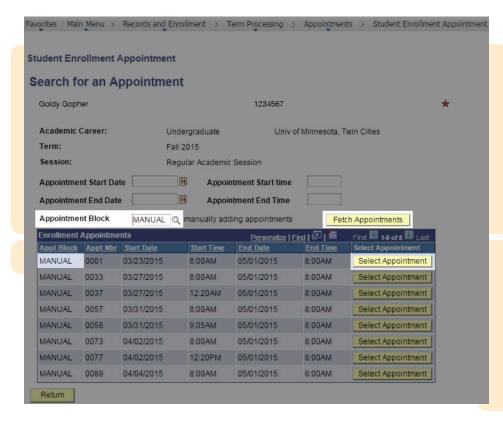At times, it is necessary to adjust a student's enrollment appointment because the assigned appointment does not properly reflect when a student should be able to register. Usually, this is because additional credits have been applied to the student's record making the student eligible to register at an earlier time.

To manually adjust a student's enrollment appointment in Peoplesoft:



1. Navigate to http://onestop.umn.edu/registration/prepare/times/time_tables.html to determine the appropriate stage in which the student is eligible to enroll.
2. In PeopleSoft, navigate to Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment, enter the student's EMPLID, and click search.
3. Select the term for which you would need to adjust the appointment time.
4. Click on the Find Appointments link.



5. On the next page, type in the word "Manual" in the Appointment Block field, and then click on the Fetch Appointments link.

   NOTE: if you do not type in the word manual, you may be able to choose an appointment that will not be relevant to the system and will not allow the student to register.

6. Click on the appropriate "Select Appointment" button for the time slot that is appropriate for the student.

   NOTE: Each stage has two time slots. One is the first slot on the first day of the stage, the second is the first slot on the last day of the stage. Once a time slot is full, it will no longer display in this list.

## Student Enrollment Appointment

Goldy Gopher                                    1234567                        ★

Academic Career:          Undergraduate              Univ of Minnesota, Twin Cities
Term:                     Fall 2015

### Session Limits                                    Find | View All    First ◀ 1 of 1 ▶ Last

Session:              001      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 ＋ － |
|---|---|---|---|---|---|---|
| MANUAL | 0033 | 03/27/2015 | 8:00AM | 05/01/2015 | 8:00AM | |

### 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. The selected appointment now appears on the Student Enrollment Appointment page.

8. Click on Save.