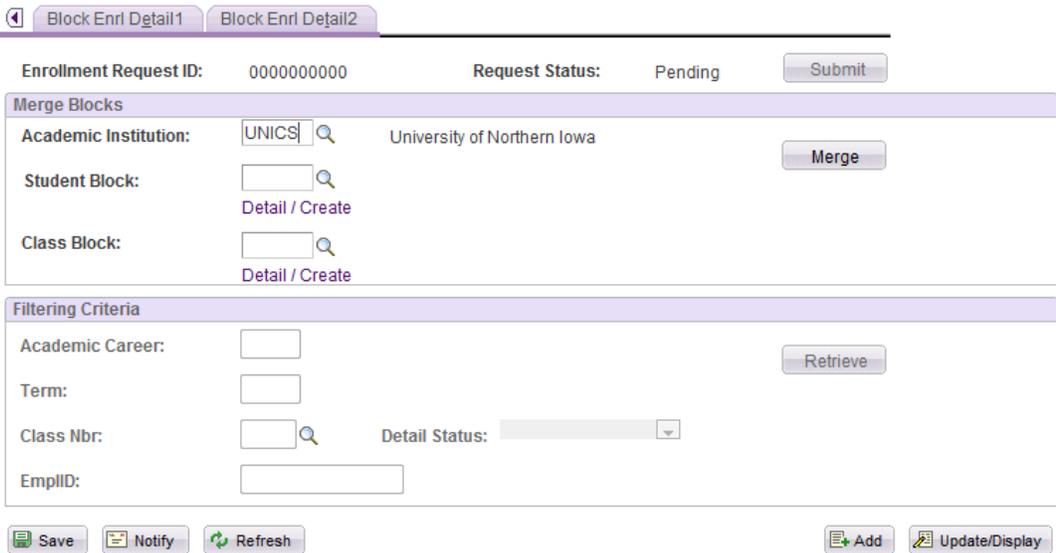
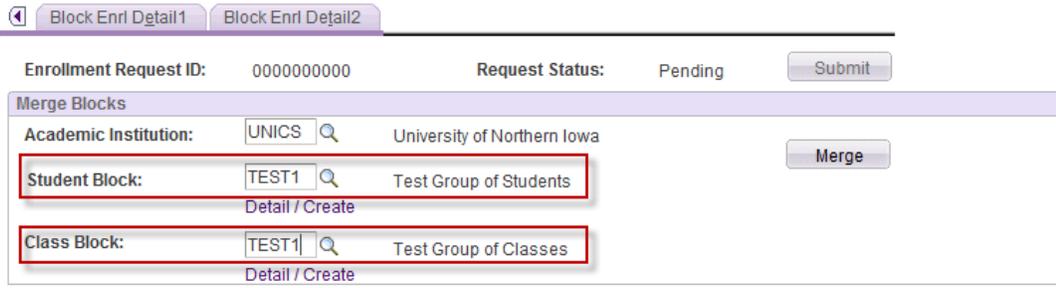


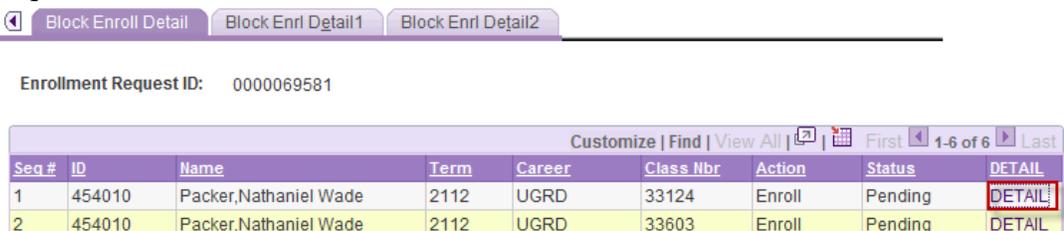
Processing Block Enrollments

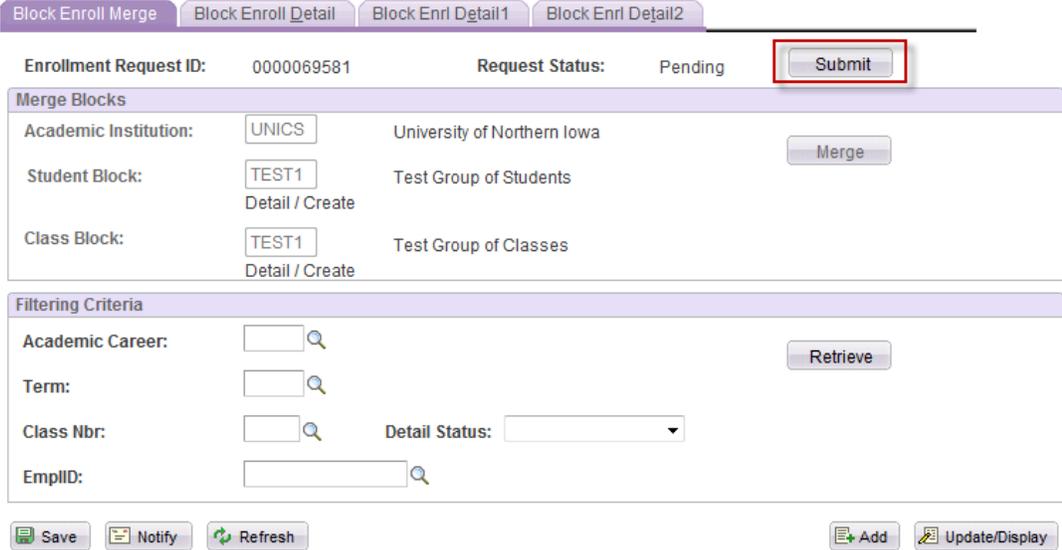
Purpose: With block enrollment, you can use any combination of custom student blocks and class blocks with predefined blocks. **NOTE:** Do not use for variable credit hour classes.

The following instructions describe how to merge the student and class blocks (previously defined) and process a block enrollment.

Step	Action
1.	<p>Navigate to the Block Enrollment Merge page. Select Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Block Enroll Merge</p> <p>Select the <i>Add New Value</i> tab</p> 
2.	<p>On the <i>Block Enrl Merge</i> tab, complete the following:</p> <ul style="list-style-type: none"> • Student Block – Select the student block you wish to enroll • Class Block – Select the class block you wish to enroll the students in  <p>Note: The <u>Detail/Create</u> link for both fields allows you to create/update a custom block of students or classes from this page.</p>



Step	Action
3.	<p>Click the Merge button to run the process that merges the student block with the class block.</p> <p style="text-align: center;"><input type="button" value="Merge"/></p> <p>Result: Once the process completes the merge, the fields in the Merge Blocks group box become unavailable for entry. You are now ready to retrieve and review the results of the merge process and post your block enrollment request.</p>
4.	<p>As soon as you merge the student enrollment block with the class enrollment block, the system generates an Enrollment Request ID that is unique to the block enrollment request. The same number is assigned to each student and class combination in the block enrollment request. Make a note of the Enrollment Request ID.</p> <p>Click the Retrieve button. <input type="button" value="Retrieve"/></p> <p>Result: The system displays the Block Enroll Detail page, where you can view the results of your selection.</p>  <p>Note: You can filter criteria prior to clicking Retrieve. For example, if you want to view only the errors found during the posting process, select Errors in the Detail Status field, and then click the Retrieve button.</p>
5.	<p>Use the DETAIL link next to any student to view their specific block enrollment request.</p> 

Step	Action
6.	<p>Click the Block Enroll Merge tab. Note: You may have to use the View Previous Tabs button to see the Block Enroll Merge tab again.</p> 
7.	<p>Click the Submit button.</p> 
8.	<p>If all of the enrollments are successful, the system will update the status to <i>Success</i>. If there are errors with one or more of the enrollments, the system will update the status to <i>Error</i>. You can see which requests have errors by clicking the Retrieve button.</p>