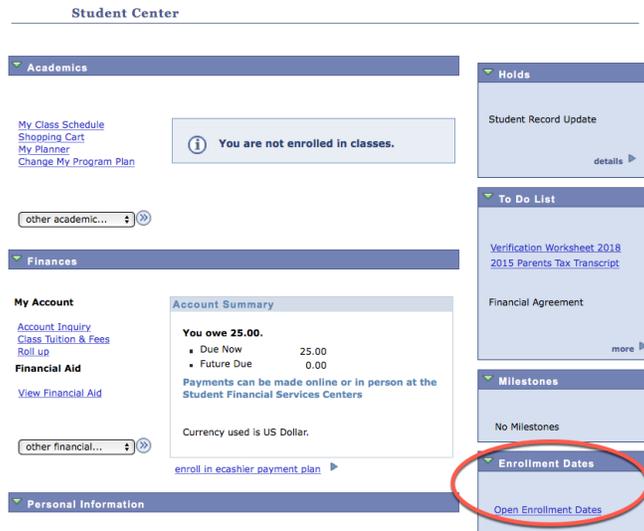


Enrollment appointments tell a student when they can enroll. Most students are assigned the open enrollment dates through a batch process, but you may have to assign the appointment manually. You can determine if a student has an enrollment appointment by looking at the Enrollment Dates section in the Student Services Center. If the student does not have a specific enrollment appointment, the dates for open enrollment will show in this section. NOTE: Once open enrollment begins students do not need an appointment to enroll in classes.



Certain populations of students are eligible to receive priority enrollment appointments. Athletes and veterans should be assigned PRI 1 appointments. Students with more than 45 units and Bachelor students should be assigned PRI 2 appointments. If you are working with a student in one of these categories and they do not have a priority appointment, you will need to assign it to them using the steps below.

1. Navigate to **Main Menu > Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment**. Then enter EMPL ID to search for the student.

In the search results, click on the line for the career and term you want.

Student Enrollment Appointment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with

Academic Career: =

Academic Institution: begins with FSCJ1

Term: =

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Term Alternate Key: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

ID	Academic Career	Academic Institution	Term	Short Description Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	SSN	Short Description	Last Name
Credit	FSCJ1	FSCJ1	2178	Fall 2017	Female	12/25/1999	(blank)	USA	SSN			
Credit	FSCJ1	FSCJ1	2172	Spr 2017	Female	12/25/1999	(blank)	USA	SSN			
Credit	FSCJ1	FSCJ1	2188	Fall 2016	Female	12/25/1999	(blank)	USA	SSN			

2. Click the Session magnifying glass, and select **Regular Academic Session**.

NOTE: Giving the student an appointment for the regular academic session will allow them to enroll in later sessions.

Student Enrollment Appointment

Academic Career: College Credit FSCJ1

Term: Fall 2017

Session Limits Find | View All First 1 of 1 Last

*Session: 1 Regular Academic Session

Only Use Term Limits

Override Maximum Units

Max Total Units: Max No GPA Units:

Max Audit Units: Max Wait List Units:

Max Total Courses:

Enrollment Appointments Find | View All First 1 of 1 Last

*Appt Block *Appt Nbr Start Date Start Time End Date End Time [Find Appointment](#)

Select Limits for Appointment

Use Program Term/Session Limit

Use Appointment Limit ID Limit ID:

Set Maximum Units

Max Total Units: Max No GPA Units:

Max Audit Units: Max Wait List Units:

Include Wait List in Total:

3. In the Enrollment Appointments section, click the **Find Appointment** link.

Student Enrollment Appointment

Academic Career: College Credit FSCJ1
Term: Fall 2017

Session Limits Find | View All First 1 of 1 Last

*Session: 1 Regular Academic Session

Only Use Term Limits
 Override Maximum Units

Max Total Units: Max No GPA Units:
Max Audit Units: Max Wait List Units:
Max Total Courses:

Enrollment Appointments Find | View All First 1 of 1 Last

*Appt Block	*Appt Nbr	Start Date	Start Time	End Date	End Time	Find Appointment
<input type="text"/>	Find Appointment					

Select Limits for Appointment

Use Program Term/Session Limit
 Use Appointment Limit ID Limit ID:
 Set Maximum Units

Max Total Units: Max No GPA Units:
Max Audit Units: Max Wait List Units:
Include Wait List in Total:



4. Click **Fetch Appointments**.

Student Enrollment Appointment

Search for an Appointment

Academic Career: College Credit FSCJ1
Term: Fall 2017
Session: Regular Academic Session

Appointment Start Date Appointment Start Time
Appointment End Date Appointment End Time
Appointment Block

[Return](#) [Fetch Appointments](#)



5. Click **Select Appointment** next to the appointment block you want to give the student.

Remember, PRI 1 appointments are for athletes and veterans. PRI 2 appointments are for students with more than 30 units and Bachelor students.

Student Enrollment Appointment

Search for an Appointment

Academic Career: College Credit FSCJ1
 Term: Fall 2017
 Session: Regular Academic Session

Appointment Start Date [] [B] Appointment Start Time []
 Appointment End Date [] [B] Appointment End Time []
 Appointment Block [] [Q]

Fetch Appointments

Enrollment Appointments							Personalize	Find	First	1-2 of 2	Last
Appt Block	Appt Nbr	Start Date	Start Time	End Date	End Time						
PRI 1	0001	04/26/2017	7:00AM	05/01/2017	6:59AM						Select Appointment
PRI 2	0001	04/27/2017	7:00AM	05/01/2017	6:59AM						Select Appointment

Return

6. In the Select Limits for Appointment section, choose **Use Program Term/Session Limit**.

NOTE: This will put the registration limits that are part of the configuration of the term/session on the student's appointment.

Academic Career: College Credit FSCJ1
 Term: Fall 2017

Session Limits Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session [+ -]

Only Use Term Limits
 Override Maximum Units

Max Total Units: [] Max No GPA Units: []
 Max Audit Units: [] Max Wait List Units: []
 Max Total Courses: []

Enrollment Appointments Find | View All First 1 of 1 Last

*Appt Block	*Appt Nbr	Start Date	Start Time	End Date	End Time	Find Appointment	+ -
PRI 1	0001	04/26/2017	7:00AM	05/01/2017	6:59AM		

Select Limits for Appointment

Use Program Term/Session Limit
 Use Appointment Limit ID Limit ID: []
 Set Maximum Units

Max Total Units: [] Max No GPA Units: []
 Max Audit Units: [] Max Wait List Units: []
 Include Wait List in Total:

Validation Appointments Find | View All First 1 of 1 Last

*Appt Block	*Appt Nbr	Start Date	Start Time	End Date	End Time	Find Appointment	+ -
[]	[]						

Save Return to Search Previous in List Next in List Notify

7. Click **Save**.

Academic Career: College Credit FSCJ1
Term: Fall 2017

Session Limits Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session [+ -]

Only Use Term Limits
 Override Maximum Units

Max Total Units: Max No GPA Units:
Max Audit Units: Max Wait List Units:
Max Total Courses:

Enrollment Appointments Find | View All First 1 of 1 Last

*Appt Block	*Appt Nbr	Start Date	Start Time	End Date	End Time	Find Appointment
PRI 1	0001	04/26/2017	7:00AM	05/01/2017	6:59AM	[+ -]

Select Limits for Appointment

Use Program Term/Session Limit
 Use Appointment Limit ID Limit ID:
 Set Maximum Units

Max Total Units: Max No GPA Units:
Max Audit Units: Max Wait List Units:
Include Wait List in Total:

Validation Appointments Find | View All First 1 of 1 Last

*Appt Block	*Appt Nbr	Start Date	Start Time	End Date	End Time	Find Appointment
<input type="text"/>	<input type="text"/>					[+ -]

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]