

Version	1.0
Document Generation Date	1/10/2008
Date Modified	1/23/2008
Last Changed by	ASDS
Status	Final

Maintenance 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.

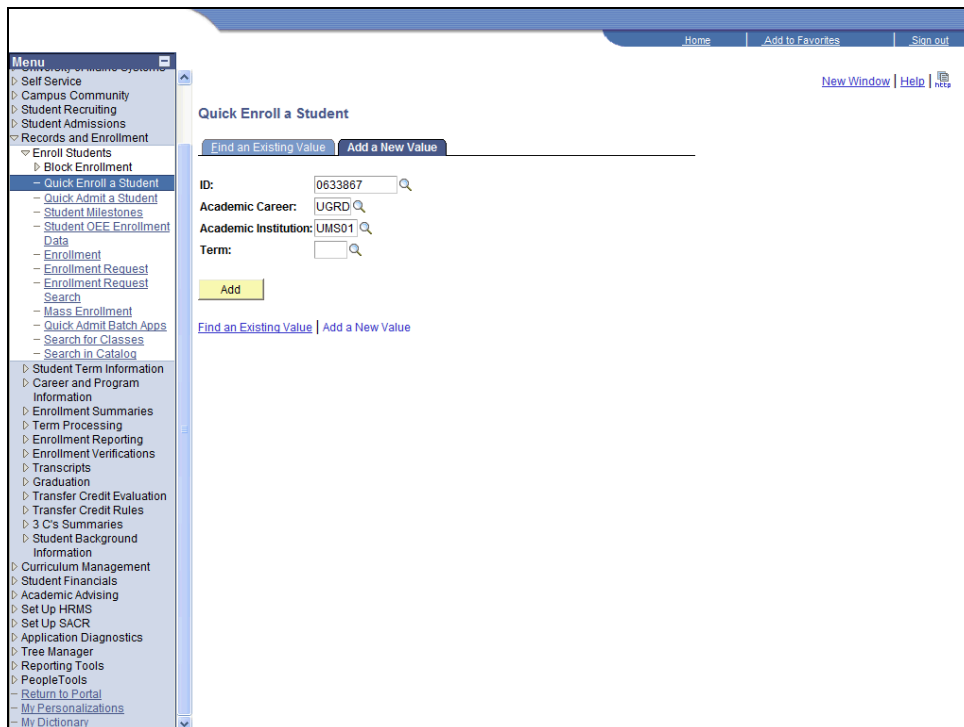
Procedure


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

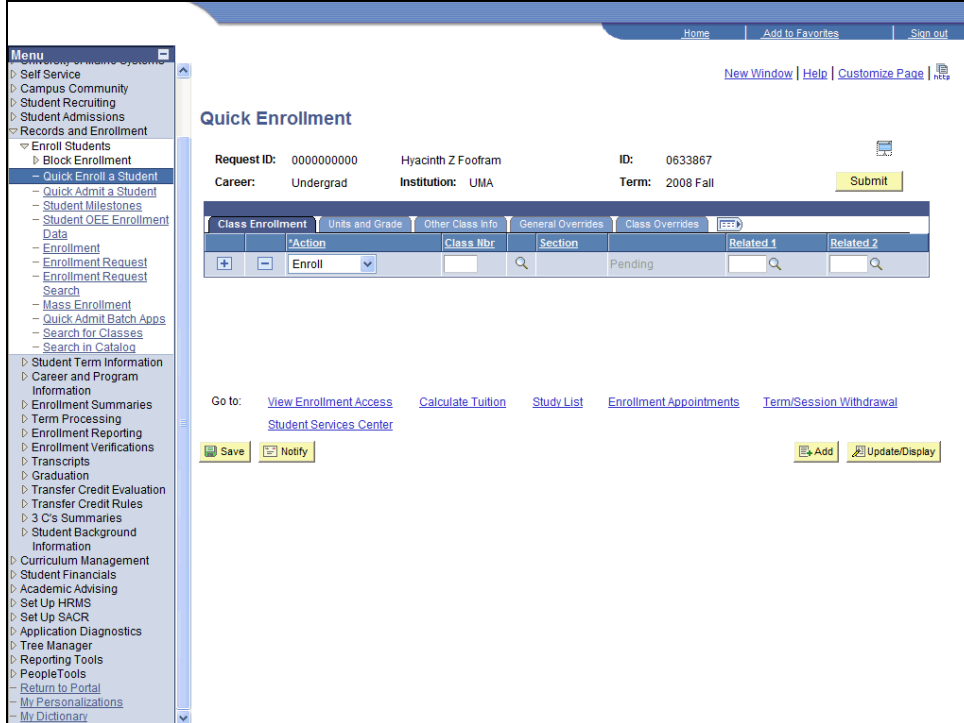
PD Please refer to:
http://www.maine.edu/pdf/MaintenanceUsingQuickEnroll-011008_BP.pdf

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

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



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




The screenshot shows the 'Quick Enrollment' web application. At the top, there are navigation links: Home, Add to Favorites, and Sign out. Below this is a 'Menu' sidebar on the left with various options like 'Self Service', 'Campus Community', 'Student Recruiting', 'Student Admissions', 'Records and Enrollment', 'Enroll Students', 'Block Enrollment', 'Quick Admit a Student', 'Student Milestones', 'Student OEE Enrollment Data', 'Enrollment', 'Enrollment Request', '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 C's Summaries', 'Student Background Information', 'Curriculum Management', 'Student Financials', 'Academic Advising', 'Set Up HRMS', 'Set Up SACR', 'Application Diagnostics', 'Tree Manager', 'Reporting Tools', 'PeopleTools', 'Return to Portal', 'My Personalizations', and 'My Dictionary'.

The main content area is titled 'Quick Enrollment'. It displays the following information:

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

There is a 'Submit' button to the right of the term information. Below this is a table with the following columns: Class Enrollment, Units and Grade, Other Class Info, General Overrides, Class Overrides, and a search icon. The table has a header row with 'Action', 'Class Nbr', 'Section', 'Pending', 'Related 1', and 'Related 2'. The 'Action' column has a dropdown menu currently set to 'Enroll'. Below the table are several links: 'Go to: View Enrollment Access', 'Calculate Tuition', 'Study List', 'Enrollment Appointments', and 'Term/Session Withdrawal'. There is also a link to 'Student Services Center'. At the bottom of the main area are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Step	Action
4.	By default, the Action <i>Enroll</i> is selected. You must select the <i>Normal Maintenance</i> action. Click the Action list. 

Process Document

Student Records: Maintenance Using Quick Enroll-011008



Home | Add to Favorites | Sign out

New Window | Help | Customize Page

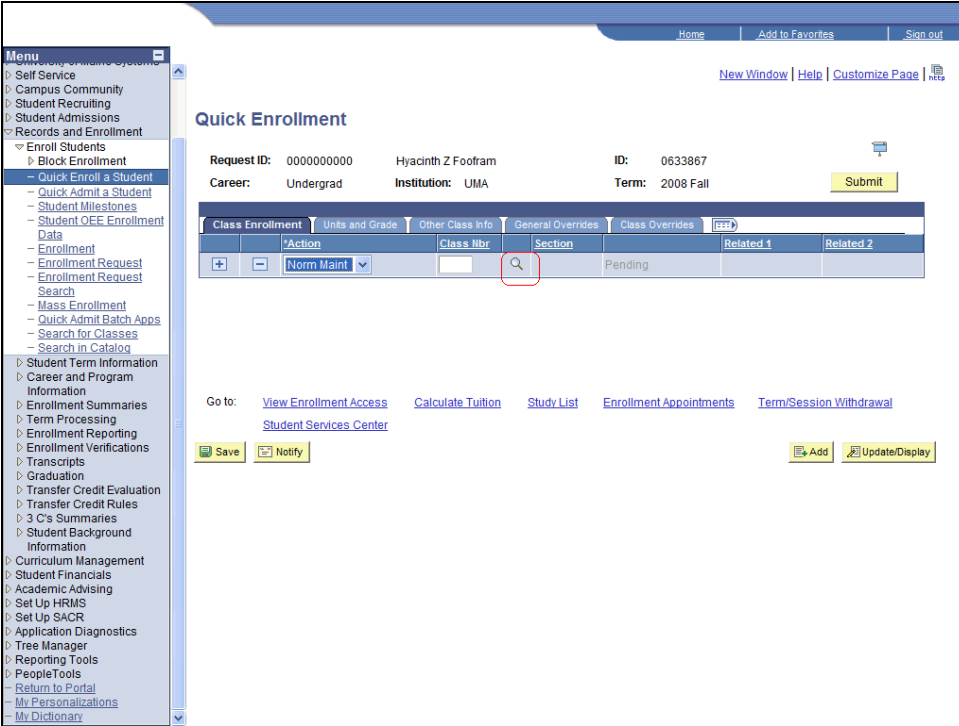
Quick Enrollment

Request ID: 0000000000 Hyacinth Z Foofram 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										
<table border="1"> <thead> <tr> <th>Action</th> <th>Class Nbr</th> <th>Section</th> <th>Related 1</th> <th>Related 2</th> </tr> </thead> <tbody> <tr> <td>Enroll</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Action	Class Nbr	Section	Related 1	Related 2	Enroll				
Action	Class Nbr	Section	Related 1	Related 2												
Enroll																

Go to: [View Enrollment Process](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)

Step	Action
5.	Click the Norm Maint list item. <input type="text" value="Norm Maint"/>



Quick Enrollment

Request ID: 000000000 Hyacinth Z Fooram 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="-"/> Norm Maint		<input type="text" value=""/>	<input type="button" value="Q"/>	Pending		

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

Step	Action
6.	Specify the class you want to update. This must be a class in which the student is enrolled. You can either enter the Class Number directly in the Class Nbr field, or use the look up button.

Process Document

Student Records: Maintenance Using Quick Enroll-011008




Home | Add to Favorites | Sign out

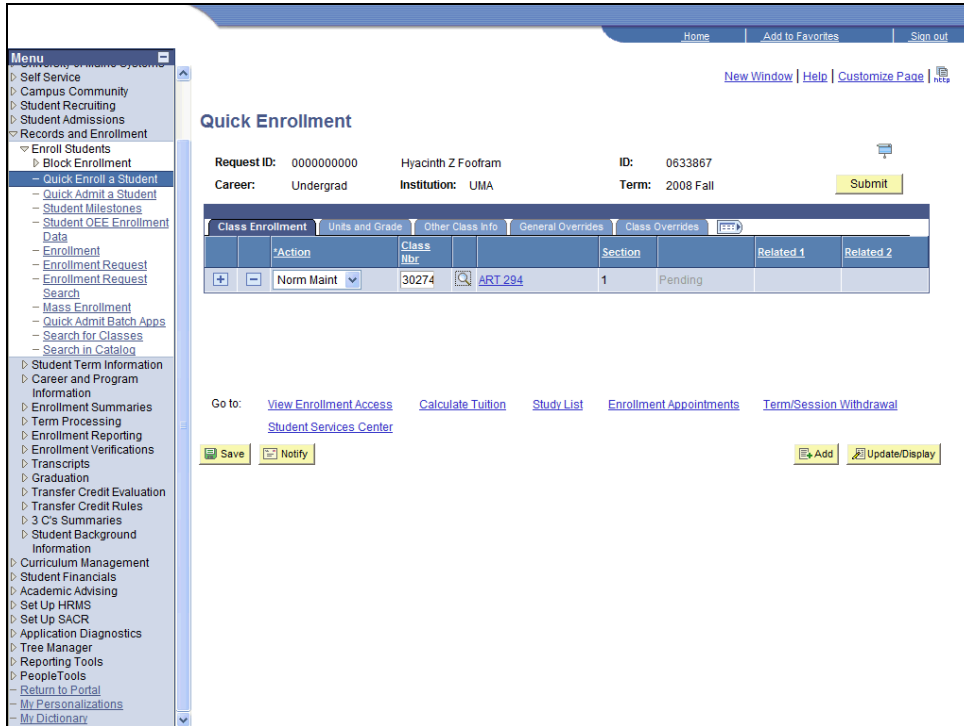
Request ID: 0000000000 Footram,Hyacinth Z ID: 0633867
 Career: Undergrad Institution: UMA Term: 2008 Fall

Enrollment List Find First 1-6 of 6 Last

	Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Grade	Session
<input checked="" type="checkbox"/>	ARH	205	0000	3.00	14316	Dropped	Drop Enrl	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	Dropped	Drop Enrl	No Earn Cr		Regular
	Basic Writing Lecture									
<input checked="" type="checkbox"/>	ENG	10	0000	3.00	14754	Enrolled	Enrolled	No Earn Cr		Regular
	Writing Improvement 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
7.	The list of classes for this term is displayed when you click the look up button. Select the class to update by clicking on the check icon. 



Step	Action
8.	<p>In this example, the art class is multi-unit - that is, the student can choose how many credits to take. The update in this case is to change the number of credits.</p> <p>Click the Units and Grade tab.</p> <p>Units and Grade</p>
9.	Change the number of units.

Process Document

Student Records: Maintenance Using Quick Enroll-011008



Home | Add to Favorites | Sign out

New Window | Help | Customize Page |

Quick Enrollment

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

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides	ADD
		Permission	Ind Study Instructor	Action Reason	
<input type="checkbox"/>	<input type="checkbox"/>	ART 294			<input type="button" value="Create Transcript Note"/>

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

Step	Action
10.	Click the Submit button. <input type="button" value="Submit"/>
11.	If the request is successful, the change to the student's enrollment in this class has been posted.
12.	End of Procedure.