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Enroll 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

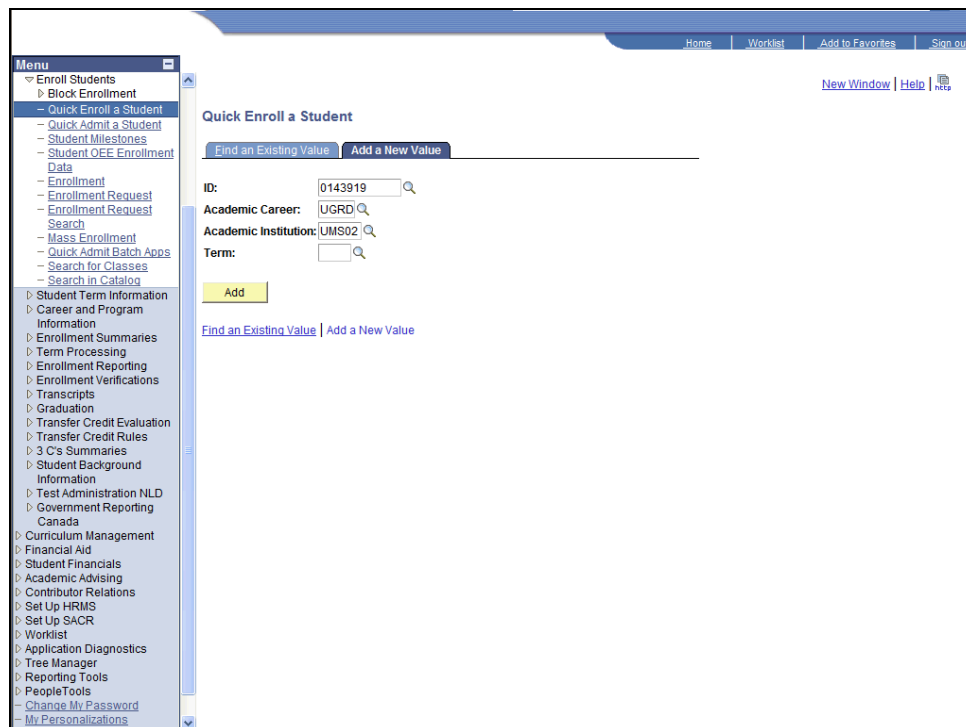
To view the online Process Document and Quick Guide, click the links below.

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

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

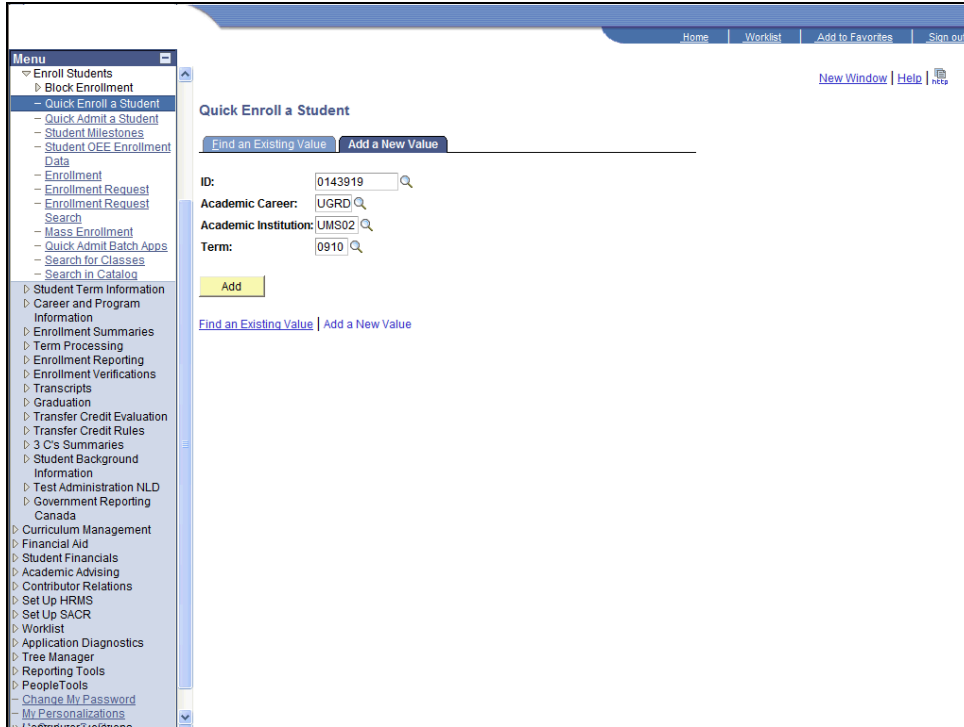
In order to quick enroll a student, the student must be eligible to enroll - that is, be active in a program and term activated for the enrollment term.

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




The screenshot shows the 'Quick Enroll a Student' web application. On the left is a 'Menu' with various options like 'Enroll Students', 'Block Enrollment', and 'Quick Enroll a Student'. The main content area has a search bar with 'Find an Existing Value' and 'Add a New Value' buttons. Below the search bar are three input fields: 'ID:' with the value '0143919', 'Academic Career:' with the value 'UGRD', and 'Academic Institution:' with the value 'UMSO2'. There is also a 'Term:' field. At the bottom of the form is a yellow 'Add' button. The top of the page has navigation links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'.

Step	Action
2.	Select the Add a New Value tab.



Home | Worklist | Add to Favorites | Sign out


New Window | Help | 


Menu


- Enroll Students
 - Block Enrollment
 - Quick Enroll a Student
 - Quick Admit a Student
 - Student Milestones
 - Student OEE Enrollment
 - Data
 - Enrollment
 - Enrollment Request
 - Enrollment Request Search
 - Mass Enrollment
 - Quick Admit Batch Apps
 - Search for Classes
 - Search in Catalog
 - Student Terms Information
 - Career and Program Information
 - Enrollment Summaries
 - Term Processing
 - Enrollment Reporting
 - Enrollment Verifications
 - Transcripts
 - Graduation
 - Transfer Credit Evaluation
 - Transfer Credit Rules
 - 3 C's Summaries
 - Student Background Information
 - Test Administration NLD
 - Government Reporting
 - Canada
 - Curriculum Management
 - Financial Aid
 - Student Financials
 - Academic Advising
 - Contributor Relations
 - Set Up HRMS
 - Set Up SACR
 - Worklist
 - Application Diagnostics
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My Personalizations
 - My Personalized Pages


Quick Enroll a Student

Find an Existing Value | **Add a New Value**

ID: 

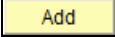
Academic Career: 

Academic Institution: 

Term: 

Add

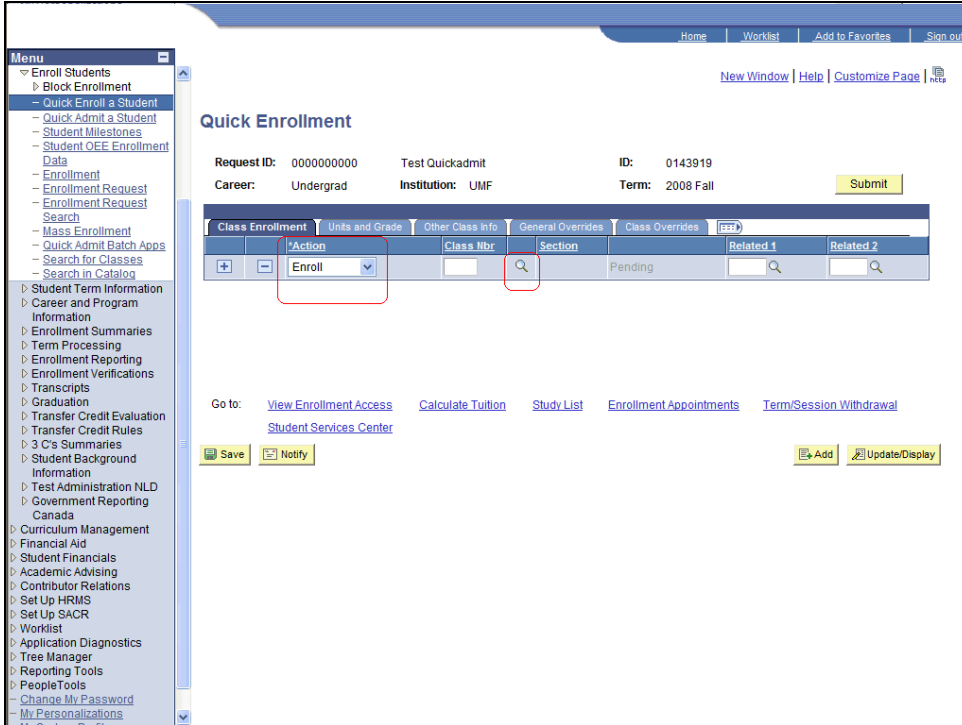
Find an Existing Value | Add a New Value

Step	Action
3.	Make sure that the correct Student ID, Career, Institution and Term are entered. Click the Add button. 

Process Document

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4. Use the **Quick Enrollment** page to add or update enrollment request transactions for both new and continuing students.



Quick Enrollment

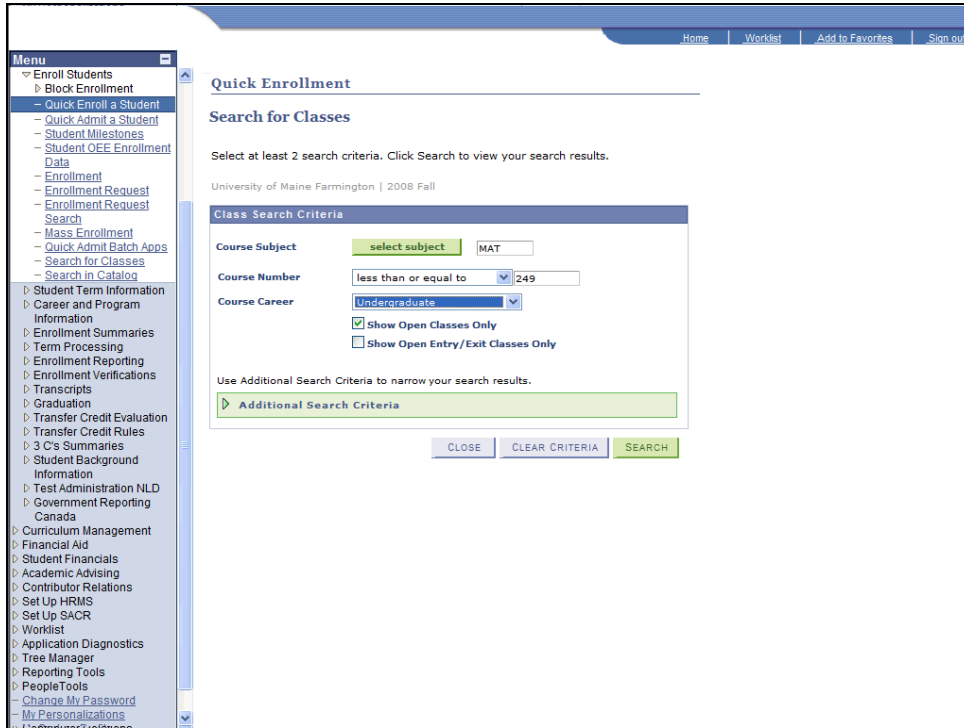
Request ID: 0000000000 Test Quickadmit ID: 0143919
 Career: Undergrad Institution: UMF Term: 2008 Fall [Submit](#)

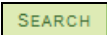
Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides	Related 1	Related 2
+	-	Action	Class Nbr	Section	Pending	
		Enroll				

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

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

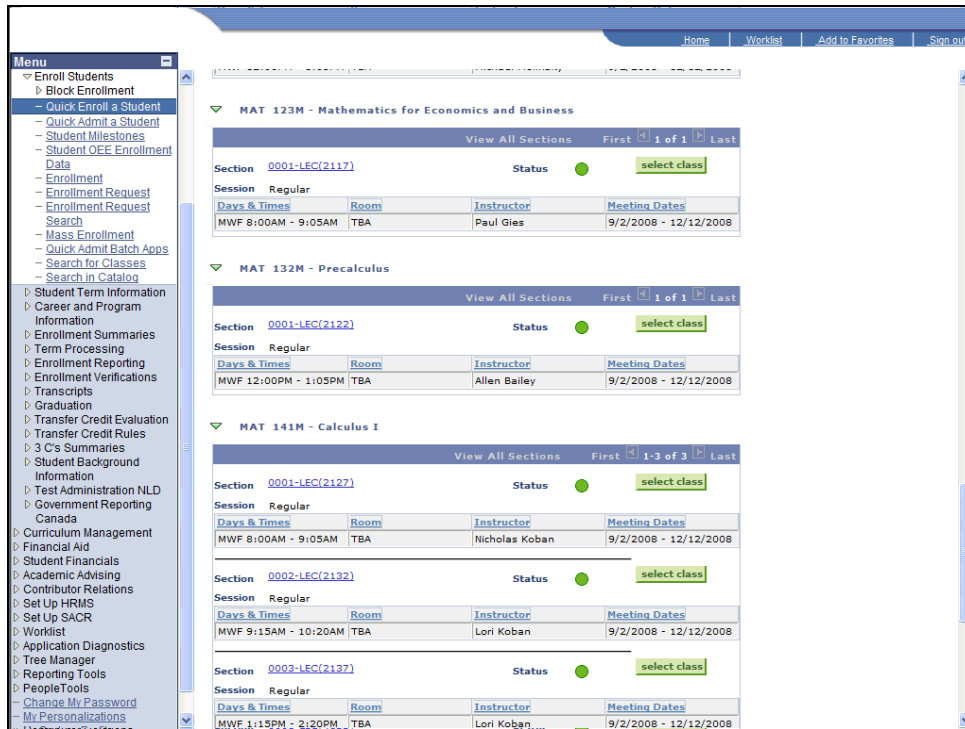
Step	Action
5.	<p>Make sure that the Action field is set to Enroll. Enter the first class for this enrollment request. You can either type in the Class Number directly in the Class Nbr field, or do a class search.</p> <p>To perform a class search, click the Look Up button. This brings up the standard class search page. Enter search criteria and click the Search button.</p> <p>For more details on how to do a class search, refer to the Class Search Process Document</p>



Step	Action
6.	Fill in the search fields as desired. Click the Search button. 

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The screenshot displays the 'Quick Enroll' web application interface. On the left is a navigation menu with categories like 'Enroll Students', 'Student Term Information', and 'Worklist'. The main content area shows three course listings:

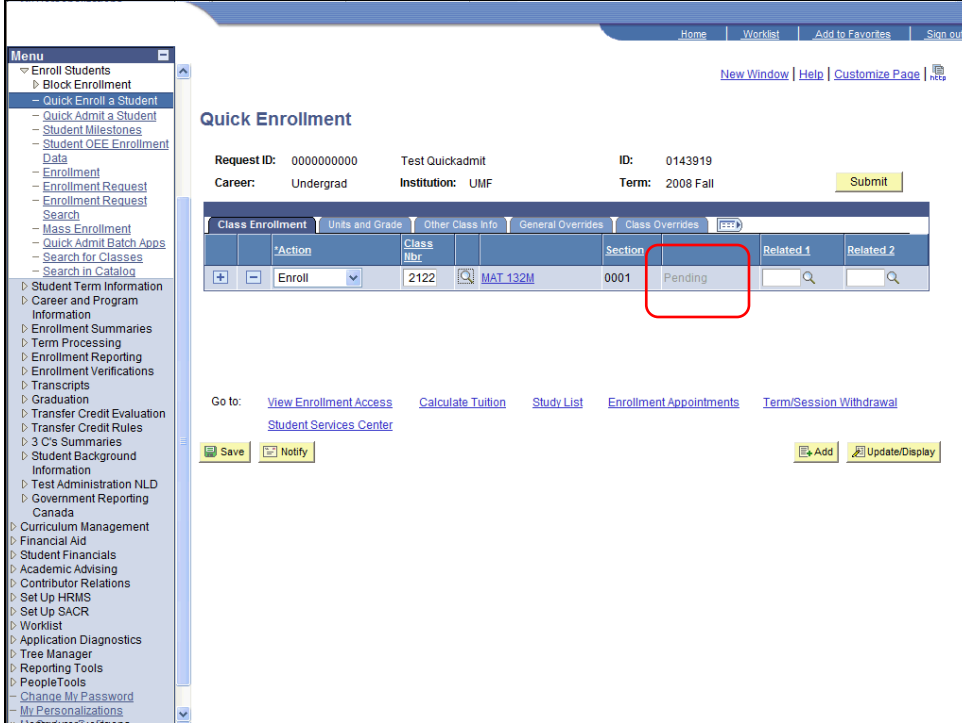
- MAT 123M - Mathematics for Economics and Business**: Section 0001-LEC(2117), Regular session, Instructor Paul Gies, Meeting Dates 9/2/2008 - 12/12/2008.
- MAT 132M - Precalculus**: Section 0001-LEC(2122), Regular session, Instructor Allen Bailey, Meeting Dates 9/2/2008 - 12/12/2008.
- MAT 141M - Calculus I**: Three sections listed:
 - Section 0001-LEC(2127), Regular session, Instructor Nicholas Koban, Meeting Dates 9/2/2008 - 12/12/2008.
 - Section 0002-LEC(2132), Regular session, Instructor Lori Koban, Meeting Dates 9/2/2008 - 12/12/2008.
 - Section 0003-LEC(2137), Regular session, Instructor Lori Koban, Meeting Dates 9/2/2008 - 12/12/2008.

Each listing includes a 'select class' button and a 'Status' indicator (a green dot).

Step	Action
7.	Click the Select Class button. This returns you to the Quick Enrollment page.

select class

8. The **Status of Pending** tells you that this request has not been processed yet.



The screenshot shows the 'Quick Enrollment' page in a web browser. The page has a blue header with navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. On the left is a 'Menu' sidebar with various options like 'Enroll Students', 'Block Enrollment', and 'Quick Enroll a Student'. The main content area is titled 'Quick Enrollment' and displays the following information:

- Request ID: 0000000000
- Test Quickadmit
- ID: 0143919
- Career: Undergrad
- Institution: UMF
- Term: 2008 Fall
- Submit button

Below this information 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 the following data:

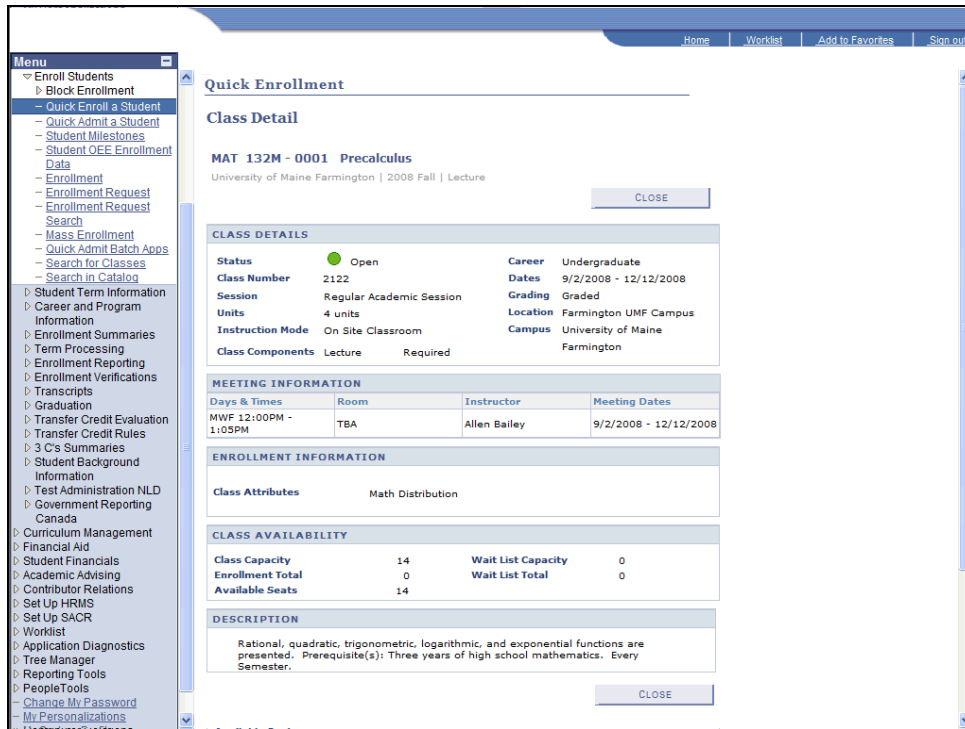
Action	Class Hbr	Section	Status	Related 1	Related 2
Enroll	2122	MAT 132M	0001	Pending	

The 'Pending' status in the table is highlighted with a red box. Below the table are several links: '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
9.	If desired, you can check the information for this class. To do this, click the class link. MAT 132M

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Quick Enrollment

Class Detail

MAT 132M - 0001 Precalculus
University of Maine Farmington | 2008 Fall | Lecture

[CLOSE](#)

CLASS DETAILS

Status	Open	Career	Undergraduate
Class Number	2122	Dates	9/2/2008 - 12/12/2008
Session	Regular Academic Session	Grading	Graded
Units	4 units	Location	Farmington UMF Campus
Instruction Mode	On Site Classroom	Campus	University of Maine Farmington
Class Components	Lecture Required		

MEETING INFORMATION

Days & Times	Room	Instructor	Meeting Dates
MWF 12:00PM - 1:05PM	TBA	Allen Bailey	9/2/2008 - 12/12/2008

ENROLLMENT INFORMATION

Class Attributes: Math Distribution

CLASS AVAILABILITY

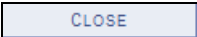
Class Capacity	14	Wait List Capacity	0
Enrollment Total	0	Wait List Total	0
Available Seats	14		

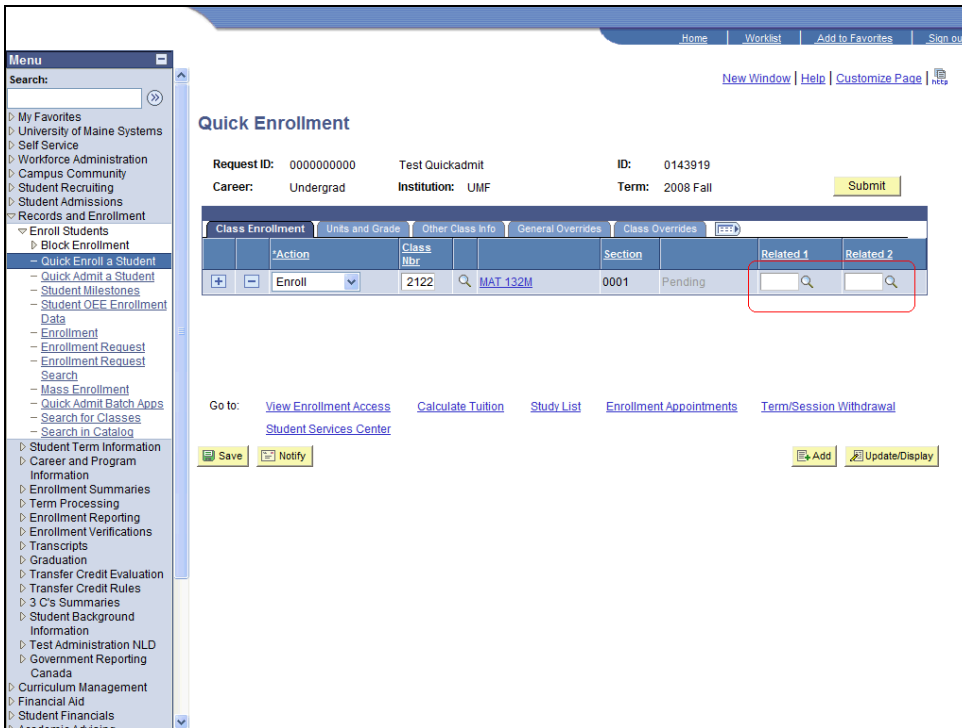
DESCRIPTION


Rational, quadratic, trigonometric, logarithmic, and exponential functions are presented. Prerequisite(s): Three years of high school mathematics. Every Semester.

[CLOSE](#)

Step	Action
10.	Click the Close button to return to the Quick Enroll page.



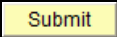


Step	Action
11.	<p>The Related 1 and Related 2 fields are used to enroll the student in class sections such as labs or recitations that are associated with the class being requested.</p> <p>Additional class sections can be set up as auto-enroll, in which case they will not show up as Related classes, and the student will be automatically enrolled in them.</p>
12.	<p>To add a second class, click the Add a new row button.</p> 
13.	<p>On the Other Class Info tab, use the Permission field to enter a permission number, if the class requires instructor or departmental permission.</p> <p>Use the Drop if Enroll field to enter the id of a class that the student is already enrolled in, which will be dropped if the enrollment request on that row is successful.</p>
14.	<p>Use the General Overrides tab to override various enrollment rules. Your security setting determines which of these you can use.</p> <p>For example, if you have the right security you can use the Requisites override checkbox to enroll the student in a class without checking prerequisites.</p>

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Step	Action
15.	Use the Class Overrides tab to override various limits and checks associated with a particular class. Your security will determine which of these you are able to override.
16.	Click the Submit button to process all non-posted rows of the enrollment request for the student. Click the Submit button. 

The screenshot shows the 'Quick Enrollment' page in a web browser. The page includes a navigation menu on the left, a header with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main content area displays enrollment details for a student with Request ID 000004444, Career Undergrad, Institution UMF, and Term 2008 Fall. A 'Submit' button is visible. Below this is a table with tabs for 'Class Enrollment', 'Units and Grade', 'Other Class Info', 'General Overrides', and 'Class Overrides'. The table lists enrollment requests for MAT 132M, ENG 100, HTY 103S, and BIO 110N. The 'HTY 103S' and 'BIO 110N' rows are marked with 'Errors' in red text. At the bottom, there are links for 'View Enrollment Access', 'Calculate Tuition', 'Study List', 'Enrollment Appointments', and 'Term/Session Withdrawal', along with 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display' buttons.

Action	Class Nbr	Class	Section	Status	Related 1	Related 2
Enroll	2122	MAT 132M	0001	Success		
Enroll	1314	ENG 100	0001	Success		
Enroll	1922	HTY 103S	0001	Errors		
Enroll	1178	BIO 110N	0001	Errors		


Step	Action
17.	<p>For each row, Status will have one of the following values:</p> <p>Errors: Unable to post the submitted enrollment request.</p> <p>Pending: The enrollment request has not been submitted yet.</p> <p>Messages: The enrollment request was successfully posted and has returned an informational message, such as the student's wait list position.</p> <p>Success: Posting was successful.</p> <p>In this example, the student is now enrolled in the first two classes, but not in the third and fourth.</p>



Menu





- Enroll Students
- Block Enrollment
- Quick Enroll a Student
- Quick Admit a Student
- Student Milestones
- Student OEE Enrollment Data
- Enrollment
- Enrollment Request
- Enrollment Request Search
- Mass Enrollment
- Quick Admit Batch Apps
- Search for Classes
- Search in Catalog
- Student Term Information
- Career and Program Information
- Enrollment Summaries
- Term Processing
- Enrollment Reporting
- Enrollment Verifications
- Transcripts
- Graduation
- Transfer Credit Evaluation
- Transfer Credit Rules
- 3 Cs Summaries
- Student Background Information
- Test Administration NLD
- Government Reporting Canada
- Curriculum Management
- Financial Aid
- Student Financials
- Academic Advising
- Contributor Relations
- Set Up HRMS
- Set Up SACR
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | 

Quick Enrollment

Request ID: 0000004444 Test Quickadmit ID: 0143919
 Career: Undergrad Institution: UMF Term: 2008 Fall

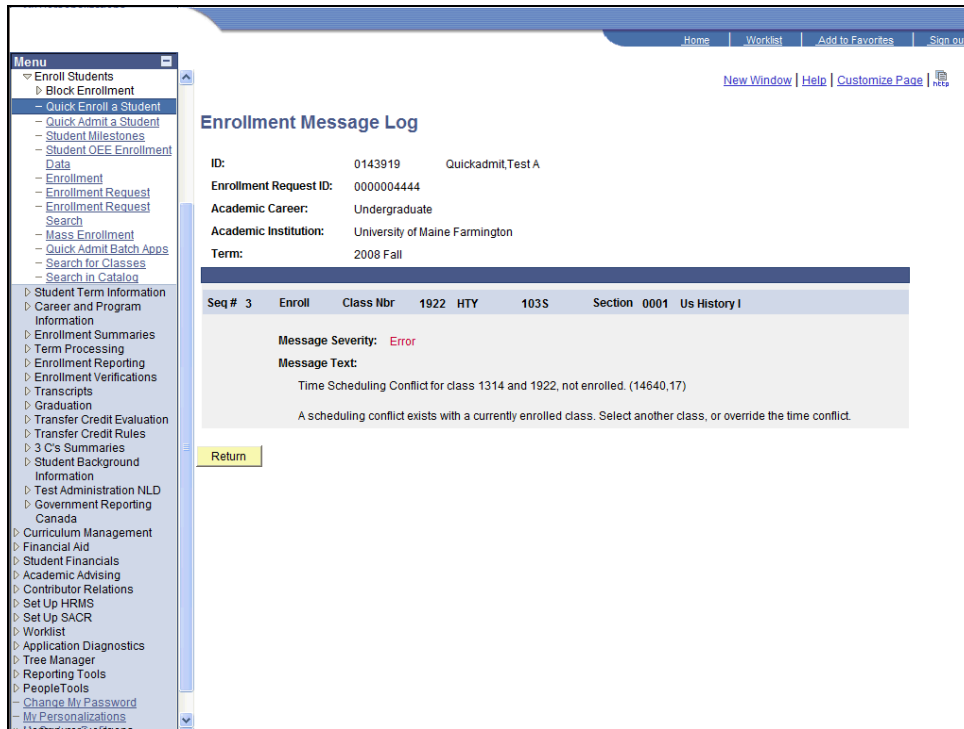
Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Related 1	Related 2
Action	Class Nbr						
<input type="button" value="+"/> <input type="button" value="-"/> Enroll	2122		 MAT 132M	0001	Success		
<input type="button" value="+"/> <input type="button" value="-"/> Enroll	1314		 ENG 100	0001	Success		
<input type="button" value="+"/> <input type="button" value="-"/> Enroll	1922		 HTY 103S	0001	Errors	<input type="text" value=""/>	<input type="text" value=""/>
<input type="button" value="+"/> <input type="button" value="-"/> Enroll	1178		 BIO 110N	0001	Errors	<input type="text" value=""/>	<input type="text" value=""/>

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

Step	Action
18.	<p>Click the Errors link to view messages explaining what went wrong.</p> <p>Errors</p>

Process Document

Student Records: Enroll Using Quick Enroll-011008



The screenshot shows a web application interface for the University of Maine System. On the left is a navigation menu with categories like 'Enroll Students', 'Student Term Information', and 'Academic Advising'. The main content area is titled 'Enrollment Message Log' and displays the following information:

- ID: 0143919 Quickadmit,Test A
- Enrollment Request ID: 000004444
- Academic Career: Undergraduate
- Academic Institution: University of Maine Farmington
- Term: 2008 Fall


Below this information is a table with the following header row:

Seq #	Enroll	Class Nbr	1922	HTY	103S	Section	0001	Us History I
3								

Below the table, a message box displays the following error:

Message Severity: Error
Message Text:
 Time Scheduling Conflict for class 1314 and 1922, not enrolled. (14640,17)
 A scheduling conflict exists with a currently enrolled class. Select another class, or override the time conflict.

A yellow 'Return' button is located below the message box.

Step	Action
19.	Click the Return button. 
20.	Once the errors have been fixed, click the Submit button once again.
21.	End of Procedure.