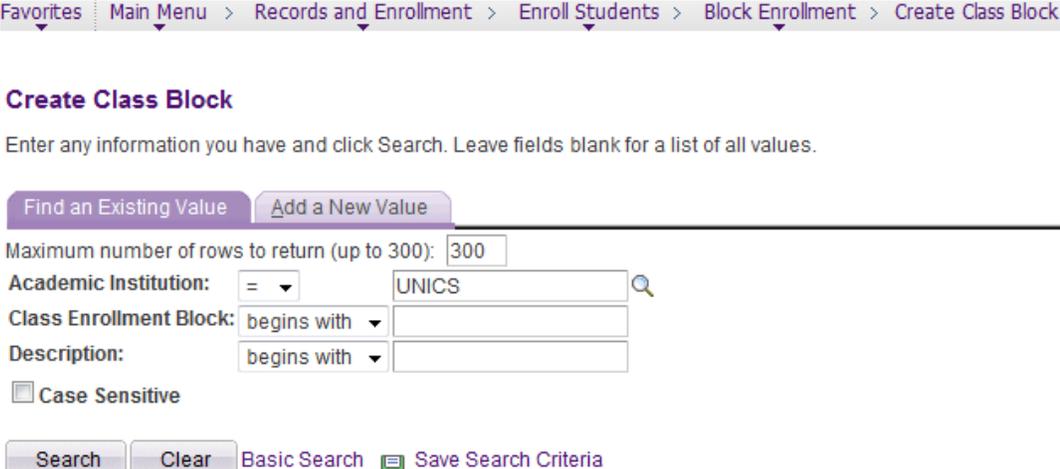
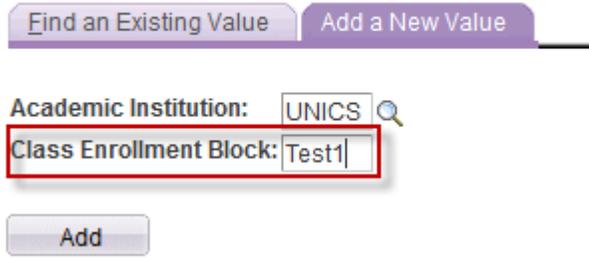


Defining Class Enrollment Blocks

Purpose: You can predefine class blocks by grouping classes on the **Block Enrollment Classes** page. When you process a block enrollment request, you can merge blocks of classes with blocks of students and submit a single enrollment transaction.

The following instructions describe how to define a class block to use in block enrollments.

Step	Action
1.	<p>Navigate to the Block Enrollment Students page. Select Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Create Class Block</p>  <p>Create Class Block</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Maximum number of rows to return (up to 300): 300</p> <p>Academic Institution: = UNICS</p> <p>Class Enrollment Block: begins with</p> <p>Description: begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>
2.	Click the Add a New Value tab.
3.	<p>Enter the desired information into the Class Enrollment Block field. This is the name of the group of students in this block. E.g. CIEP1</p>  <p>Create Class Block</p> <p>Find an Existing Value Add a New Value</p> <p>Academic Institution: UNICS</p> <p>Class Enrollment Block: Test1</p> <p>Add</p> <p><i>Note:</i> This field has a 5 character limit.</p>

Step	Action																																																								
4.	<p>Click the Add button.</p> <div data-bbox="358 359 501 401" style="border: 1px solid gray; padding: 2px; display: inline-block; margin-bottom: 10px;">Add</div> <p>Result: The Block Enroll Classes page displays. Use the Block Enrollment Classes page to define groups of classes for block enrollment purposes. You will merge blocks of students with blocks of classes by using Block Enrollment.</p>																																																								
5.	<p>Complete the following:</p> <ul style="list-style-type: none"> • Description – Enter details to define the group. E.g. First Year CIEP Classes • Term – Enter the enrollment term (E.g. 2112 for Fall 2011). • Action – Defaults to Enroll. Do not change. • Class Nbr – Enter or select the 5 digit class number. • Overrides – Select any overrides you wish to apply. • Use the Add Row button  to continue adding all classes for this group <div data-bbox="354 877 1399 1577" style="border: 1px solid gray; padding: 5px;"> <p>Block Enrollment Classes</p> <p>Academic Institution: UNICS University of Northern Iowa Class Enrollment Block: TEST1 *Description: <input style="border: 1px solid red;" type="text"/></p> <p style="text-align: right;">Find View All First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="border: 1px solid red;">*Term:</th> <th>*Action</th> <th style="border: 1px solid red;">Class Nbr</th> <th>Grading Basis</th> <th>Units</th> <th>Crse Count</th> <th>Related 1</th> <th>Related 2</th> <th></th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid red;"><input style="border: 1px solid red;" type="text"/></td> <td>Enroll</td> <td style="border: 1px solid red;"><input style="border: 1px solid red;" type="text"/></td> <td><input type="text"/></td> <td>0.00</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td style="text-align: right;">+ -</td> </tr> <tr> <td></td> <td>Reason</td> <td>Drop if Enroll</td> <td colspan="2">Grade In</td> <td colspan="4"></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td colspan="2"><input type="text"/></td> <td colspan="4"></td> </tr> </tbody> </table> <p>Transcript Note ID: <input type="text"/> Repeat Code: <input type="text"/> Instructor ID: <input type="text"/></p> <div style="border: 1px solid red; padding: 5px;"> <p>Overrides</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Access ID: Registration Full Access</td> <td><input type="checkbox"/> Class Links</td> <td><input type="checkbox"/> Class Permission</td> <td><input type="checkbox"/> TimeConflict</td> </tr> <tr> <td><input type="checkbox"/> Action Date</td> <td><input type="checkbox"/> Career</td> <td><input type="checkbox"/> Class Units</td> <td><input type="checkbox"/> Service Indicator</td> </tr> <tr> <td><input type="checkbox"/> Appointment</td> <td><input type="checkbox"/> Closed Class</td> <td><input type="checkbox"/> Grading Basis</td> <td><input type="checkbox"/> Requisites</td> </tr> <tr> <td><input type="checkbox"/> Dynamic Dates</td> <td></td> <td></td> <td><input type="checkbox"/> Unit Load</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Wait List Okay</td> </tr> </table> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Requirement Designation</p> <p><input type="checkbox"/> Ovr Requirement Designation Requirement Designation Option: <input type="text"/></p> <p>Requirement Designation: <input type="text"/> Requirement Designation Grade: <input type="text"/></p> </div> <p>Go to: Add Merge Process Class Block Defaults</p> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </p> </div>	*Term:	*Action	Class Nbr	Grading Basis	Units	Crse Count	Related 1	Related 2		<input style="border: 1px solid red;" type="text"/>	Enroll	<input style="border: 1px solid red;" type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -		Reason	Drop if Enroll	Grade In						<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						<input type="checkbox"/> Access ID: Registration Full Access	<input type="checkbox"/> Class Links	<input type="checkbox"/> Class Permission	<input type="checkbox"/> TimeConflict	<input type="checkbox"/> Action Date	<input type="checkbox"/> Career	<input type="checkbox"/> Class Units	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Appointment	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Grading Basis	<input type="checkbox"/> Requisites	<input type="checkbox"/> Dynamic Dates			<input type="checkbox"/> Unit Load				<input type="checkbox"/> Wait List Okay
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6.	<p>Once all the classes have been added, click the Save button.</p> <div data-bbox="358 1631 472 1673" style="border: 1px solid gray; padding: 2px; display: inline-block; margin-bottom: 10px;">Save</div>																																																								
7.	<p>The Class Enrollment Block has been created.</p>																																																								
8.	<p>The next steps are:</p> <ul style="list-style-type: none"> • Create a Student Block (If not already done) • Process Block Enrollments 																																																								