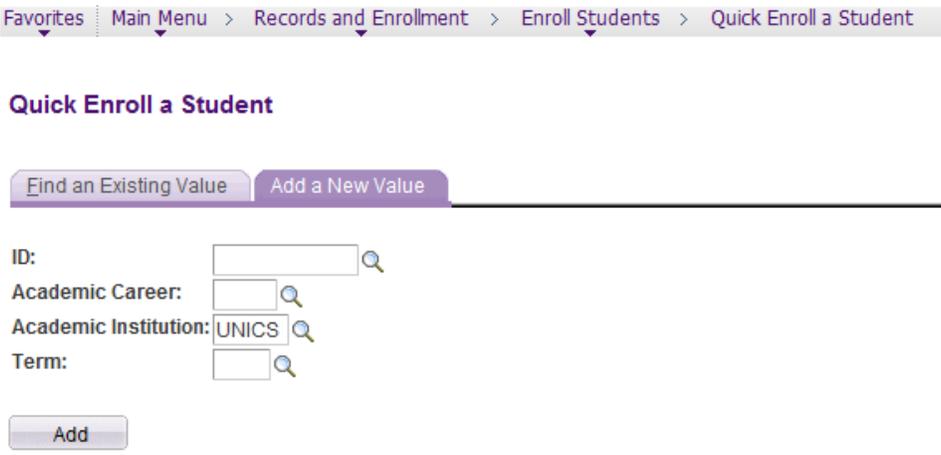
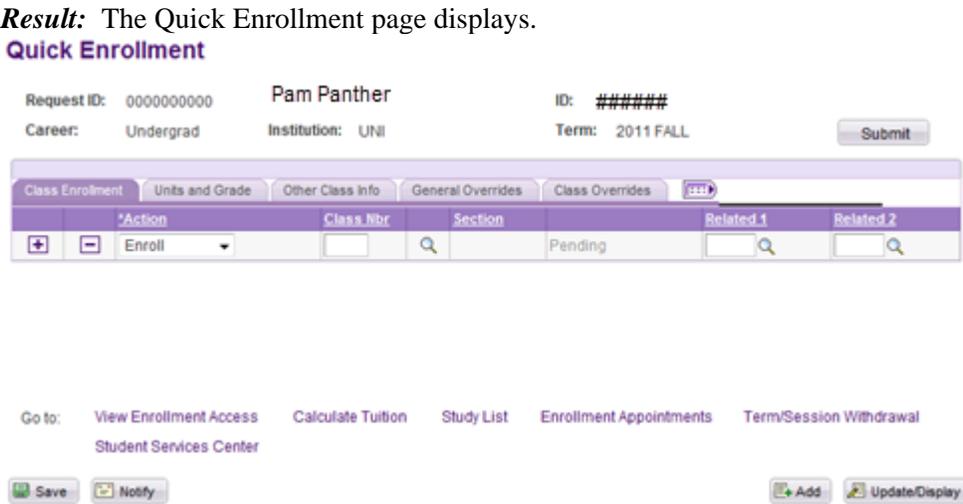
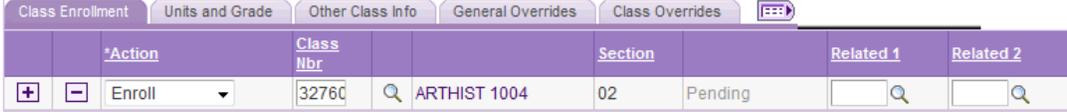
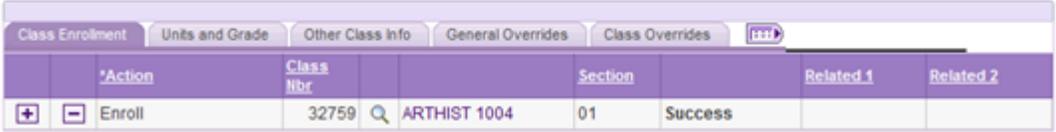


## Quick Enrolling a Student

**Purpose:** The **Quick Enroll** component enables you to enter, update, and post class enrollment requests for students on a student-by-student basis. The following table describes how to use **Quick Enroll** to enroll a student in a class and post the enrollment transaction.

Step	Action
1.	<p>Navigate to the <b>Quick Enrollment</b> page: <b>Main Menu &gt; Records and Enrollment &gt; Enroll Students &gt; Quick Enroll a Student</b></p>  <p>The screenshot shows the breadcrumb trail: Favorites &gt; Main Menu &gt; Records and Enrollment &gt; Enroll Students &gt; Quick Enroll a Student. Below the title 'Quick Enroll a Student', there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The form includes fields for ID, Academic Career, Academic Institution (pre-filled with 'UNICS'), and Term, each with a search icon. An 'Add' button is at the bottom.</p>
2.	<p>Complete the following:</p> <ul style="list-style-type: none"> <li>• <b>ID</b> – Enter the student’s ID (e.g. 654360)</li> <li>• <b>Academic Career</b> – Enter graduate or undergraduate</li> <li>• <b>Term</b> – Enter the appropriate term (e.g. 2112 for Fall 2011)</li> </ul>
3.	<p>Click the <b>Add</b> button. </p> <p><b>Result:</b> The Quick Enrollment page displays.</p>  <p>The screenshot shows the 'Quick Enrollment' page for student Pam Panther. It displays fields for Request ID (0000000000), Career (Undergrad), Institution (UNI), ID (#####), and Term (2011 FALL). A 'Submit' button is present. Below is a table with tabs for 'Class Enrollment', 'Units and Grade', 'Other Class Info', 'General Overrides', and 'Class Overrides'. The 'Class Enrollment' tab is active, showing a table with columns for Action, Class Nbr, Section, Pending, Related_1, and Related_2. The 'Action' dropdown is set to 'Enroll'. At the bottom, there are links for 'View Enrollment Access', 'Calculate Tuition', 'Study List', 'Enrollment Appointments', and 'Term/Session Withdrawal', along with 'Save', 'Notify', 'Add', and 'Update/Display' buttons.</p>



Step	Action
4.	Select the appropriate <i>Action</i> (in this example use <b>Enroll</b> , which is the default)
5.	Use the <b>Look up</b> button to find the <b>Class Number</b> for the section in which you wish to enroll the student. <i>Note:</i> This is not the <b>Course Number</b> , it is a system-generated class section number.
6.	Once you select appropriate <b>Class Number</b> , the <i>description</i> , <i>section number</i> , and status of <i>Pending</i> display. 
7.	To enroll the student in additional classes, use the <b>Add Row</b> button. 
8.	Use the following tabs if appropriate: <ul style="list-style-type: none"> <li>• <b>Units and Grade</b> – <b>Units</b> may be updated to reflect actual units if this is a variable credit course (e.g. Readings). <b>Grade Base</b> may be entered if the class is set up so that a student may select an option (AUD = Audit, GRD = Graded, PNP = Pass/No Pass), otherwise this field displays the grade base that was set up for the class (usually Graded) and the field cannot be edited.</li> <li>• <b>Other Class Info</b> – Use the <i>Drop if Enroll</i> to set up an automatic drop from another class when the student is successfully enrolled in this class.</li> <li>• <b>General Overrides</b> – Use to override various enrollment rules. Only overrides that you are authorized to access are available.</li> </ul>
9.	Click the <b>Submit</b> button.  <p><b>Result:</b> The status changes to <b>Success</b>. If there is any reason the enrollment cannot be processed, the status will show <b>Error</b>. Click the <b>Error</b> link to view details.</p> <p><b>Quick Enrollment</b></p> <p>Request ID: 0000001700      Pam Panther      ID: #####  Career: Undergrad      Institution: UNI      Term: 2011 FALL      </p> 
10.	Using the links at the bottom of the page, you can access various enrollment-related pages, if needed.

## Tips for Quick Enrolling in a Lecture and Lab (separate sections)

When enrolling a student in a class that has separate lecture and lab sections, you enroll both sections on the same entry. Follow these tips:

- First, enter or select the **Class Number** for the desired lecture section
- Next, enter or select the desired lab section (do not add a new row). Use the **Related 1** field on the current entry row to select the desired lab section.
- Click the **Submit** button

### Example:



Class Enrollment						
Units and Grade		Other Class Info		General Overrides		
*Action	Class Nbr	Section	Related 1	Related 2		
+	Enroll	30176	BUSINESS 2000	01	Pending	36498

↑ Lecture
 ↑ Corresponding Lab

### Tip for students enrolling themselves in a lecture and lab with separate sections:

When enrolling in a class that has a lecture section and a separate lab section, first select the lecture section. When you click the *select class* button the system will prompt you to select a lab section. You must register for both the lecture and the lab at the same time.

**Note:** This does not apply to the sections that have a lecture/lab combined into the same section.