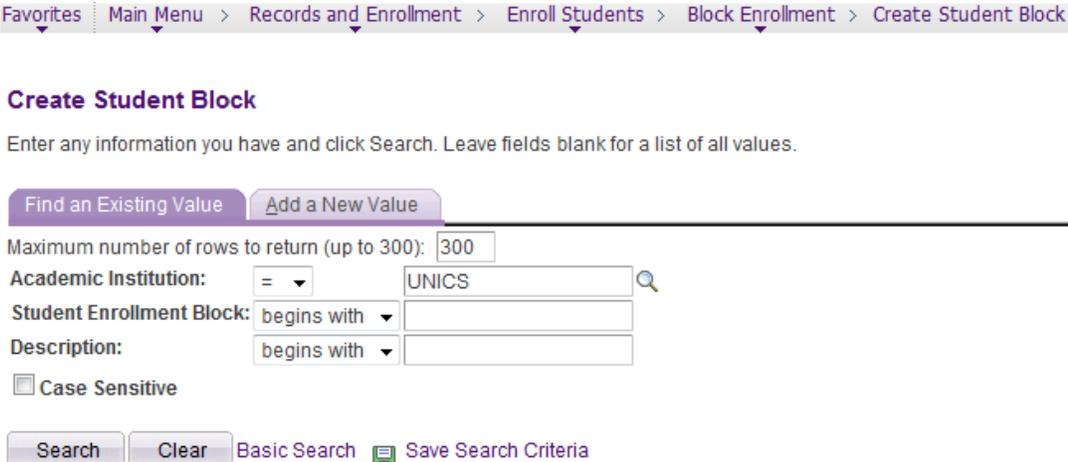
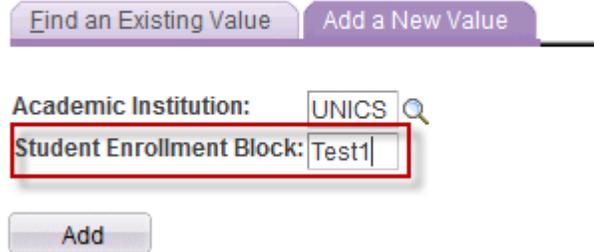
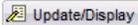
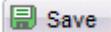


## Defining Student Enrollment Blocks

**Purpose:** You can predefine student blocks by adding students one by one on the **Block Enrollment Students** page. Later when you process a block enrollment request, you can merge blocks of students with blocks of classes and submit a single enrollment transaction.

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

Step	Action
1.	<p>Navigate to the <b>Block Enrollment Students</b> page. Select <b>Main Menu &gt; Records and Enrollment &gt; Enroll Students &gt; Block Enrollment &gt; Create Student Block</b></p> 
2.	Click the <b>Add a New Value</b> tab.
3.	<p>Enter the desired information into the <b>Student Enrollment Block</b> field. This is the name of the group of students in this block. E.g. CIEP1</p>  <p><i>Note:</i> This field has a 5 character limit.</p>

Step	Action
4.	<p>Click the <b>Add</b> button.</p>  <p><b>Result:</b> The <b>Block Enroll Students</b> page displays. Use the <b>Block Enrollment Students</b> page to define groups of students for block enrollment purposes. You will merge blocks of students with blocks of classes by using the <b>Block Enrollment</b> component.</p>
5.	<p>Complete the following:</p> <ul style="list-style-type: none"> <li>• <b>Description</b> – Enter details to define the group. E.g. First Year CIEP</li> <li>• <b>ID</b> – Enter student’s 6 digit U-ID.</li> <li>• <b>Academic Career</b> – Select appropriate career (Undergrad or Grad). Once you select the career, the student’s name will display.</li> <li>• Use the <b>Add Row</b> button  to continue adding all students for this group</li> </ul> <p><b>Block Enrollment Students</b></p> <p>Academic Institution: UNICS University of Northern Iowa            Student Enrollment Block: TEST1 *Description: <input type="text"/></p> <p>Find   View All First 1 of 1 Last</p> <p>*ID <input type="text"/> *Academic Career <input type="text"/></p> <p>Go to: Add Merge Process</p> <p>    </p>
6.	<p>Once all the students have been added, click the <b>Save</b> button.</p> 
7.	<p>The <b>Student Enrollment Block</b> has been created.</p>
8.	<p>The next steps are:</p> <ul style="list-style-type: none"> <li>• Create a Class Block</li> <li>• Process Block Enrollments</li> </ul>