

Maintenance Using Quick Enroll-011008

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| 1. | Navigate: Records and Enrollment > Enroll Students > Quick Enroll a Student. |
| 2. | Make sure the correct student ID, Career, Institution and Term are entered. Click the Add button. |
| 3. | By default, the Action Enroll is selected. You must select the Normal Maintenance action. Click the Action list. |
| 4. | Click the Norm Maint list item. |
| 5. | 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. If you use the lookup button, the list of classes for this term is displayed. Select the class to update by clicking on the check icon next to the class. |
| 6. | An example of an update would be to change the number of credits for a variable credit class. To do that, click the Units and Grade tab. |
| 7. | Change the number of units. |
| 8. | To process the updates, click the Submit button. |
| 9. | End of Procedure. |