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## Swap Classes 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

The swap process drops a class the student is enrolled in and adds a replacement class. The drop and add are performed in one operation, thus avoiding problems that can arise when the drop and add enrollment transactions are performed separately.

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

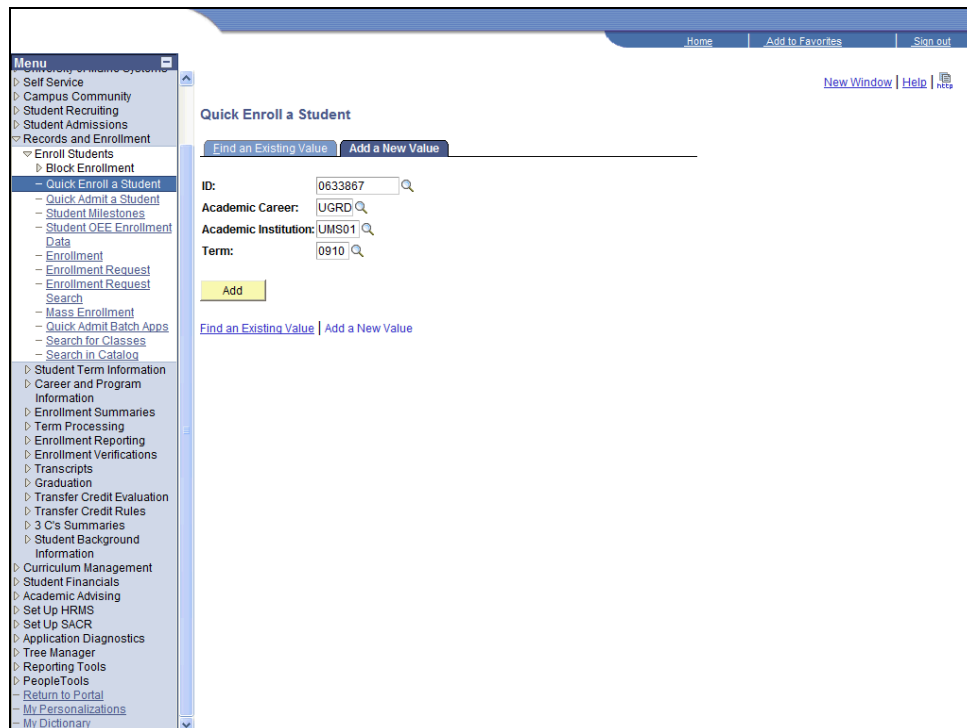
**PD**


Please refer to: [http://www.maine.edu/pdf/SwapUsingQuickEnroll-011008\\_BP.pdf](http://www.maine.edu/pdf/SwapUsingQuickEnroll-011008_BP.pdf)

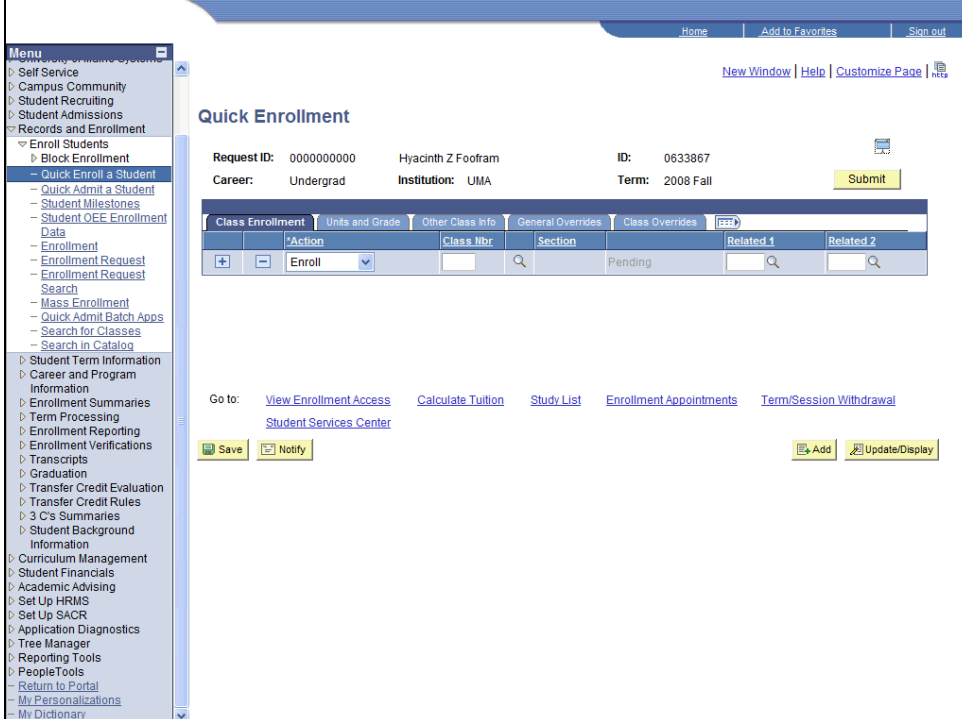
**QG**

Please refer to: [http://www.maine.edu/pdf/SwapUsingQuickEnroll-011008\\_QG.pdf](http://www.maine.edu/pdf/SwapUsingQuickEnroll-011008_QG.pdf)

Step	Action
1.	Navigate: <b>Records and Enrollment &gt; Enroll Students &gt; Quick Enroll a Student.</b>



Step	Action
2.	<p>Make sure the correct student <b>ID</b>, <b>Career</b>, <b>Institution</b> and <b>Term</b> are entered.</p> <p>Click the <b>Add</b> button.</p> 

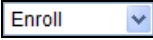


The screenshot shows the 'Quick Enrollment' page in a web browser. On the left is a 'Menu' sidebar with various navigation options. The main content area displays the following information:

- Request ID:** 000000000
- Hyacinth Z Footram**
- ID:** 0633867
- Career:** Undergrad
- Institution:** UMA
- Term:** 2008 Fall

Below this information is a table with columns: **Action**, **Class Libr**, **Section**, **Related 1**, and **Related 2**. The 'Action' column contains a dropdown menu currently set to 'Enroll'. There are search icons in the 'Class Libr', 'Section', 'Related 1', and 'Related 2' columns. A 'Submit' button is located to the right of the form fields.

At the bottom of the page, there are links for 'View Enrollment Access', 'Calculate Tuition', 'Study List', 'Enrollment Appointments', and 'Term/Session Withdrawal'. There are also 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

Step	Action
3.	<p>Click the <b>Action</b> list.</p> 

# Process Document

## Student Records: Swap Classes Using Quick Enroll-011008



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### Quick Enrollment

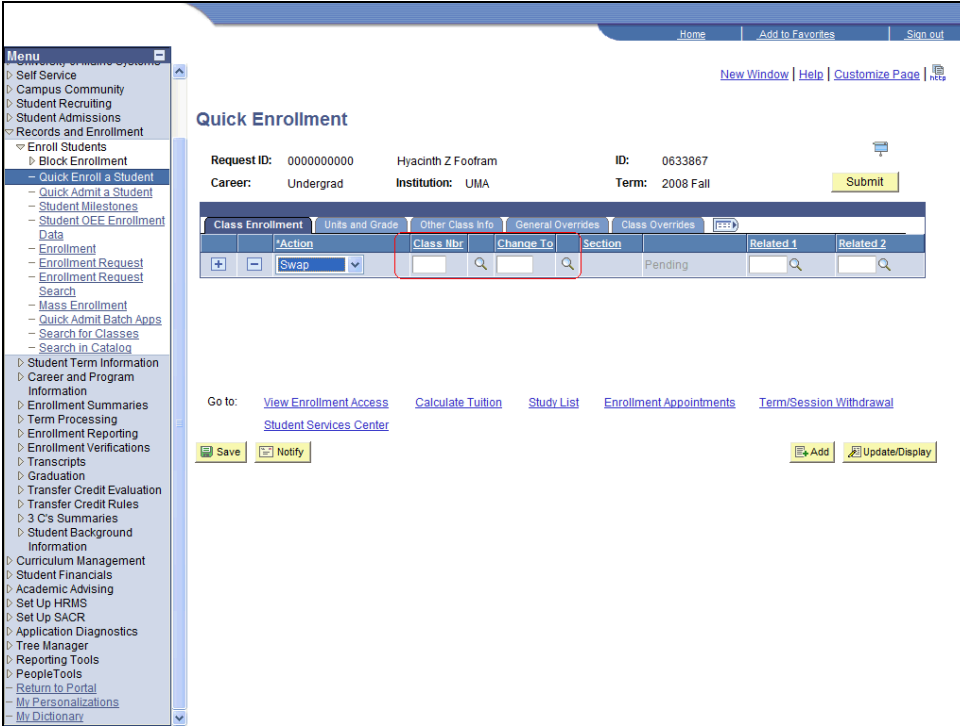
Request ID: 0000000000    Hyacinth Z Fofram    ID: 0633867  
 Career: Undergrad    Institution: UMA    Term: 2008 Fall   

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides
Action	Class Nbr	Section	Related 1	Related 2
<input type="button" value="+"/> <input type="button" value="-"/> Enroll <ul style="list-style-type: none"> <li>Add Grd</li> <li>Change Grd</li> <li>Chg WL Pos</li> <li>Drop</li> <li>Drop to WL</li> <li><b>Enroll</b></li> <li>Norm Maint</li> <li>Remove Grd</li> <li>Swap</li> </ul>				

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

Step	Action
4.	Click the <b>Swap</b> list item. <input type="text" value="Swap"/>



**Quick Enrollment**

Request ID: 000000000    Hyacinth Z Footram    ID: 0633867  
 Career: Undergrad    Institution: UMA    Term: 2008 Fall    **Submit**

*Action	Class Nbr	Change To	Section	Related 1	Related 2
Swap	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

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>You must specify two class numbers: for the class to be dropped and for the class to be added. Use the <b>Class Nbr</b> field for the dropped class and the <b>Change To</b> field for the added class.</p> <p>The <b>look up</b> button next to the <b>Class Nbr</b> field will display a list of the classes the student is currently enrolled in for the term. The <b>look up</b> button next to the <b>Change To</b> field brings up the standard class search page.</p>

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### Quick Enrollment

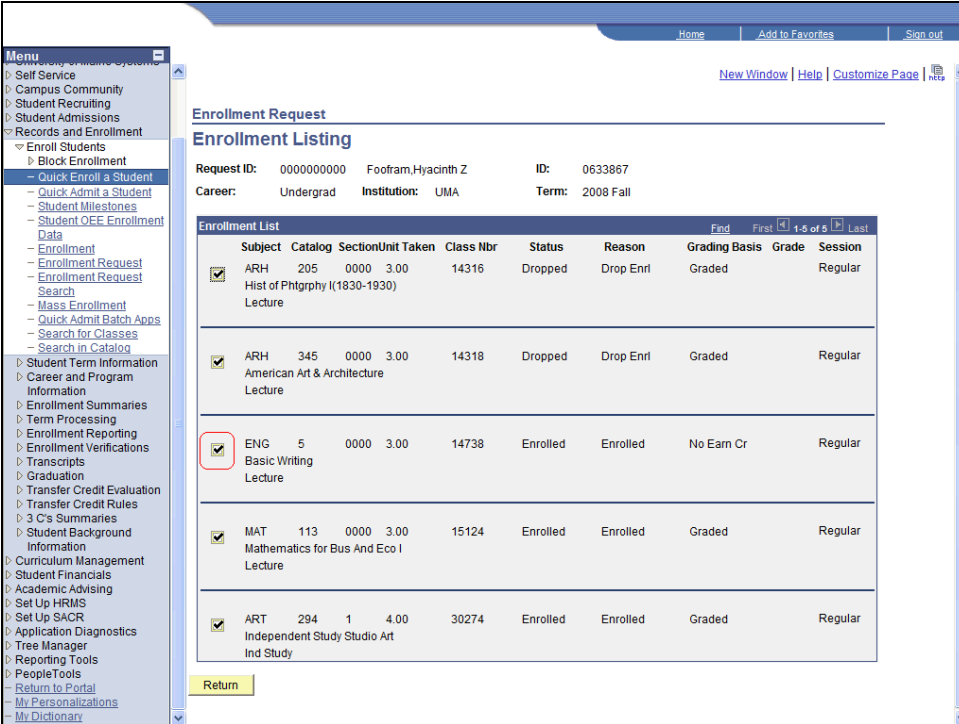
Request ID: 0000000000    Hyacinth Z Foofram    ID: 0633867  
 Career: Undergrad    Institution: UMA    Term: 2008 Fall   

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Related 1	Related 2
*Action	Class Nbr	Change To	Section	Pending	Related 1	Related 2	
<input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="Swap"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Step	Action
6.	Click the <b>Search</b> button for the <b>Class Nbr</b> field. 




**Enrollment Request**

**Enrollment Listing**

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

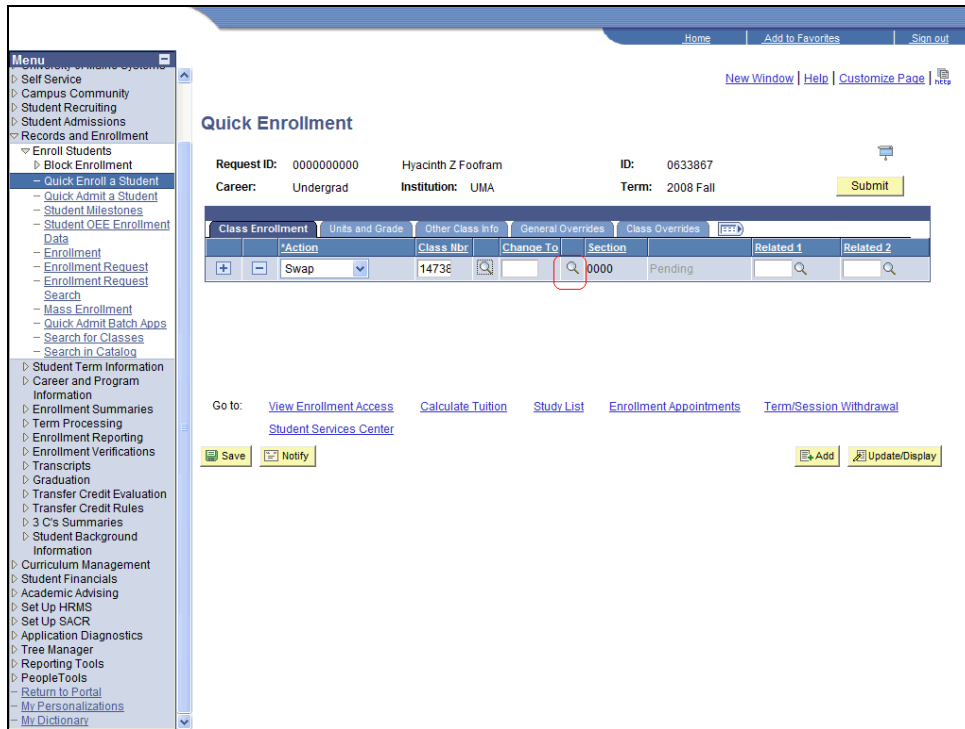
	Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Grade	Session
<input checked="" type="checkbox"/>	ARH	205	0000	3.00	14316	Dropped	Drop Enrl	Graded		Regular
	Hist of Phtgpry I(1830-1930) Lecture									
<input checked="" type="checkbox"/>	ARH	345	0000	3.00	14318	Dropped	Drop Enrl	Graded		Regular
	American Art & Architecture Lecture									
<input checked="" type="checkbox"/>	ENG	5	0000	3.00	14738	Enrolled	Enrolled	No Earn Cr		Regular
	Basic Writing 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](#)

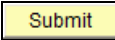
Step	Action
7.	<p>You see the student's Enrollment Listing for the term.</p> <p>To select a class to drop, click the check icon next to the class entry in the student's Enrollment Listing.</p> 

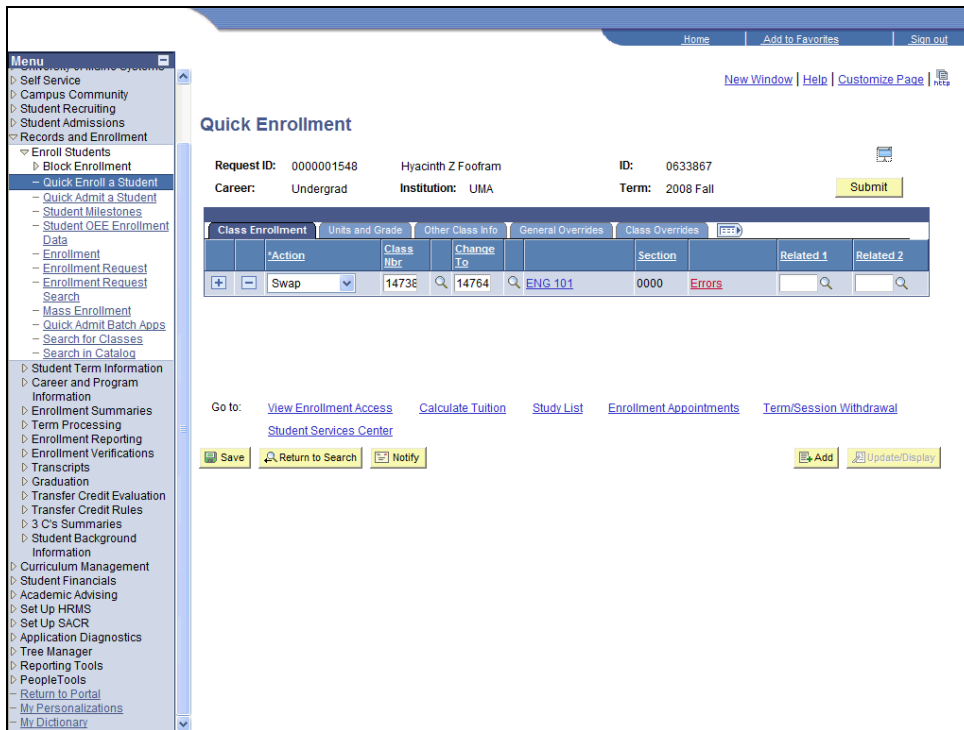
# Process Document


## Student Records: Swap Classes Using Quick Enroll-011008



Step	Action
8.	The class number for the class to drop has been entered. Now enter or search for the class number to add. 
9.	This is the standard class search page. For more information on how to use this page, see the process documents on Searching for Classes.  Perform a search to find the class number for the class to add.
10.	Both classes have been specified. However, the new class may have associated required class sections such as a lab or recitation.  If such related class sections exist, the student must be enrolled in them as well.
11.	To search for associated class sections, click the <b>Related 1</b> button. 

Step	Action
12.	<p>If there are related class sections, you will see a list of them and must choose a class section from the list.</p> <p>You might then need to do a look up for <b>Related 2</b> in case there is a second type of related class. For example, you might select a lab for Related 1 and a recitation for Related 2.</p>
13.	<p>Click the <b>Submit</b> button.</p> 



Step	Action
14.	<p>The swap failed. To see why, click the <b>Errors</b> link.</p> 

# Process Document

## Student Records: Swap Classes Using Quick Enroll-011008



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### Enrollment Message Log

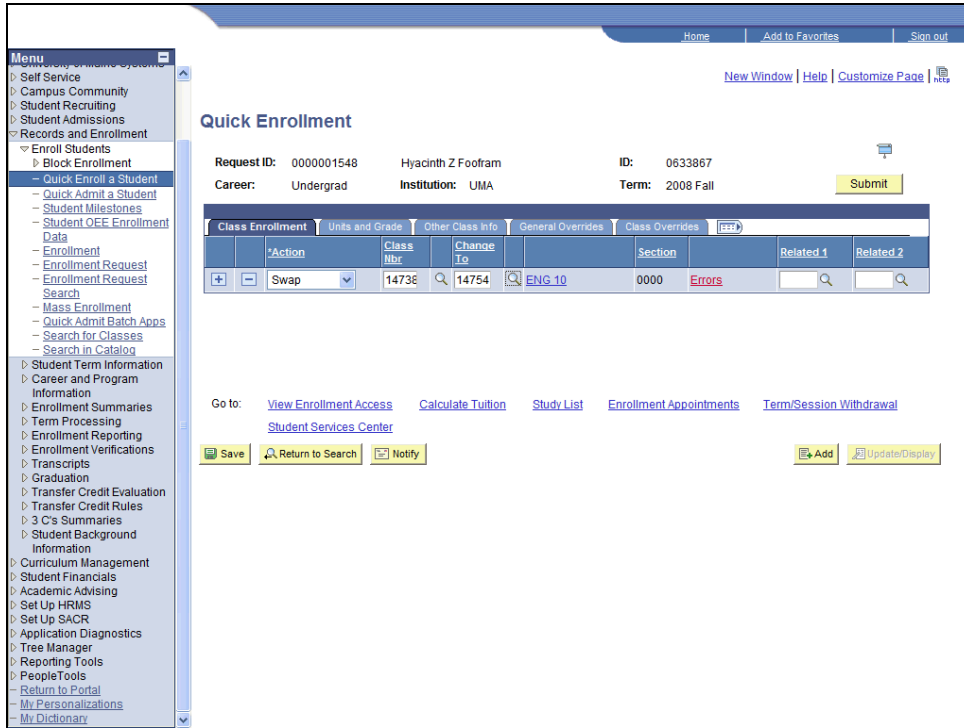
ID: 0633867      Footram,Hyacinth Z  
 Enrollment Request ID: 0000001548  
 Academic Career: Undergraduate  
 Academic Institution: University of Maine at Augusta  
 Term: 2008 Fall

Seq #	Swap	Class Nbr	14738	ENG	5	Section	0000	Basic Writing
	<b>Change To</b>	14764	ENG	101	Section	0000	College Writing	

**Message Severity:** Error  
**Message Text:**  
 Requisites not met for Class, not enrolled. (14640,18)  
 Requirements have not been met to enroll in the specified class. The enrollment transaction was not processed.

[Return](#)

Step	Action
15.	<p>Because the enrollment request failed, the swap was not performed and the student is still enrolled in the class she wanted to drop.</p> <p>On the Quick Enroll page, you could select a different "<b>Change To</b>" class, enter its class number in the <b>Change To</b> field and resubmit the request.</p>



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### Quick Enrollment

Request ID: 0000001548 Hyacinth Z Fooram ID: 0633867  
 Career: Undergrad Institution: UMA Term: 2008 Fall **Submit**

Class Enrollment		Units and Grade	Other Class info	General Overrides	Class Overrides	ISST
	*Action	Class Nbr	Change To	Section	Related 1	Related 2
+	Swap	1473E	14754	ENG_10	0000	Errors

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

**Save** **Return to Search** **Notify** **Add** **Update/Display**

Step	Action
16.	Both class number fields are available for editing. You can change either or both and resubmit the enrollment transaction. To resubmit, click the <b>Submit</b> button.

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### Quick Enrollment

Request ID: 0000001548    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
Action	Class Itzr	Change To	Section	Success			
	14738	14754	ENG 10	0000	Success		

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

Step	Action
17.	In the example above, the swap was successful. The student is no longer enrolled in the original class, and is now enrolled in the class listed in the "Change To" field.
18.	<b>End of Procedure.</b>