

Quick Admit a Student-012208

1.	Navigate: Records and Enrollment > Enroll Students > Quick Admit a Student.
2.	If the person is already in Campus Community, type in his/her emplid in the ID field. Otherwise, leave it as "NEW". Make sure that the correct Institution and Academic Career are selected.
3.	Enter the desired information into the Term field.
4.	Click the Add button.
5.	Enter the student's name.
6.	Birth information is optional, but can help in identifying duplicate person entries. Enter it if desired.
7.	To enter an address for the student, select the Address Type and click the Edit Address link. For more on how to enter addresses, please refer to the Addresses UPK topics and documentation under Campus Community.
8.	Similarly, you can enter phone and e-mail information for the student.
9.	Select the correct phone number type.
10.	Enter the phone number into the Phone field.
11.	The student can specify which phone number (or e-mail address) is preferred. To do this, click the Preferred option.
12.	Click the Program/Plan tab.
13.	Quick Admitted students are normally put into the non-degree program. To look up the non-degree program, you can enter the first letter of the program code in the Academic Program Primary field, and click the look up button.
14.	Enter the Academic Plan . This is typically non-degree.
15.	Enter the Admit Term .
16.	Click the Residency link.
17.	Enter the desired information into the Effective Term field.
18.	Click the Look up Residency button.
19.	Select the correct Residency value.
20.	Click the OK button.
21.	Click the Save button.
22.	If you are sure that your new student is not a duplicate, click the Return button.
23.	This page gives you a chance to back out of creating a duplicate person in the database. Click Cancel to cancel the Quick Admit. To finish the Quick Admit process and create a new person, click the OK button.

Quick Guide

24.	The student has been Quick Admitted. If this was a new student, he/she now has an ID. If this was a new student, an Activation Code will be created so the student can activate his/her e-mail account and set a password for access to MaineStreet. To see the Activation Code , go to the Program/Plan page.
25.	Click the View Activation Code link.
26.	End of Procedure.