

## Add a Class to a Student's Schedule


Use this procedure to add classes to a student's schedule by overriding units taken, prerequisites, 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.


The screenshot shows the 'Enrollment Request' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs are four input fields: 'ID:', 'Academic Career:', 'Academic Institution:', and 'Term:'. The 'Academic Institution' field contains the text 'UMAMF'. Each field has a magnifying glass icon to its right. A callout box with a bracket groups these four fields and contains the text 'Complete ALL 4 fields.' Below the fields is a yellow 'Add' button. A callout box points to this button with the text 'Click Add to add new enrollment transactions. See Step 3 below.' At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

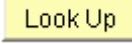
**Note:** Always use the *Add a New Value* tab to create a new 'transaction'. Use the *Find an Existing Value* tab to search for transactions that you have already completed for a student.


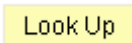
3. On the *Enrollment Request - Add a New Value* page, complete ALL of the four **required** fields:

- **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  . 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.

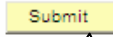
**TIP:** The *Enrollment Request – Add a New Value* page in SPIRE uses interdependent values. This means that filling out the fields out of order will give you an error message if you need to use the **Magnifying Glass** buttons on this page. To avoid getting an error, always fill these fields out in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

4. Click  . The *Enrollment Request* page opens.

## Enrollment Request

Ginger Student  
Undergraduate



U. of Massachusetts Amherst  
Fall 2009

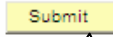
Enrollment Request ID: 0000000000      Status: Pending      


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







**Enrollment Request Details**      Find | View

Sequence Nbr: 1      Pending





\*Action:        Action Reason:    
 Override Action Date      Action Date:   
 Wait List Okay

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

Class Nbr:        Select an *Action* based on your enrollment type.


Related Class 1:        Type the 5-digit *Class Nbr*, or look it up using the *Magnifying Glass* button (  ). See Step 6 below.  
 Related Class 2:    
 Start Date:    
 Instructor ID:    
 Repeat Code:  


Override      See Steps 6 & 7 for entering overrides.

Grading Basis:        Grade Input:    
 Units Taken:       Course Count:   
 Designation:         Take Requirement Designation      RD Grade:    
 Permission Nbr:

**Additional Overrides**

<input type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Class Links
<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Unit Load
<input type="checkbox"/> Dynamic Dates			

Drop This Class if Enrolled:  

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 (  ).

**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  **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.

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="3.00"/>				Course Count:	<input type="text" value="1.00"/>
<input type="checkbox"/>	Designation:	<input type="text"/>				RD Grade:	<input type="text"/>
<input type="checkbox"/>	Permission Nbr:	<input type="text"/>					
<input type="checkbox"/>	Take Requirement Designation						
<b>Additional Overrides</b>	<input type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Class Links			
	<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Unit Load			
	<input type="checkbox"/> Dynamic Dates						

7. Use the Additional Overrides in the Additional Overrides section to override more class restrictions.

The screenshot shows a form titled 'Override' with several sections. The 'Additional Overrides' section is highlighted with a blue border and contains the following checkboxes: Appointment, Requisites (circled in red), Dynamic Dates, Career, Service Indicator, Closed Class (circled in red), Time Conflict (circled in red), Class Links, and Unit Load. Above this section, there are input fields for 'Grading Basis' (set to 'LET'), 'Units Taken' (set to '3.00'), 'Designation', 'Permission Nbr', 'Grade Input', 'Course Count' (set to '1.00'), and 'RD Grade'.

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.

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 will have the <i>Status</i> of Errors to the right of the <i>Sequence Nbr.</i>

**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.