Adding an enrollment appointment| User guide

Use this guide to enter enrollment appointments when one does not already exist for the term. It is helpful if you determine when the new appointment should be before you proceed into the page.

Enrollment appointments are assigned to students each semester to allow fair access to registration without overloading the enrollment system. Enrollment appointments control when a student can begin to register, and is also known as the registration queue.

Enrollment Appointments are assigned to all active students in a batch process, all at once. When a student is readmitted or matriculated after the queue was created, you will need to add an Enrollment Appointment manually to allow the student to register during the registration queue.

To add an **Enrollment Appointment** for a student, the student record must:

1. Be in an Active status in Student ProgramPlan
2. Be term activated for the upcoming term, with the Eligible to Enroll checkbox (Non-degree students do not need an enrollment appointment)

Instructions

1. Navigate to: **Campus Solutions** - **Records and Enrollment - Term Processing - Appointments - Student Enrollment Appointment**
2. Enter the student's ID number in the **ID** field. **Search**.
3. Click on the term for which you wish to add the appointment.
4. In the Session Limits section, enter in the appropriate **Session** code (usually Regular Academic Session).
5. In the Enrollment Appointment section, click the **Find Appointment** link.
6. Click the **Fetch Appointments** button.
7. Click on the **Select Appointment** button on the appropriate **MANUAL** row.
8. The selected appointment time now appears on the page.
9. In the Select Limits for Appointment section, select **Use Program Term/Session Limit** button.
10. Click the **Save** button.