# 

**Student Information System**

Liverpool John Moores University

**A Quick Guide to Enrolling Students on to Courses and Associated Classes**

Version 1.0, 1st July 2011

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**Note: This is not a training guide**

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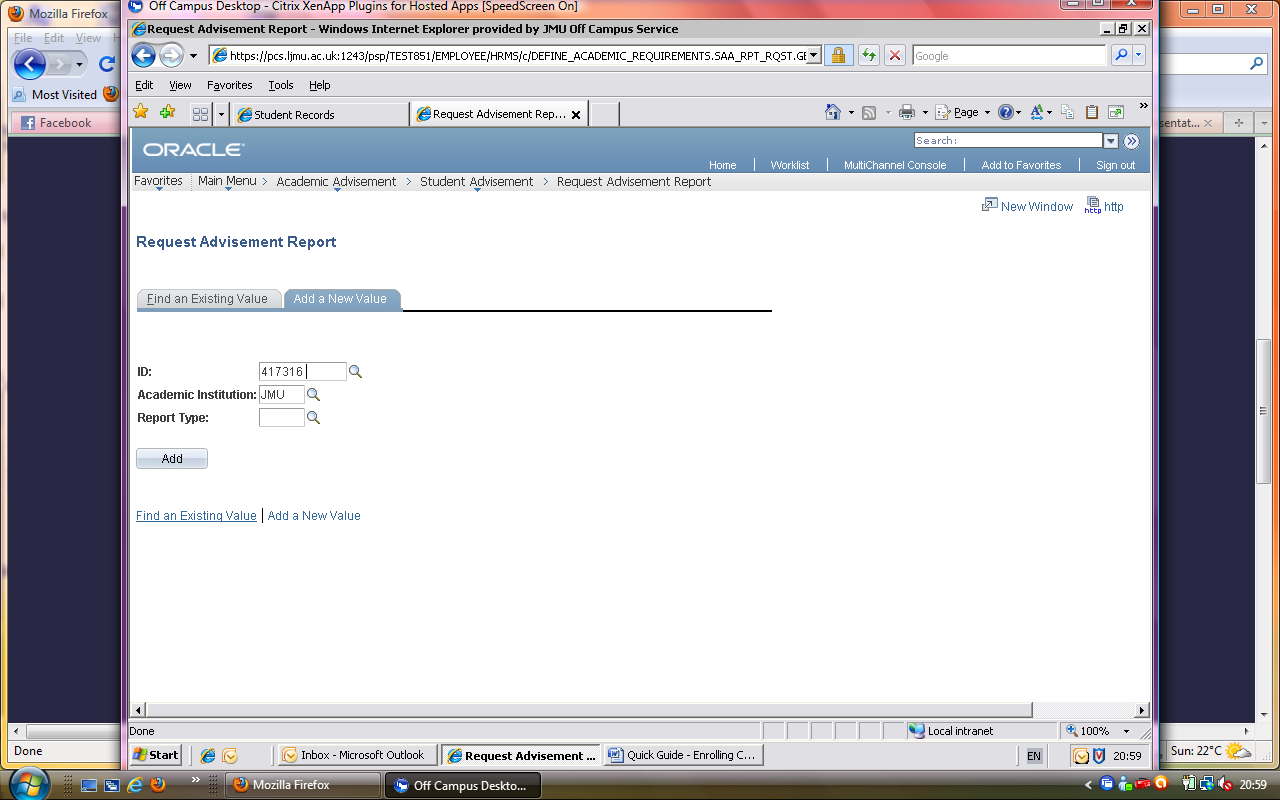
# Introduction

Although the majority of enrolments onto Classes will be processed using the Enrol by Planner functionality (see A Quick Guide to Enrolling Students on to Classes using the Planner Filler), there will be times one or two courses need to be either enrolled upon or dropped. This will usually need to happen after a Programme Change or if the students wants to change an option choice before the Module Registration Deadline date.

It advisable to always generate an Advisement report for the students current Programme and Plan in order to ensure that the classes that you are selecting to enrol on, are part of the validated programme content.

## Create the Academic Advisement Report

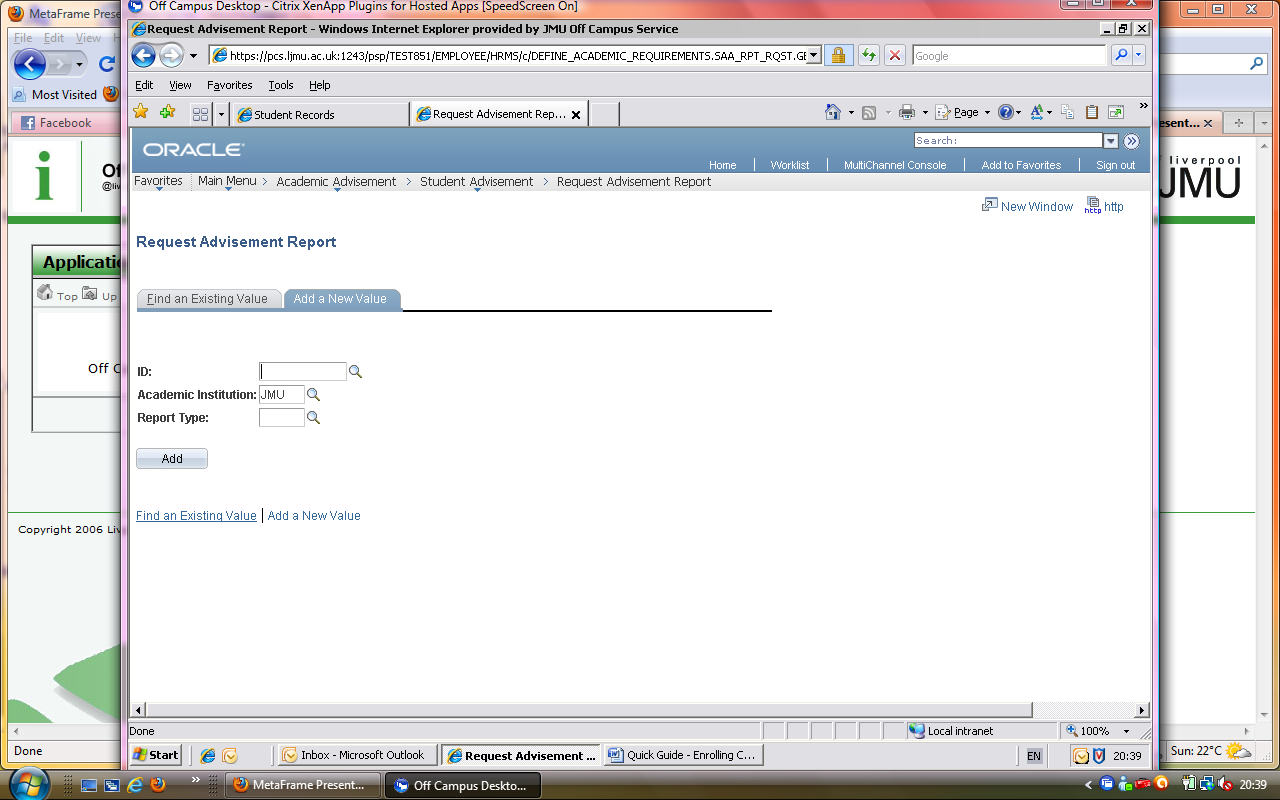
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**Navigation: Main Menu>Academic Advisement>Student Advisement>Request Advisement Report**

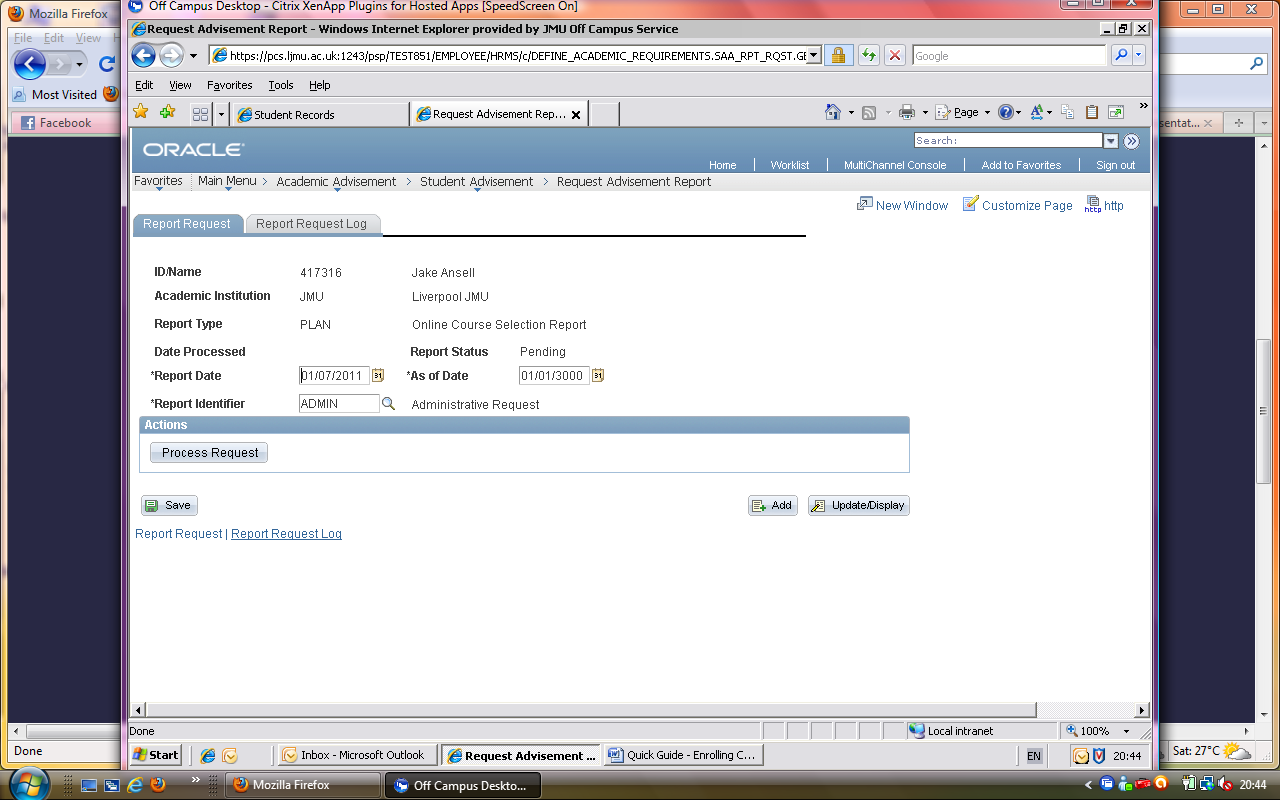
* IMPORTANT – the first step should always be to open a New Window.

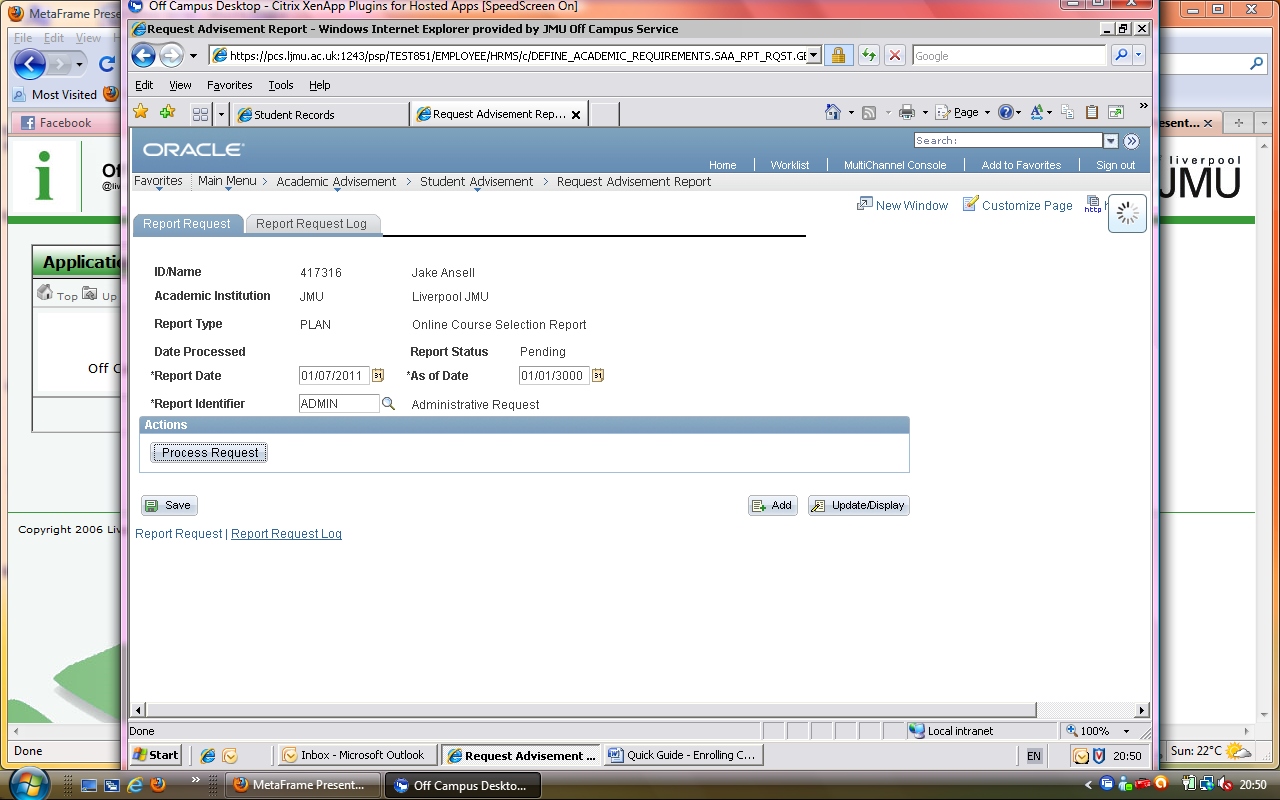
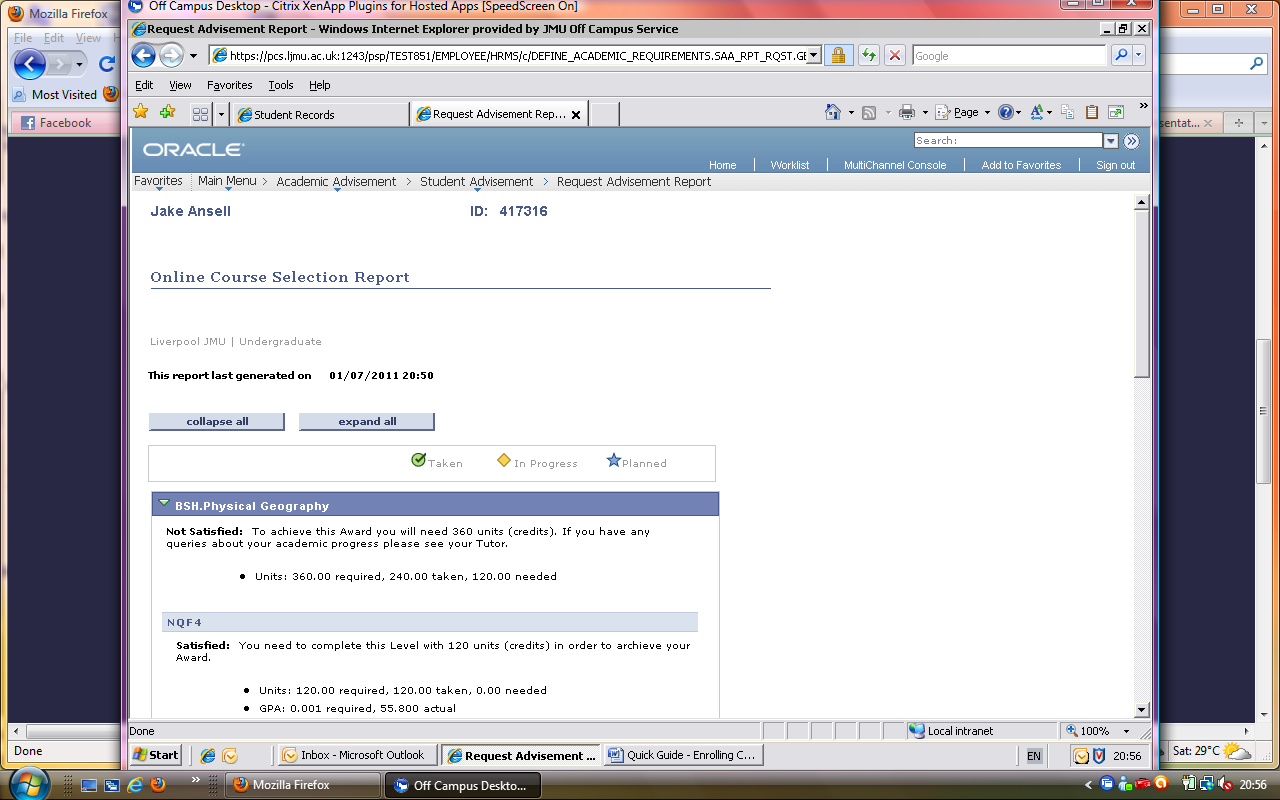
Leave both tabs (or windows), open.

* Click Add a New Value tab

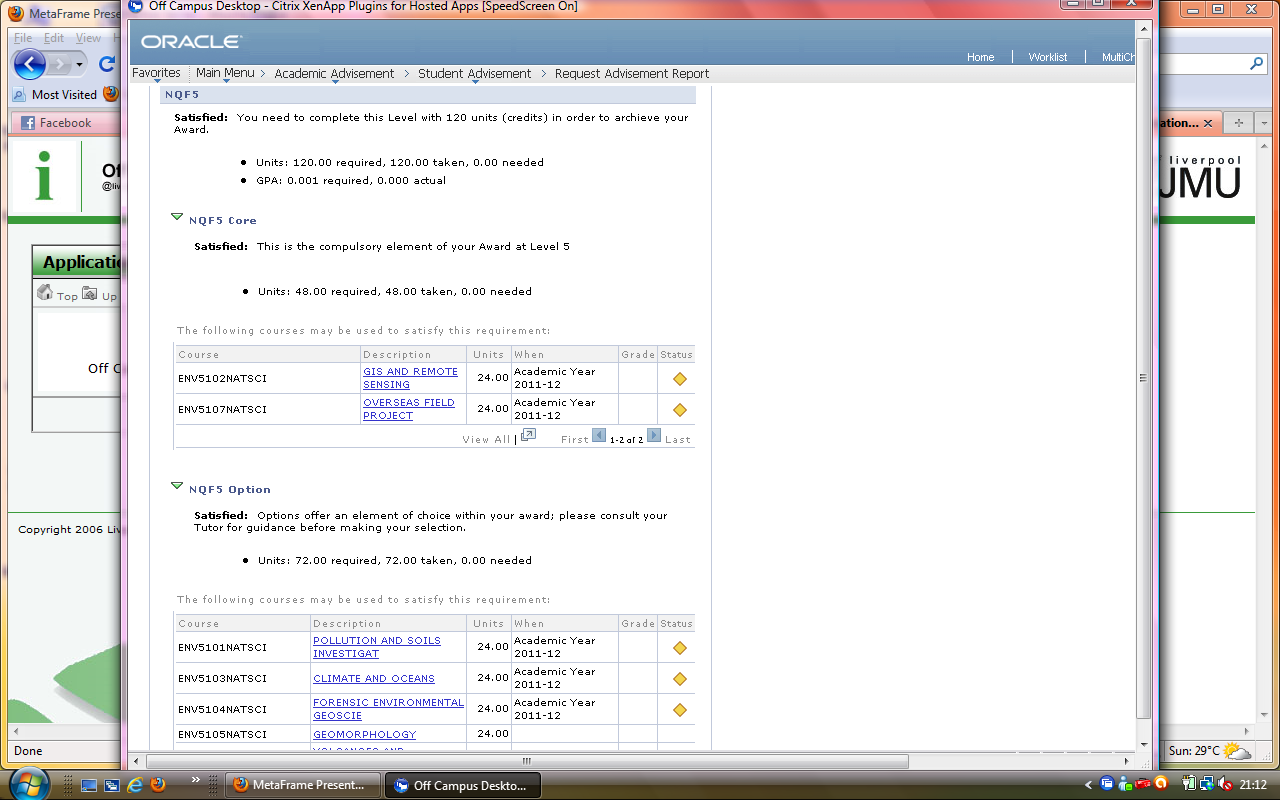


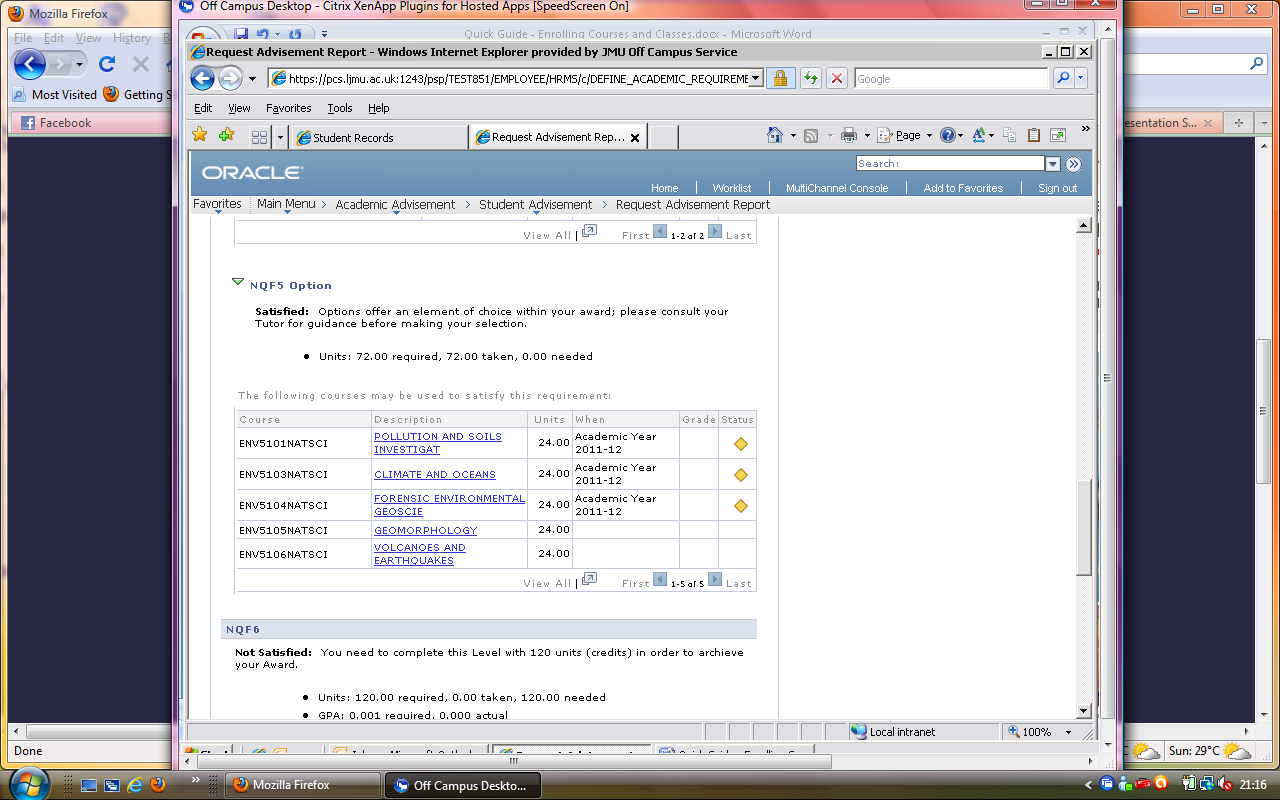
* Enter the student Id
* Enter the Academic Institution of ‘JMU’
* From the list of values, enter Report Type of ‘Plan’. Running a Planning report ensure that the courses that are currently being studied are displayed as ‘in progress’ in the report.
* Click Add. The report request form opens.



* The parameters of Report Date (which defaults in today’s date), As of Date and Report Identifier don’t need to be changed at this time.
* Click the Process Request button. The process will run automatically
* The report will also open automatically
* Click the Expand All button
* Scroll to the student’s current level of study. The current level can be identified by courses being ‘in-progress’

Note: Part time students will often be studying across 2 levels so extra care should be taken.





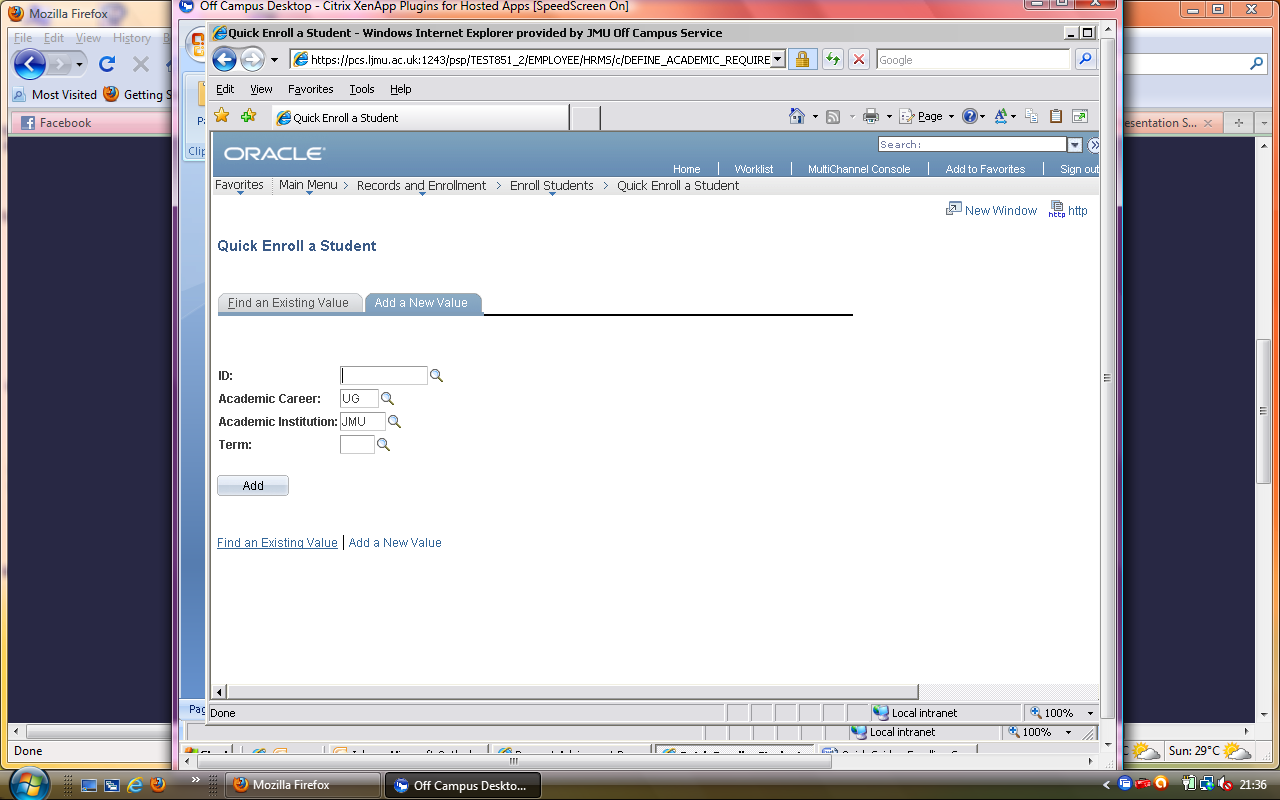
* If the level of study contains both Core and Option courses, the Cores are always displayed first and in a separate list. The options are then displayed. All the options available to study for that level, plan and programme will be displayed. The options that a student is currently enrolled on are displayed with a yellow diamond. Students are only allowed to change option selections. Core courses are mandatory!
* Leave the report open.

## Dropping Courses

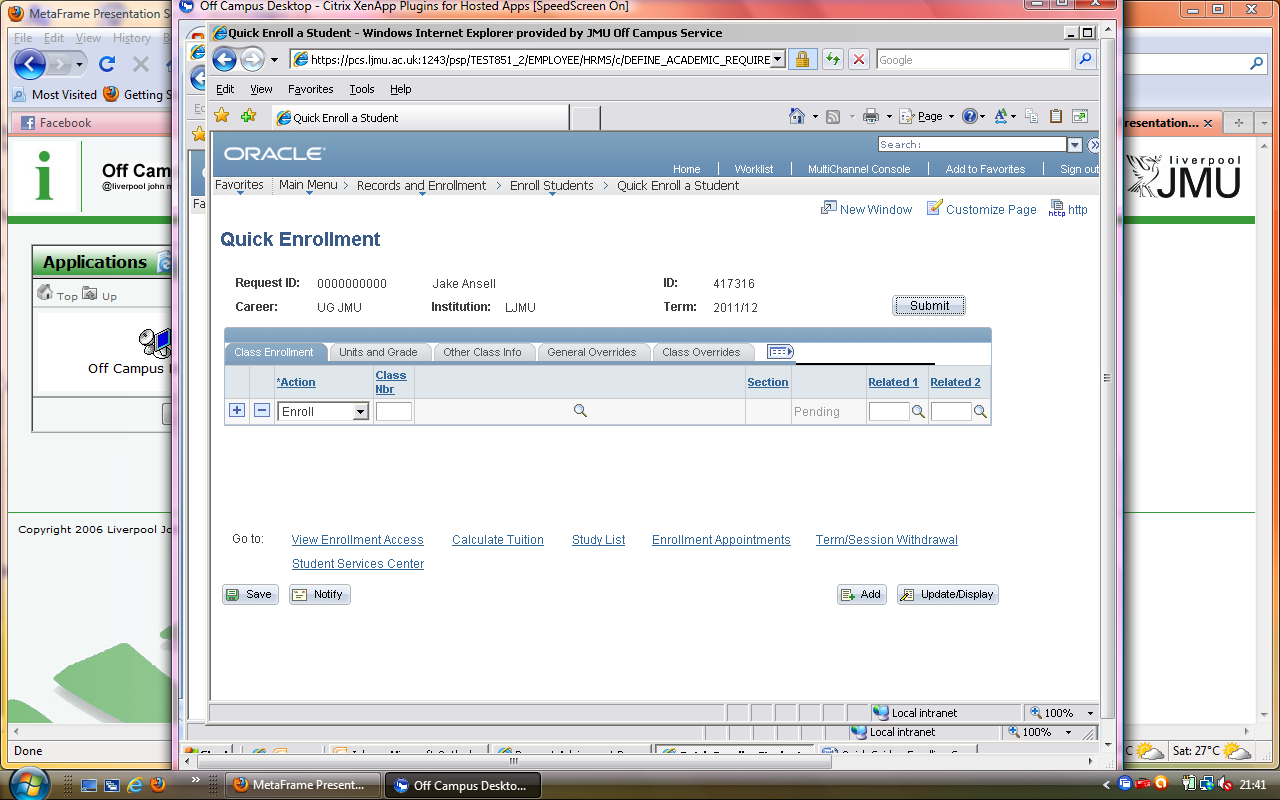
Before the new classes can be enrolled, the existing unwanted classes need to be dropped.

* Click on the internet tab that was opened earlier.

**Navigation: Main Menu>Records and Enrolment>Enrol Students>Quick Enrol a Student**



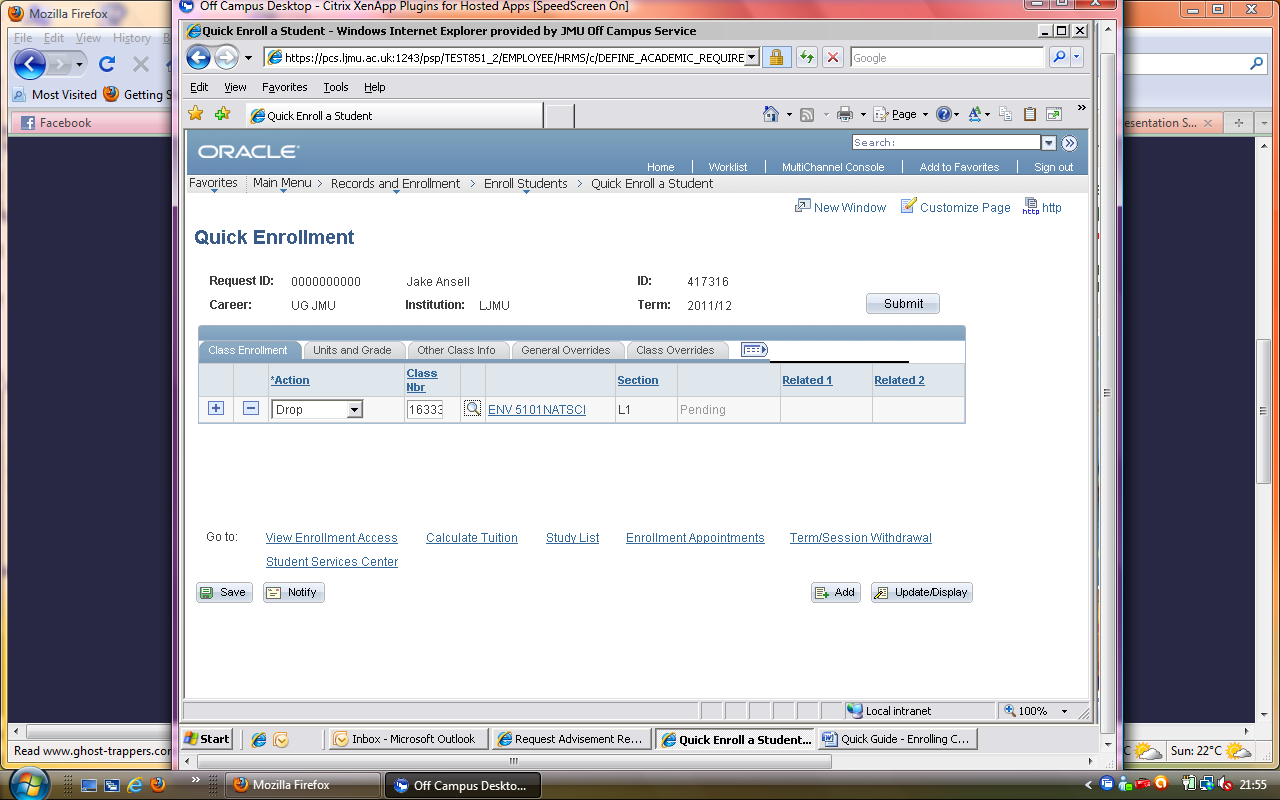
* Enter the students id
* Enter the Academic Career
* Enter the Academic Institution: JMU
* Enter the Term
* Click Add. The Enrolment form will open.

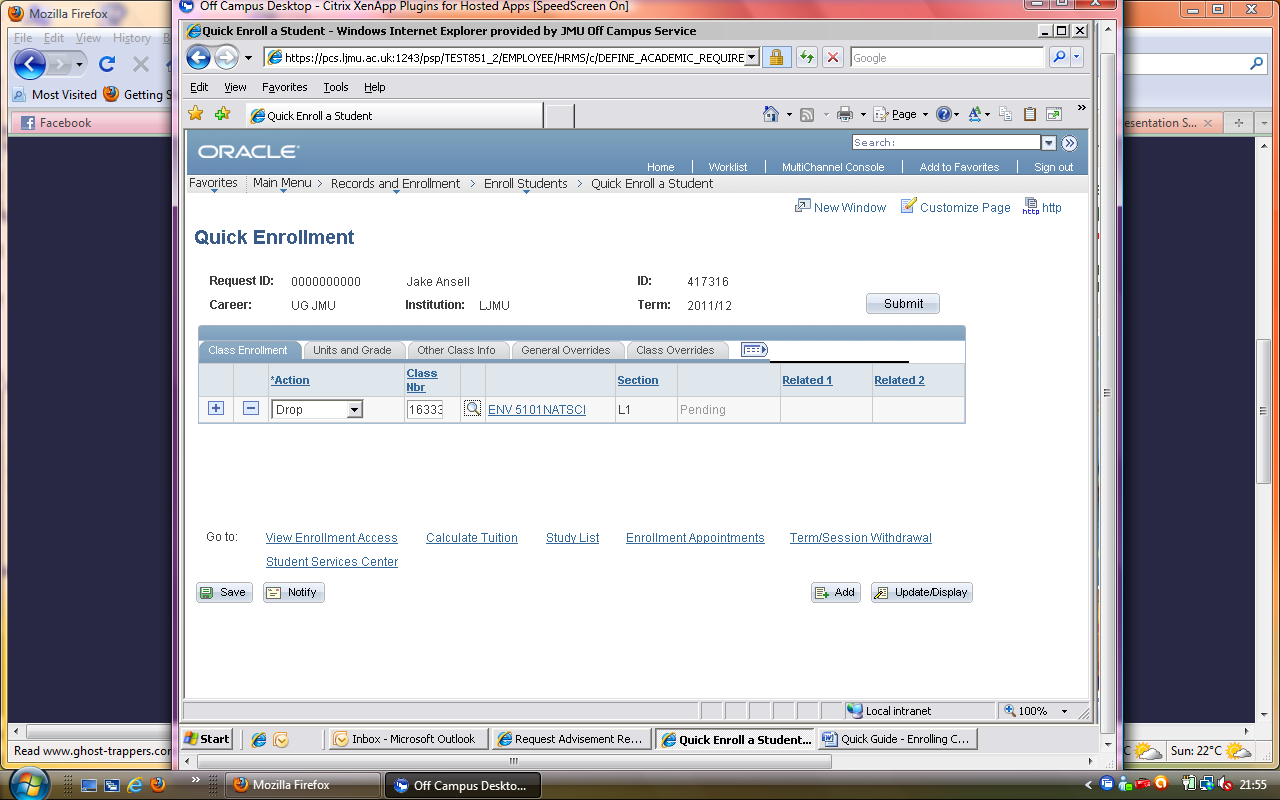


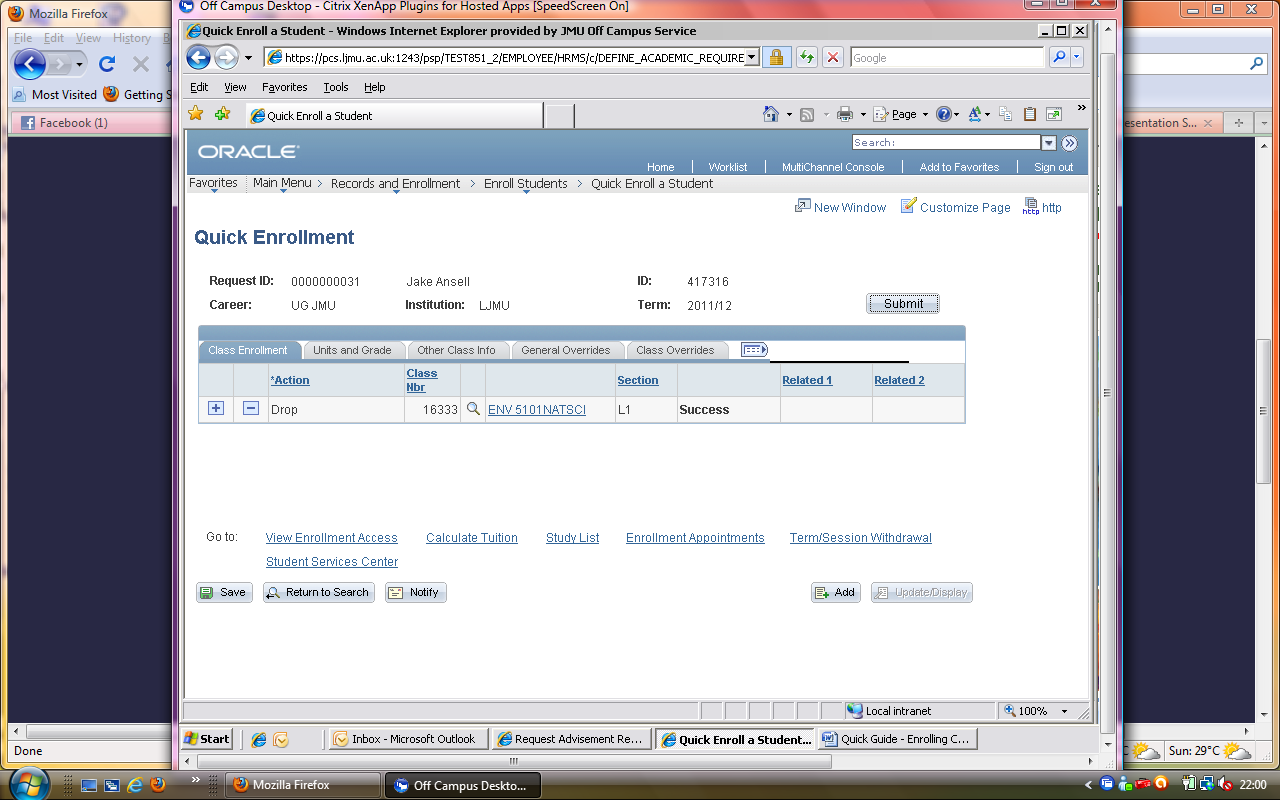
* Change the Enrolment Action to Drop from the list of values
* Click on the Search icon next to the Class number field. An enrolment summary form is displayed that shows all the classes that a student is currently enrolled on



* Click on the tick of the Class that you wish to drop. The class number field is now populated



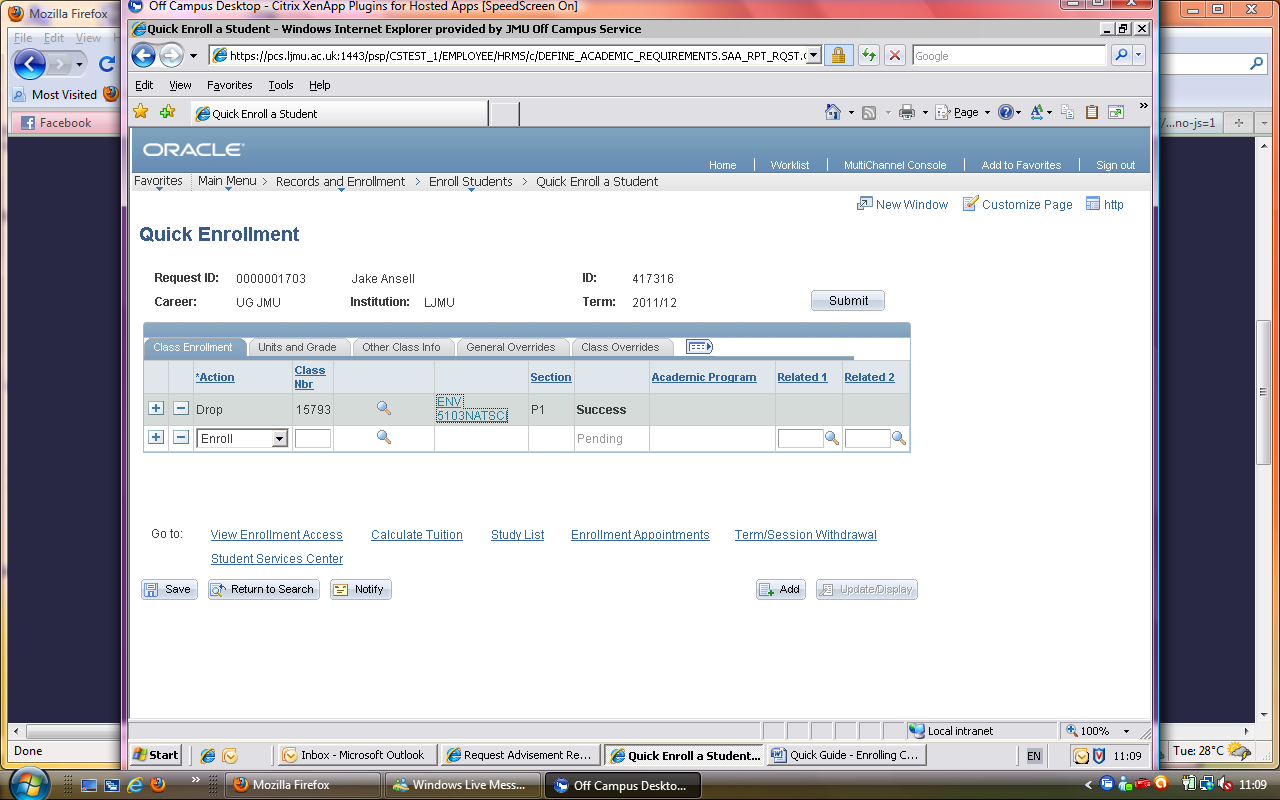
* Add another class by adding a new row. Do this for each of the classes that need to be dropped.
* Click the Submit button to run the process to drop the Classes
* The process will display success when the process has successfully dropped the required classes



## Enrolling Courses

This part of the process continues immediately after dropping courses. There is no requirement to change screens. You will however still need the Advisement Planning Report

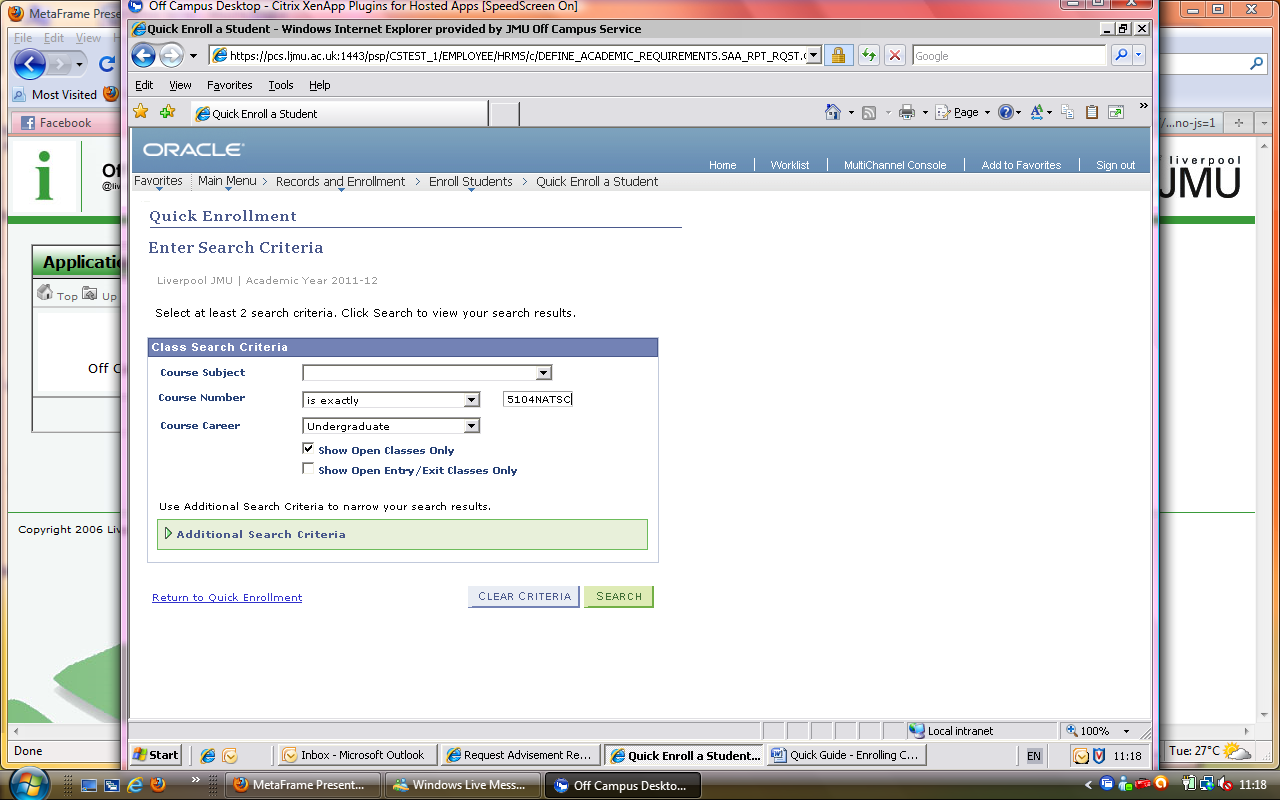
* Add a new Row on the enrolment screen.
* Don’t change the Enrolment Action. Keep the value at ‘Enrol’



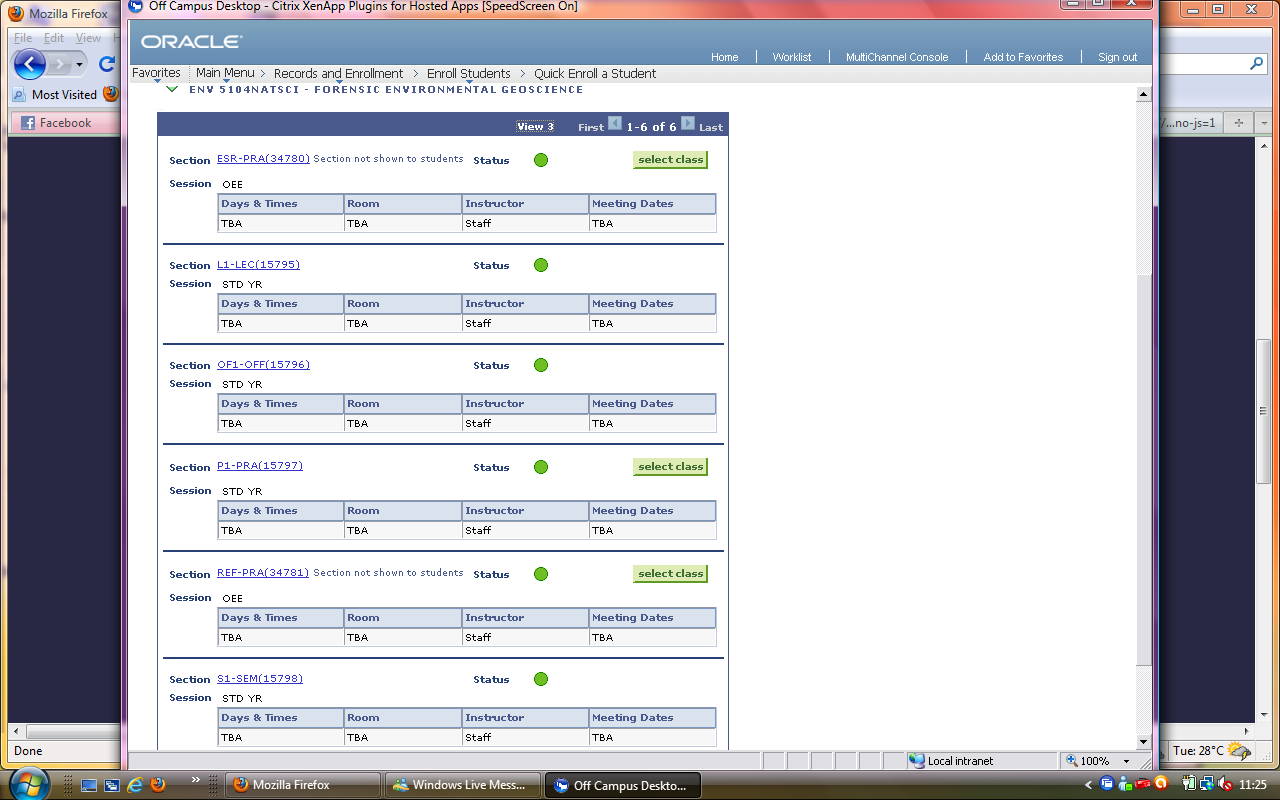
* Click the Class Search icon
* The Course Search parameters will display
* Leave this tab/window as is and click on the Advisement Report tab/window.
* From the list of values, highlight the Course Catalogue number that you want to enrol the student on and ‘copy’ it (ctrl + c)

Note: the first 3 characters are the Subject code. The Course Catalogue number will always begin with 4 digits

* Go back to the Enrolment tab/window and ‘paste’ the Course Catalogue number into the Course number search field.



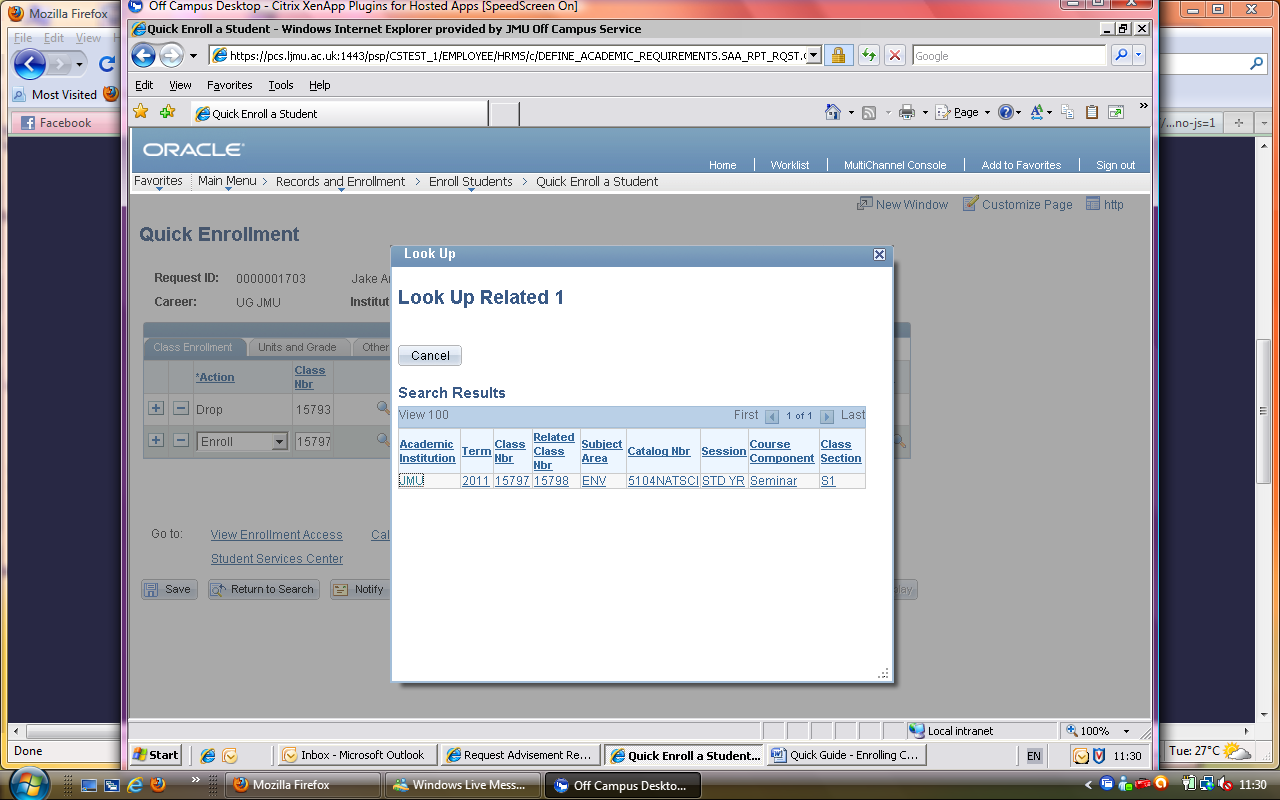
* If need be change the Career to match the students career.
* Click Search
* The results will display ALL matching classes. Remember this will include Referral classes as well as standard classes.
* Click ‘View all Sections’ to display all the matching classes.



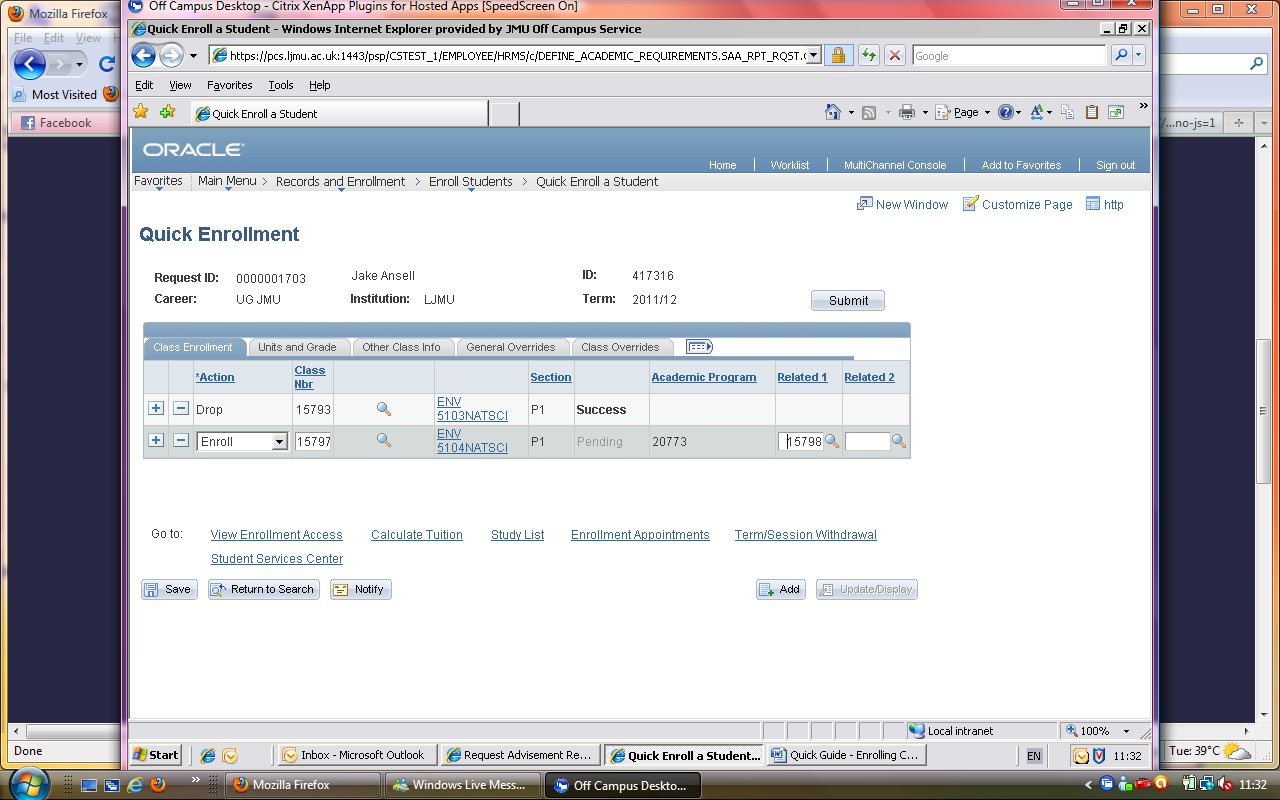
* Click the ‘select Class’ button next to the required class.

Remember that ALL class sections will be displayed, even the ‘associated classes’ that belong together.

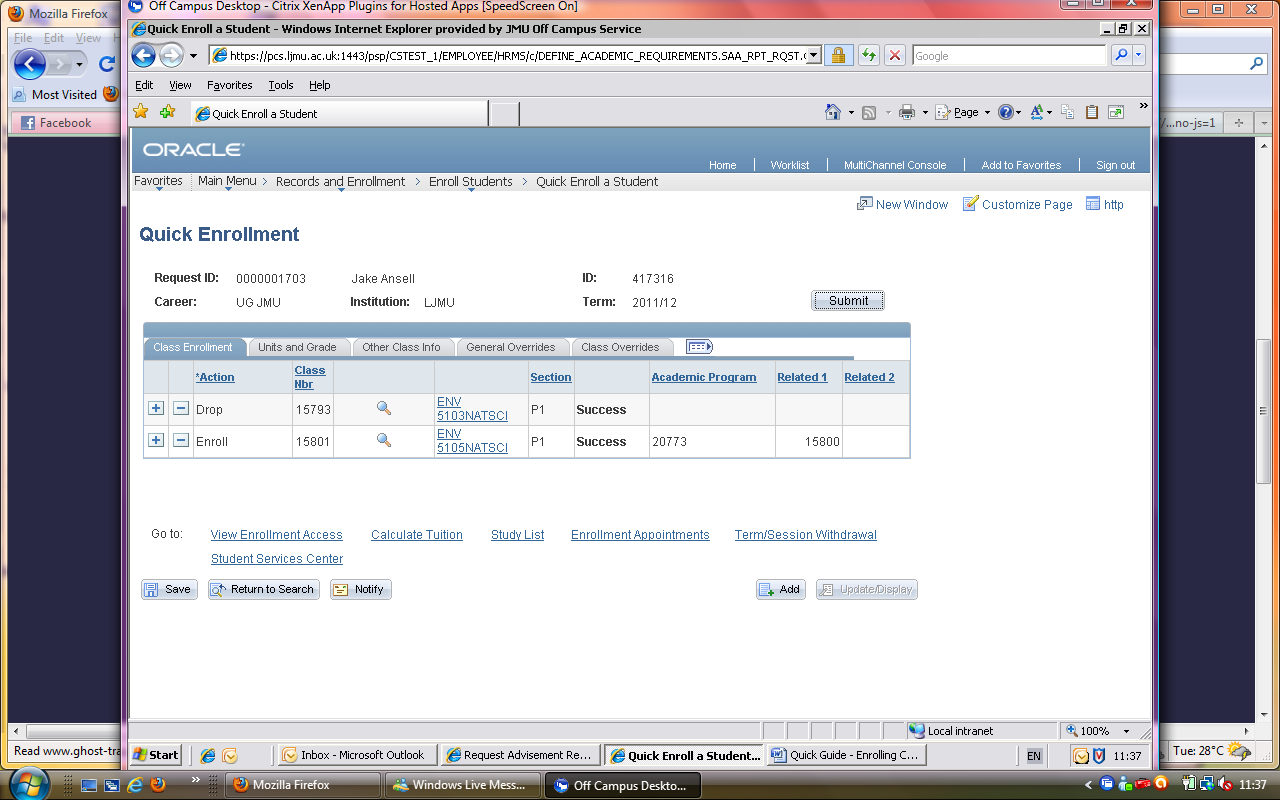
* Click in the Related Class field search icon



* If there is a class displayed click on it to select it.

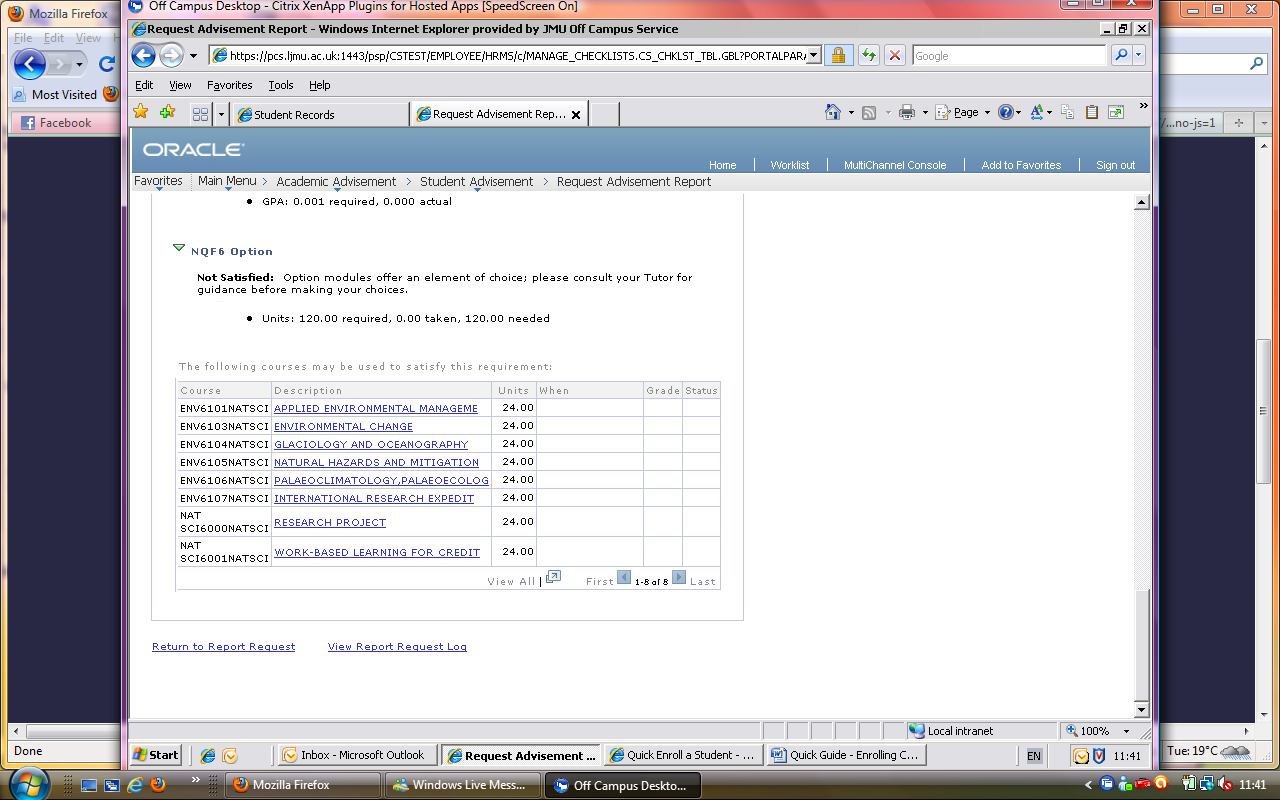


* Repeat the step with the Related 2 field.
* Add Rows for each Course to be enrolled upon, again using the Advisement Planning Report for guidance.
* When all Courses and Classes have been added, click the Submit button.
* The process will then enrol the students onto the Classes.

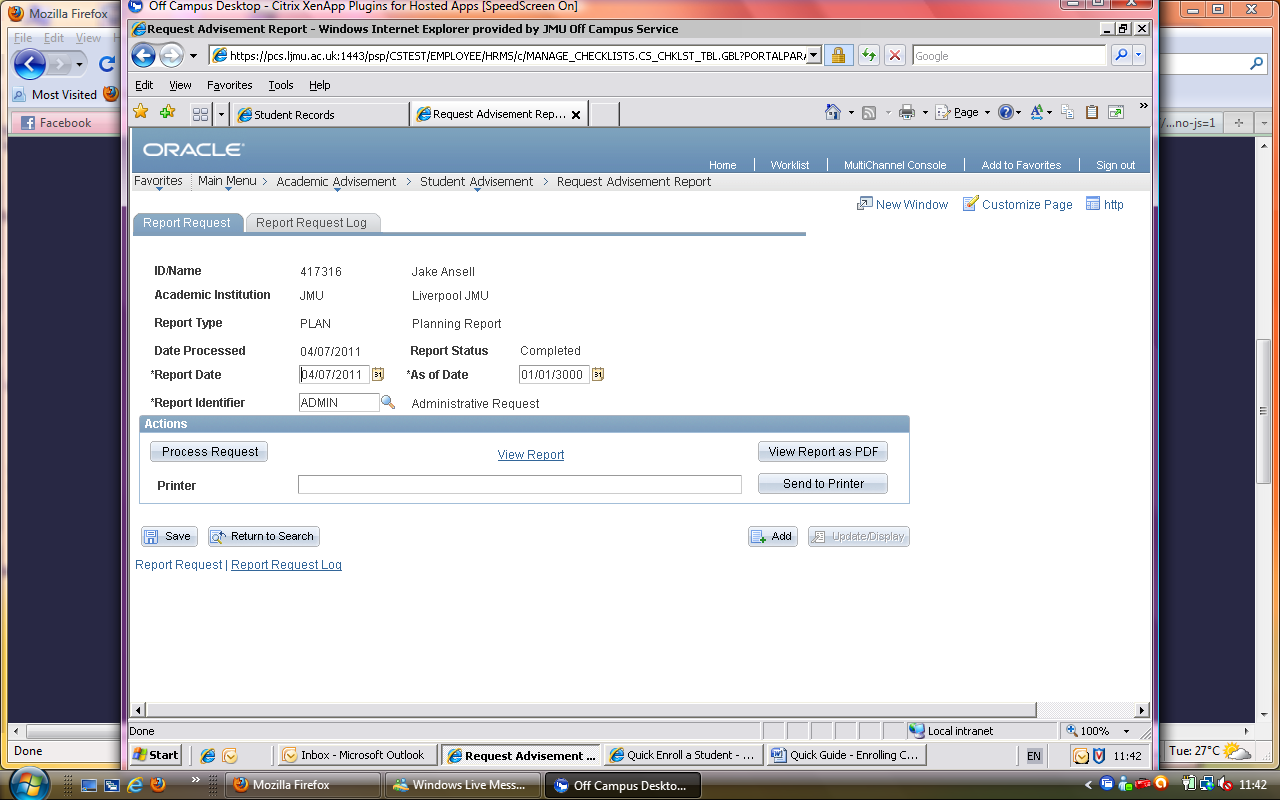


## Re-Run the Advisement Planning Report

* Return the Advisement Planning Report tab/window.
* Scroll to the bottom of the page
* Click the Return to Report Request link



* Click the Process Request button to re-run the Report



* The report will then display and will list the Courses that the student is now enrolled on.