REGISTRATION ELIGIBILITY/APPOINTMENTS AND ENROLLMENT LIMITS
FOR STUDENTS (for students who receive an error message when attempting to register)

ELIGIBILITY: If the error message states that a student is “ineligible to enroll” you can verify eligibility on this panel. Note the “Eligible To Enroll” box in the lower right hand corner of the screen does not have a checkmark. That means the student is ineligible to enroll (perhaps because they are on Detached Study, have been Discontinued, or because of a system or human error). If there is a checkmark in the “Eligible To Enroll” box, the student is eligible to enroll.

Records & Enrollment > Student Term Information > Term History

APPOINTMENT: If the error message states that a student has “no appointment” you can verify appointments on this panel. Note the lack of information in the first example below in the bottom box under “Appt Nbr,” “Start Date” and “End Date.” Then note the information under those headings in the second example. If the student is eligible to enroll and does not have an appointment, the program or the student can call the Registrar’s Office to have an appointment added.

Records & Enrollment > Term Processing > Appointments > Student Enrollment Appointment

ENROLLMENT LIMIT: To have a student’s enrollment limit increased beyond the allowed limit (18 hours for a full term, 9 hours for a half term), please send an e-mail to OARD.staff@umich.edu or the appropriate OARD Evaluator with the student’s name, UMID, number of hours to which you would like the enrollment limit increased, and the term for which you would like the request to take effect.