

<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 enrollment. 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.</td>
</tr>
</tbody>
</table>

**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.