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Drop Using Quick Enroll-011008

Concept

The **Quick Enroll** component enables you to enter, update, and post class enrollment requests for both new and continuing students on a student-by-student basis. The **Quick Enroll** component has the same functionality as the **Enrollment Request** component, using the same enrollment engine processing and performing the same edit checks. Transactions entered into the **Quick Enroll** component can be accessed through the **Enrollment Request** component and vice versa.

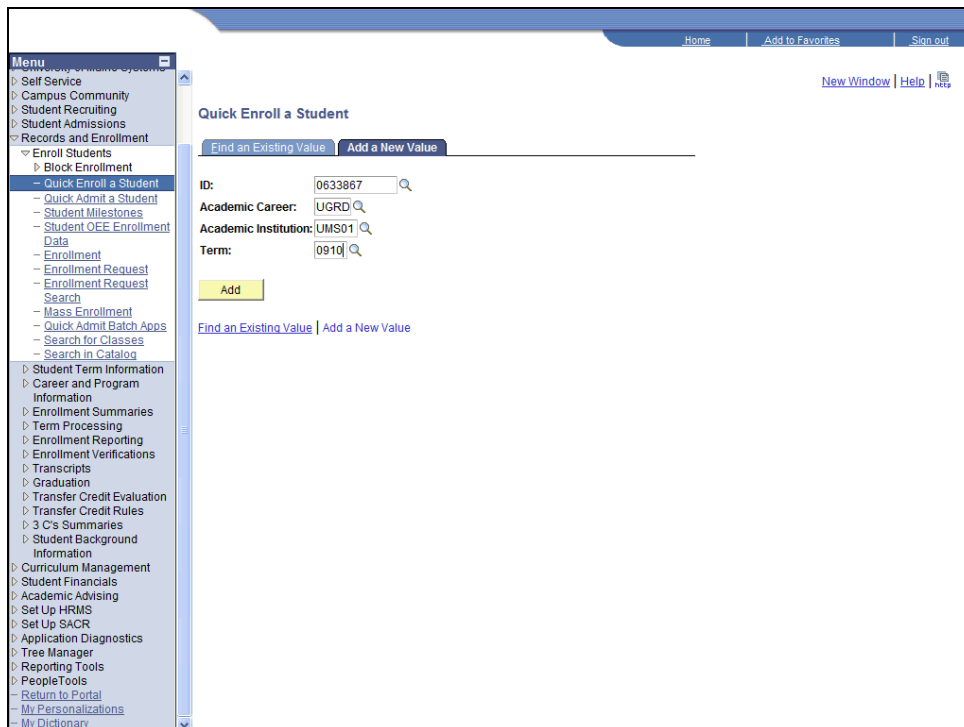
Procedure

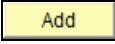
To view the online Process Document and Quick Guide, click the links below.

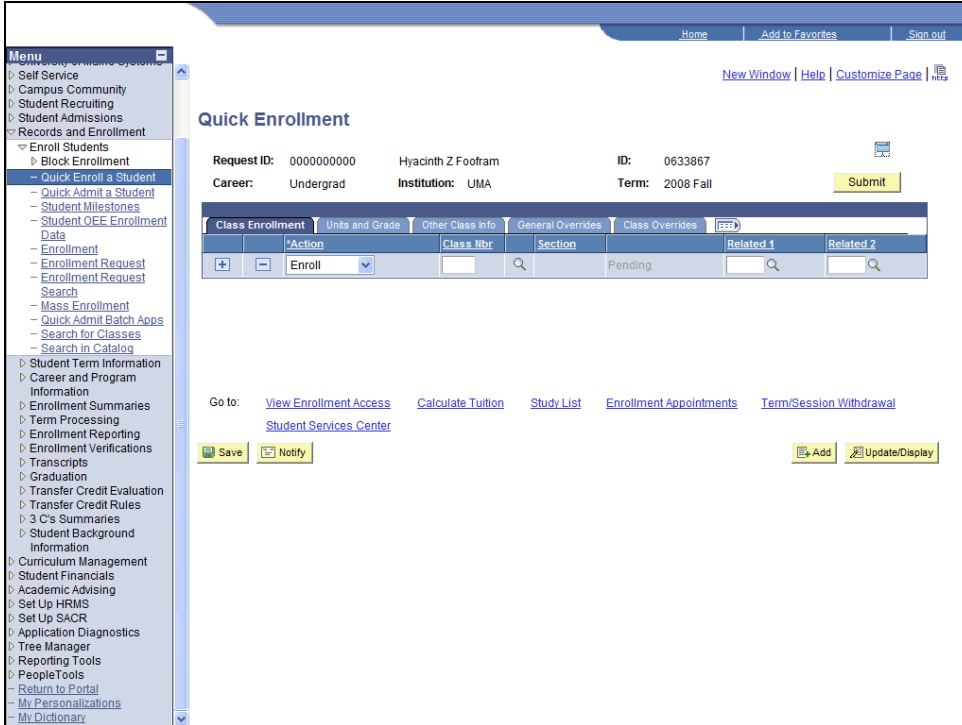
PD Please refer to: http://www.maine.edu/pdf/DropUsingQuickEnroll-011008_BP.pdf

QG Please refer to: http://www.maine.edu/pdf/DropUsingQuickEnroll-011008_QG.pdf

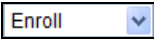
Step	Action
1.	Navigate: Records and Enrollment > Enroll Students > Quick Enroll a Student.



Step	Action
2.	<p>Make sure the correct student ID, Career, Institution and Term are entered.</p> <p>Click the Add button.</p> 

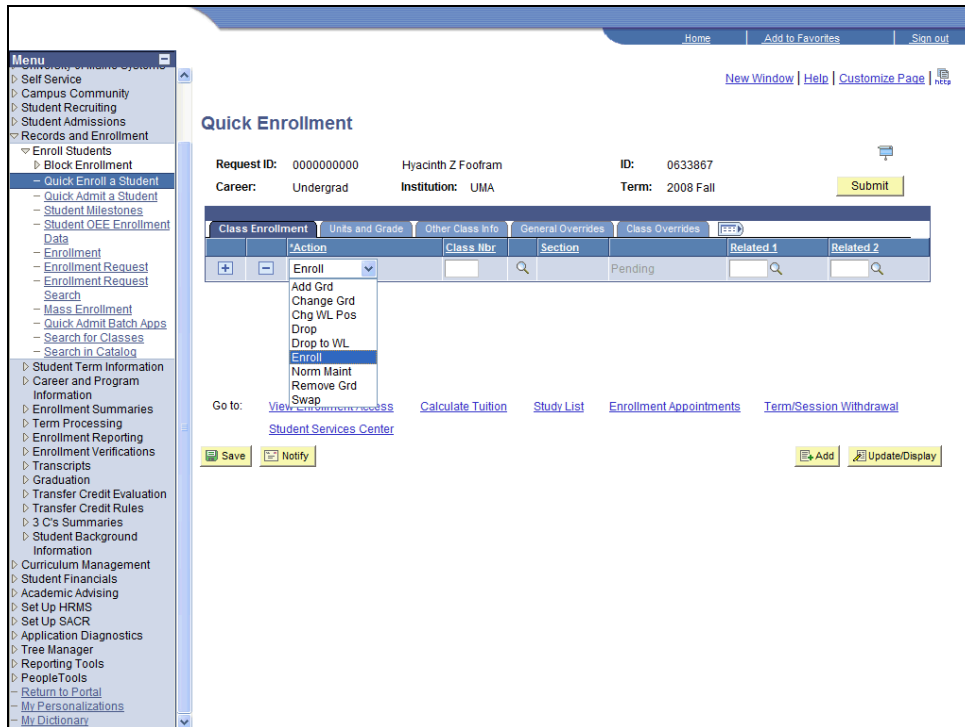


The screenshot shows the 'Quick Enrollment' page in a web browser. On the left is a navigation menu with categories like 'Self Service', 'Campus Community', 'Student Admissions', and 'Records and Enrollment'. The 'Records and Enrollment' section is expanded to show 'Enroll Students', with 'Quick Enroll a Student' selected. The main content area displays the 'Quick Enrollment' form with the following fields: Request ID: 000000000, Career: Undergrad, Institution: UMA, ID: 0633867, and Term: 2008 Fall. A yellow 'Submit' button is visible. Below the form is a table with columns for 'Class Enrollment', 'Units and Grade', 'Other Class Info', 'General Overrides', and 'Class Overrides'. The 'Class Enrollment' column has a dropdown menu currently set to 'Enroll'. At the bottom of the page, 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.

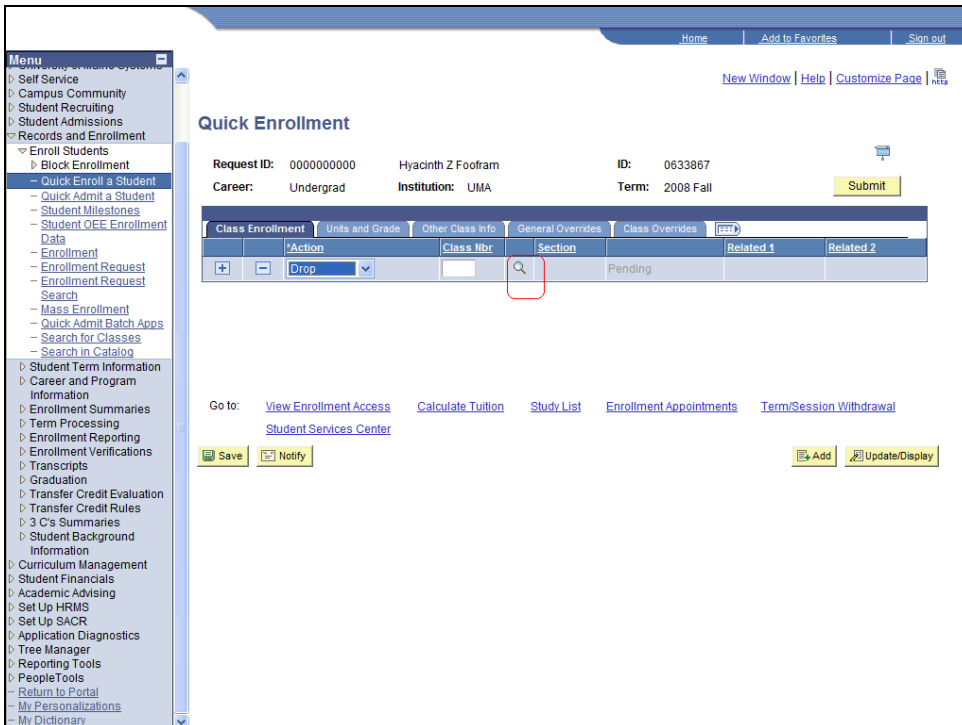
Step	Action
3.	<p>You need to specify the Drop action.</p> <p>Click the Action list.</p> 

Process Document

Student Records: Drop Using Quick Enroll-011008



Step	Action
4.	Click the Drop list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Drop</div>



Home Add to Favorites Sign out


New Window Help Customize Page

Quick Enrollment

Request ID: 0000000000 Hyacinth Z Footram ID: 0633867
 Career: Undergrad Institution: UMA Term: 2008 Fall

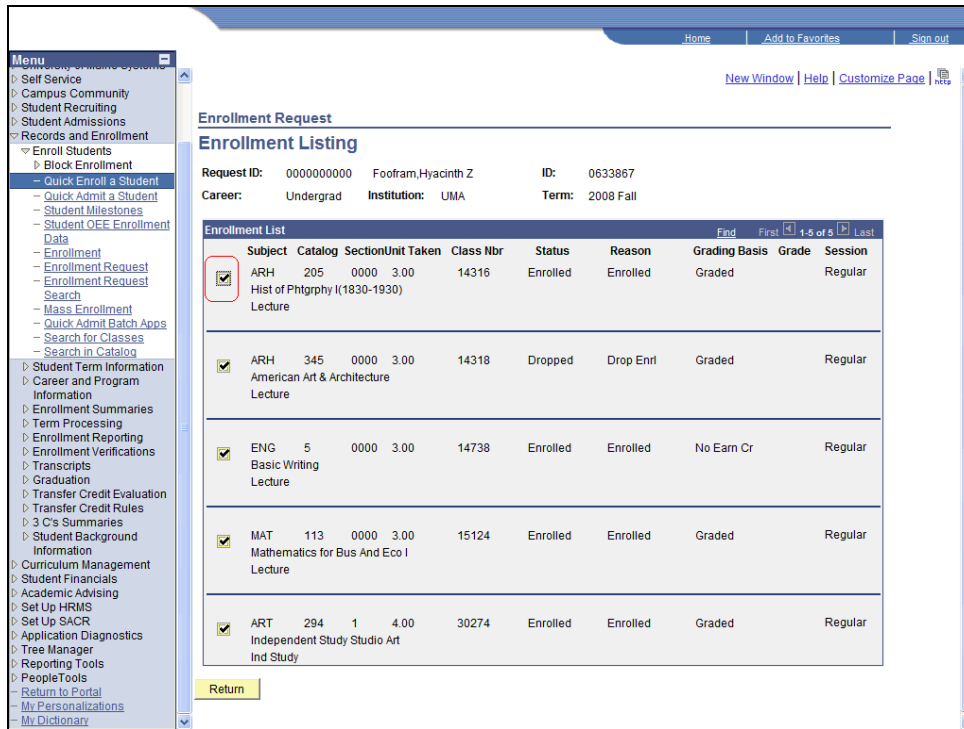
Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides	Related 1	Related 2
<input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="Drop"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	Pending	

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)
[Student Services Center](#)

Step	Action
5.	<p>You must either enter the Class Number of the class to be dropped or search for it.</p> <p>Click the Search button.</p> 

Process Document

Student Records: Drop Using Quick Enroll-011008




Enrollment Request

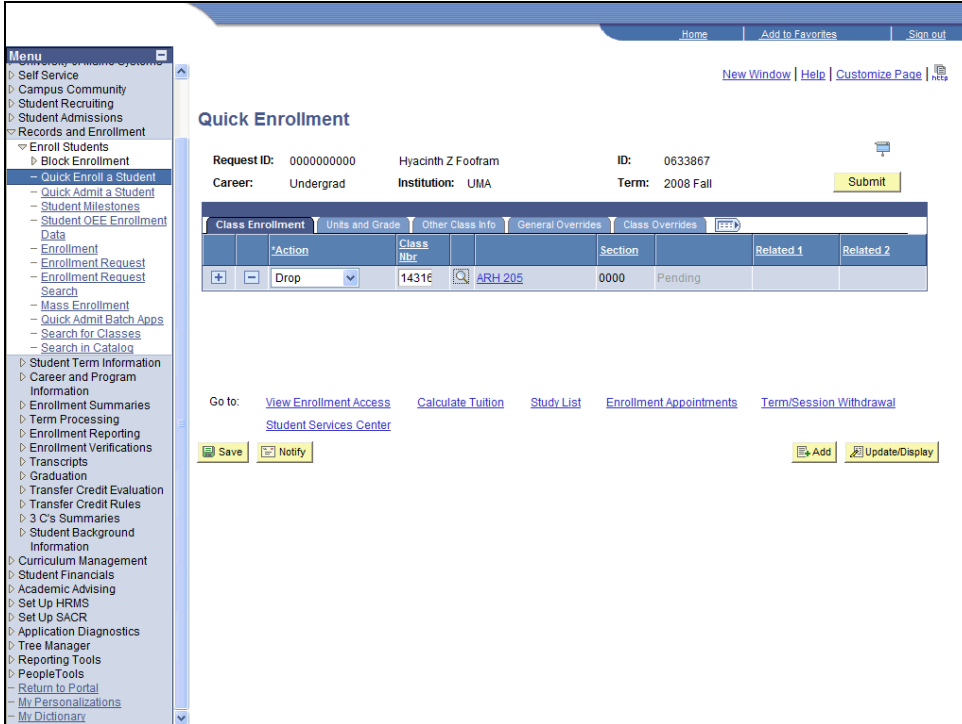
Enrollment Listing

Request ID: 0000000000 Footram,Hyacinth Z ID: 0633867
 Career: Undergrad Institution: UMA Term: 2008 Fall

Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Grade	Session
<input checked="" type="checkbox"/>	ARH	205	0000 3.00	14316	Enrolled	Enrolled	Graded		Regular
Hist of Phtgrphy I(1830-1930) Lecture									
<input checked="" type="checkbox"/>	ARH	345	0000 3.00	14318	Dropped	Drop Enrl	Graded		Regular
American Art & Architecture Lecture									
<input checked="" type="checkbox"/>	ENG	5	0000 3.00	14738	Enrolled	Enrolled	No Earn Cr		Regular
Basic Writing Lecture									
<input checked="" type="checkbox"/>	MAT	113	0000 3.00	15124	Enrolled	Enrolled	Graded		Regular
Mathematics for Bus And Eco I Lecture									
<input checked="" type="checkbox"/>	ART	294	1 4.00	30274	Enrolled	Enrolled	Graded		Regular
Independent Study Studio Art Ind Study									

[Return](#)

Step	Action
6.	This displays a list of all the classes the student is enrolled in for the term. To select the one to drop, click the Enrollment Select button (the check icon). 

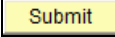


The screenshot shows the 'Quick Enrollment' page in a web browser. The page has a blue header with 'Home', 'Add to Favorites', and 'Sign out' links. A left-hand menu is visible, listing various system functions. The main content area displays enrollment details for a student:

Request ID: 0000000000 **Hyacinth Z Footram** **ID:** 0633867
Career: Undergrad **Institution:** UMA **Term:** 2008 Fall **Submit**

Below this 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: Action, Class Nbr, Section, Related 1, and Related 2. One row is visible with 'Drop' in the Action column, '14316' in Class Nbr, and 'ARH 205' in Section. The status is 'Pending'.

At the bottom of the page, there are links for 'View Enrollment Access', 'Calculate Tuition', 'Study List', 'Enrollment Appointments', and 'Term/Session Withdrawal'. There are also buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Step	Action
7.	Click the Submit button. 
8.	End of Procedure.