SUBMITTING A BLOCK ENROLLMENT REQUEST

Campus Registrar staff may request a new Block Enrollment course, complete the **Block Enrollment Request**: https://usss.iu.edu/apps/mqs/system/block-enrollment-request/. A link to this request form is also available on the UES Student Records > Services > Course Catalog website (https://usss.iu.edu/student-records/services/index.html).

PROCEDURE

1. Navigate to the **Block Enrollment Request** (https://usss.iu.edu/apps/mqs/system/block-enrollment-request/) and log in with your IU username and passphrase.

2. Select the appropriate **Effective Term** from the drop-down menu.

3. Enter the **Short Course Title**.
   a. This is limited to 30 characters and will display on the student transcript.

4. Enter the **Long Course Title**.
   a. This is limited to 50 characters and will display in iGPS.

5. Enter the **Minimum Units** (credit hours).

6. Enter the **Maximum Units** (credit hours).

7. The **Grading Basis** will default to 'No Grade Associated (NOG)'. This cannot be changed.

8. Enter up to five **Topic Titles** for the block courses.

9. Select the **Academic Institution** from the drop-down menu.

10. Enter the **Academic Org** code (ex: BL-EDUC).

11. Enter the **Academic Career** (ex: UGRD).

12. Enter the **Subject Area** (ex: EDUC-BE)

13. Enter the **Catalog Number** (ex: 400)

14. Select Yes or No for **Catalog Print** to indicate whether this course should display in the Course Catalog. The default is 'Yes'.

15. Select Yes or No for **Print Instructor in Schedule** to indicate whether the instructor's name should be displayed in the Schedule of Classes. The default is 'Yes'.

16. Select Yes or No for **Schedule Print** to indicate whether this course should display in the Schedule of Classes. The default is 'Yes'.

17. Select Yes or No for **Schedule Term Roll** to indicate whether this course should be included when the Prior Term Copy is run to copy this term forward to a future term. The default is 'Yes'.

18. The optional **Comments** field may be completed if there is additional information you wish to provide to aid in processing your request.

19. Click **Submit Request** when you are finished completing the request form. You should see a 'Request Successfully Submitted' message at the top of the Block Enrollment Request form.
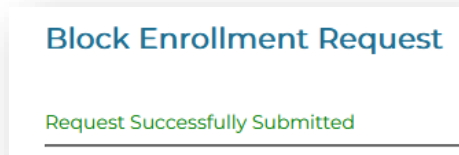
20. An automated confirmation email will be sent to your IU email (see example below).
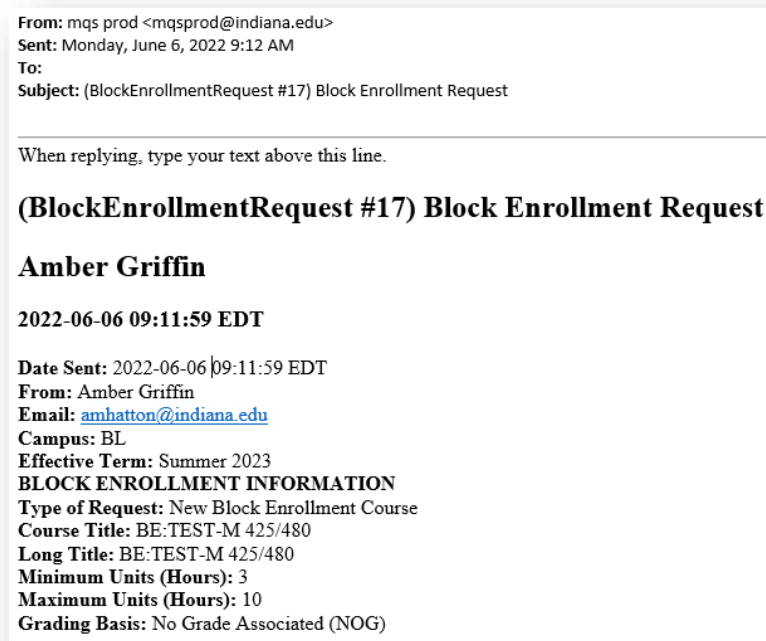
21. Once UES has reviewed your Block Enrollment Request, you will receive additional email(s) when:

   a. A **message** has been added to the request by UES asking for clarifying information. You may click the link in the email or reply to the email to provide the requested information.

   b. The request is '**closed**', meaning that it has been processed and the course has been created in the SIS Course Catalog. UES will provide additional information regarding the Course ID # in the 'Reason for status change'.

   c. The request is '**cancelled**', meaning that it has not been processed. UES will provide additional information regarding the reason for cancellation.