## View Enrollment Appointment

1. Unless a student is new to SMU and is enrolling for the very first time, students must enroll during their designated enrollment appointment time.

2. **Click the Records and Enrollment link.**

3. **Click the Term Processing link.**

4. **Click the Appointments link.**

5. **Click the Student Enrollment Appointment link.**

6. **Enter the desired information into the ID field.**

7. **Click the Search button.**

8. **Click the desired Term.**

9. In order to enroll, a student must have a valid appointment time. Only the Registrar's staff in the Enrollment & Scheduling area can override an appointment time.

   **Note:** Though an **End Date** displays, SMU policy allows the student to enroll until the 5th day of class for Fall and Spring terms and the 3rd day of class for the Summer term.

10. **End of Procedure**