# Defining Class Enrollment Blocks-111407

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Navigate: <strong>Records and Enrollment &gt; Enroll Students &gt; Block Enrollment &gt; Create Class Block.</strong></td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Add a New Value</strong> tab.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter the Institution. Enter a name for this <strong>Class Block</strong>.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Add</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>Use the <strong>Block Enrollment Classes</strong> page to define groups of classes for block enrollment purposes. You can then merge blocks of classes with blocks of students by using the <strong>Block Enrollment</strong> component. Each class in the block has its own row.</td>
</tr>
<tr>
<td>6.</td>
<td>Enter a description into the <strong>Description</strong> field.</td>
</tr>
<tr>
<td>7.</td>
<td>Enter the <strong>Term</strong> for the first class.</td>
</tr>
<tr>
<td>8.</td>
<td>You can specify other enrollment actions besides Enroll. To see the list of actions, click the <strong>Action</strong> list. For details on how to use the other enrollment actions, refer to the documentation on the <strong>Enrollment Request</strong> or <strong>Quick Enroll</strong> components.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the <strong>Enroll</strong> list item.</td>
</tr>
<tr>
<td>10.</td>
<td>Enter the class number for the first class in the block. After entering the class number, press the Tab key to populate the other fields in this part of the page.</td>
</tr>
<tr>
<td>11.</td>
<td>If this course has associated class sections that are not auto-enroll, we want to ensure that the students are enrolled in those as well. For example, a course might have recitation sections and/or labs. To see a list of these related class sections, click the <strong>Look up Related 1</strong> button.</td>
</tr>
<tr>
<td>12.</td>
<td>If this class has related labs and/or recitation sections, you can select one from the list.</td>
</tr>
<tr>
<td>13.</td>
<td>If the class has a second component, you can use the <strong>Related 2</strong> field to select it.</td>
</tr>
<tr>
<td>14.</td>
<td>If the Action you have chosen for this class has Action Reasons defined, you select the <strong>Reason</strong>.</td>
</tr>
<tr>
<td>15.</td>
<td>The <strong>Drop If Enroll</strong> field is used for a class section from which a student will be dropped if enrollment in the currently requested class is successful. The student is not dropped if he/she is put on a wait list. When you later run the Wait List process and the student is successfully enrolled in the requested class, the Wait List process will drop the student from the class specified in this field.</td>
</tr>
<tr>
<td>16.</td>
<td>The <strong>Grade In</strong> field can be used to enter the final grade for the class, or you can use the <strong>Grade Roster</strong>, in which case the final grade will be displayed here. The <strong>Transcript Note ID</strong> field is used to attach a predefined Transcript Note to this class. The <strong>Repeat Code</strong> field is used to select a repeat code for the enrollment transaction, if applicable.</td>
</tr>
<tr>
<td>17.</td>
<td>The <strong>Overrides</strong> section of the page lets you override the edit checks that are performed by the Enrollment Engine. Which overrides are available depends on your security settings. Use the <strong>Ovrd Requirement Designation</strong> checkbox to open up the <strong>Requirement Designation</strong> field for editing. If there is a requirement designation specified for this enrollment transaction AND that requirement designation is at the student's option, you use the <strong>Requirement Designation Option</strong> list to select whether or not the student elects to take the requirement designation.</td>
</tr>
<tr>
<td>18.</td>
<td>Click the <strong>Class Block Defaults</strong> link.</td>
</tr>
<tr>
<td>19.</td>
<td>Use the <strong>Class Block Defaults</strong> link to set default values for overrides of enrollment edit checks. The overrides that you set on this page are used for each new class row you add to the block.</td>
</tr>
<tr>
<td>20.</td>
<td>To add another class, click the <strong>Add a new row</strong> button.</td>
</tr>
<tr>
<td>21.</td>
<td>Add as many class rows as you wish to the class block.</td>
</tr>
<tr>
<td>22.</td>
<td>Click <strong>Save</strong>.</td>
</tr>
<tr>
<td>23.</td>
<td>If you have already defined your student enrollment blocks, you can access the <strong>Block Enroll Merge</strong> page via the <strong>Add Merge Process</strong> link.</td>
</tr>
<tr>
<td>24.</td>
<td><strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>