

Enroll Using Quick Enroll-011008

1.	Navigate: Records and Enrollment > Enroll Students > Quick Enroll a Student
2.	Select the Add a New Value tab.
3.	Make sure that the correct Student ID, Career, Institution and Term are entered. Click the Add button.
4.	Use the Quick Enrollment page to add or update enrollment request transactions for both new and continuing students.
5.	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. This is the standard class search page. Enter search criteria and click the Search button. For more details on how to do a class search, refer to the Class Search Process Document
6.	In the search results list, locate the desired class and click the Select Class button. This returns you to the Quick Enrollment page.
7.	The Status of Pending tells you that this request has not been processed yet.
8.	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. Associated 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.
9.	To add a second class, click the Add a new row button. Fill in the class information.
10.	Click the Submit button to process all non-posted rows of the enrollment request for the student.
11.	For each row, Status will have one of the following values: Errors: Unable to post the submitted enrollment request. Pending: The enrollment request has not been submitted yet. Messages: The enrollment request was successfully posted and has returned an informational message, such as the student's wait list position. Success: Posting was successful and the student is enrolled in the class.
12.	Click the Errors link to view messages explaining what went wrong.
13.	End of Procedure.