

Quick Enroll a Student

The **Quick Enroll** page is used to add, drop and swap students in classes. You can add more than one class on the same Enrollment Request. If you are going to drop or swap a class it is suggested that you do so on a separate Enrollment Request.

Navigation:

Student Information Systems > Admin Services > Services > Quick Enroll a Student

Quick Enroll a Student

[Find an Existing Value](#) | **Add a New Value**

ID:

Academic Career:

Academic Institution:

Term:

[Find an Existing Value](#) | [Add a New Value](#)

Make sure you are at the Add a New Value tab

Enter

- Student's ID #,
- Academic Career
- Academic Institution
- Term

Click Add

IMPORTANT! Do not click **Find an Existing Value**. Updating an existing Enrollment Request causes the information on the original transaction to be lost.

To Add a Class

Quick Enrollment

Request ID: 0000000000 ID:

Career: Undergrad Institution: NC State U Term: Fall '08

[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="-"/> <input type="text" value="Enroll"/> <input type="button" value="🔍"/> | <input type="text"/> | <input type="text"/> <input type="button" value="🔍"/> | Pending <input type="text"/> <input type="button" value="🔍"/> | <input type="text"/> <input type="button" value="🔍"/> |

Go to: [View Enrollment Access](#)

The **Action** should default to **Enroll**

Enter the **Class Number** if you know it, use the lookup icon if you do not.

To add another class, click the Add a New Row (+) button

When you have all of the classes you want, click the **Submit** button. **Save will not update the student's schedule!**

Searching for a Class Number

If you do not know the Class Number then you can search using the lookup icon next to Class Number.

Quick Enrollment

Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

NC State University | 2008 Fall Term

Class Search Criteria

Course Subject

Course Number

Course Career

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

Enter Search Criteria

You must enter at least two search criteria

- Course subject - select from the drop down
- Course # - choose an operator (contains, is exactly, greater than or equal to, or less than or equal to) and enter a number
- Course Career – select from the drop down

Make sure that Show Open Classes Only (this is the default, un-checking will return a list of open, closed, and waitlisted courses)

You can click **Additional Search Criteria** to search by instructor, day, time, etc.

Click Search

Quick Enrollment

Class Search Results

When available, click View All Sections to see all sections of the course.

NC State University | 2008 Fall Term

The following classes match your search criteria Course Subject:
Accounting, Course Number is exactly '200', Show Open Classes Only: **Y**

en Closed Wait List

Click View All Sections to see a complete list of classes

ACC 200 - Introduction to Management Accounting

[View All Sections](#) First 1-3 of 32

| Section | Status | |
|----------------------------------|--------------------------------------|---|
| 001-LEC(1002) | ● | <input type="button" value="select class"/> |
| Session Regular | | |
| Days & Times | Room | Instructor |
| TBA | TBA | Staff |
| Meeting Dates | | |
| TBA | | |
| 002-LEC(1004) | ● | <input type="button" value="select class"/> |
| Session Regular | | |
| Days & Times | Room | Instructor |
| MW 1:20 - 2:45PM | 00232A Withers Hall | Staff |
| Meeting Dates | | |
| 8/20/2008 - 12/16/2008 | | |
| 003-LEC(1006) | ● | <input type="button" value="select class"/> |
| Session Regular | | |
| Days & Times | Room | Instructor |
| MWF 9:10AM - 10:00AM | 02406 Nelson Hall | Staff |
| Meeting Dates | | |
| 8/20/2008 - 12/16/2008 | | |

Click this button to select the class and the Class Number will be inserted on the Quick Enroll page.

Class Section hyperlink will take you to the class details

GRADING BASIS

To change the grading basis for a class you are adding, click the Units and Grade tab and select the appropriate grade base using the lookup. Then click the Submit button.

Quick Enrollment

Request ID: 0000000000 ID:
Career: Undergrad Institution: NC State U Term: Fall '08

Class Enrollment **Units and Grade** Other Class Info General Overrides Class Overrides

| Unit Taken | Course Count | Grade Base | Grade Input | Repeat Code | Requirement Designation | Requirement Designation Option | RD Grade |
|---|--------------|------------|----------------------|----------------------|-------------------------|--------------------------------|----------|
| <input type="checkbox"/> <input type="checkbox"/> ACC 200 | 3.00 | 1.00 GRD | <input type="text"/> | <input type="text"/> | <input type="text"/> | No | |

RELATED CLASSES

If the course has related courses, they may appear automatically. If not, add the related courses under Related 1 and, if applicable, Related 2. You can use the look up icon to see what related classes are available, if any.

Related Courses are courses that must be taken together. For example: lecture and lab, lecture and problem session.

Quick Enrollment

Request ID: 0000000000 ID:
Career: Undergrad Institution: NC State U Term: Fall '08

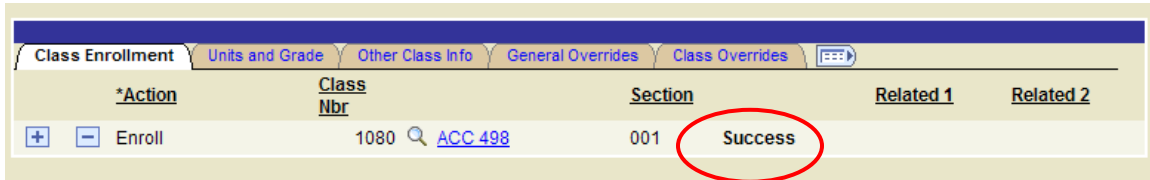
Class Enrollment **Units and Grade** Other Class Info General Overrides Class Overrides

| *Action | Class Nbr | Section | Related 1 | Related 2 |
|--|----------------------|---------|----------------------|----------------------|
| <input type="checkbox"/> <input type="checkbox"/> Enroll | <input type="text"/> | Pending | <input type="text"/> | <input type="text"/> |

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

Once you have submitted the transaction, you will see one of three messages.

Success



The screenshot shows the 'Class Enrollment' interface with tabs for 'Units and Grade', 'Other Class Info', 'General Overrides', and 'Class Overrides'. The main table has columns for '*Action', 'Class Nbr', 'Section', 'Related 1', and 'Related 2'. The row shows 'Enroll' for class '1080 ACC 498' in section '001', with the word 'Success' circled in red.

| *Action | Class Nbr | Section | Related 1 | Related 2 |
|---------|--------------|---------|-----------|-----------|
| Enroll | 1080 ACC 498 | 001 | | |

This means your transaction was completed. A Request ID is created and the student's schedule has been updated.

Message

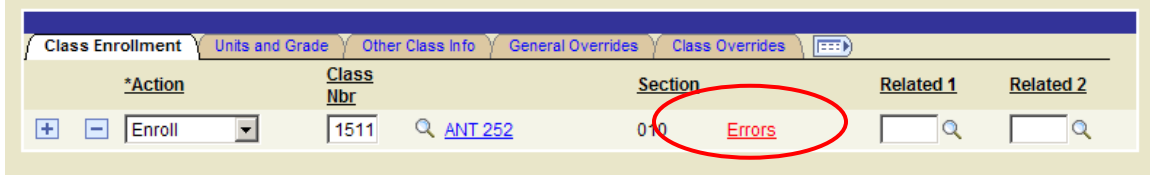


The screenshot shows the 'Class Enrollment' interface with the same tabs as above. The main table shows 'Enroll' for class '1080 ACC 498' in section '001', with the word 'Message' circled in red.

| *Action | Class Nbr | Section | Related 1 | Related 2 |
|---------|--------------|---------|-----------|-----------|
| Enroll | 1080 ACC 498 | 001 | | |

This means there is additional information regarding the transaction; repeat policy, pre-requisites, grading basis, etc. A request ID has been created and the student's schedule has been updated; however, there is additional information the student should be made aware of. Click the hyperlink to see additional information about the message.

Error



The screenshot shows the 'Class Enrollment' interface with the same tabs as above. The main table shows 'Enroll' for class '1511 ANT 252' in section '001', with the word 'Errors' circled in red.

| *Action | Class Nbr | Section | Related 1 | Related 2 |
|---------|--------------|---------|-----------|-----------|
| Enroll | 1511 ANT 252 | 001 | | |

If an error message is received, a request ID has been created but the student's schedule has **not** been updated.

If possible, resolve the error and resubmit. Some errors may be overridden depending on your level of access. Click the hyperlink to see additional information about the error.

Typical Error Messages:

- Time Conflict
- Does not meet co/ pre-requisites
- Student has a hold preventing registration
- Over maximum allowable limits
- Student does not have a valid enrollment appointment

OVERRIDES

To access the "overrides" click the **General Overrides** or **Class Overrides** tabs.

For instance, if you get the error message that a class is closed and you are using waitlists you can click the Class Overrides tab and select Wait List Okay to place the student on the waitlist.

The screenshot shows the 'Quick Enrollment' interface. At the top, there are fields for 'Request ID: 0000000000', 'ID:', 'Career: Undergrad', 'Institution: NC State U', and 'Term: Fall '08'. A yellow 'Submit' button is highlighted with a red box. Below this is a navigation bar with tabs: 'Class Enrollment', 'Units and Grade', 'Other Class Info', 'General Overrides', and 'Class Overrides'. The 'Class Overrides' tab is selected and highlighted with a red box. Below the navigation bar is a table with columns: 'Class Limit', 'Class Links', 'Class Units', 'Grading Basis', 'Class Permission', 'Wait List Okay', and 'WaitList Pos'. The first row of the table is for 'ACC 200' and has checkboxes for 'Class Limit', 'Class Links', 'Class Units', 'Grading Basis', 'Class Permission', and 'Wait List Okay'. The 'Wait List Okay' checkbox is highlighted with a red box. There is also a 'WaitList Pos' link at the end of the row.

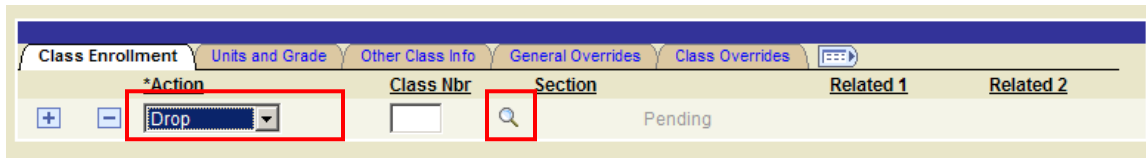
Select the override and then click the Submit button

Please note that access to overrides are based on security, below is a list of overrides that are available to departmental staff.

| Type | Description | Tab |
|------------------|---|-------------------|
| Class Limit | Override full class | Class Overrides |
| Class Permission | Override instructor/ Department permission needed | Class Overrides |
| Requisites | Override co/ pre-requisites | General Overrides |
| Waitlist Okay | Add a student to the waitlist if closed | Class Overrides |

DROP A CLASS

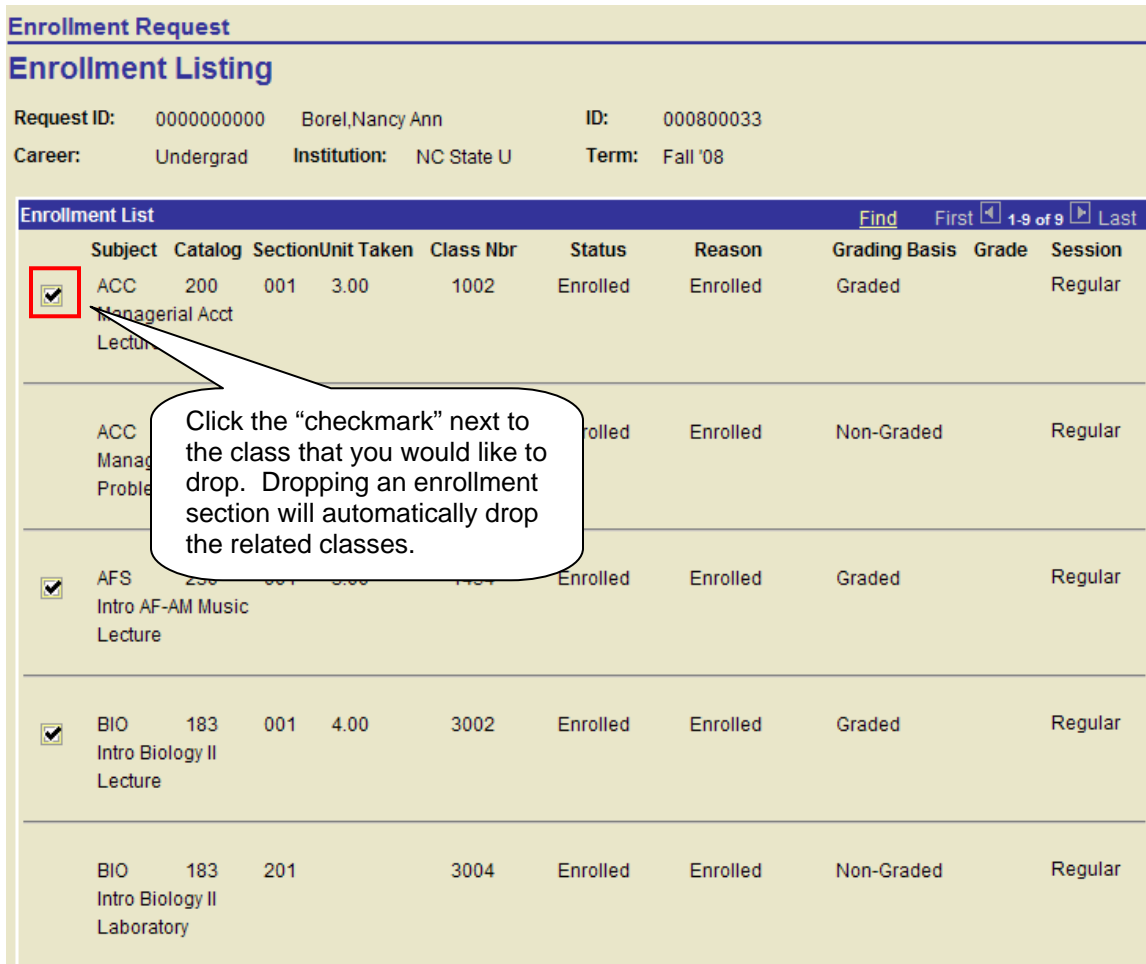
Select Drop in the Action field.



The screenshot shows a web interface for Class Enrollment. At the top, there are tabs for "Class Enrollment", "Units and Grade", "Other Class Info", "General Overrides", and "Class Overrides". Below the tabs, there are fields for "*Action", "Class Nbr", and "Section". The "*Action" dropdown menu is set to "Drop". The "Class Nbr" field is empty, and there is a magnifying glass icon (lookup button) next to it. The "Section" field contains the text "Pending".

Click the Lookup button next to the Class Nbr field.

This will bring you to the **Enrollment Listing** page:



The screenshot shows the "Enrollment Listing" page. At the top, there is a header "Enrollment Request" and "Enrollment Listing". Below this, there is information about the request: Request ID: 0000000000, Borel, Nancy Ann, ID: 000800033, Career: Undergrad, Institution: NC State U, Term: Fall '08. Below this is a table titled "Enrollment List" with columns: Subject, Catalog, Section, Unit Taken, Class Nbr, Status, Reason, Grading Basis, Grade, and Session. The table contains five rows of enrollment data. A callout box points to the first row, which has a checkmark in the first column. The callout box contains the text: "Click the 'checkmark' next to the class that you would like to drop. Dropping an enrollment section will automatically drop the related classes."

| Subject | Catalog | Section | Unit Taken | Class Nbr | Status | Reason | Grading Basis | Grade | Session |
|---------------------------------------|---------|---------|------------|-----------|----------|----------|---------------|-------|---------|
| ACC Managerial Acct Lecture | 200 | 001 | 3.00 | 1002 | Enrolled | Enrolled | Graded | | Regular |
| ACC Manag Proble | | | | | Enrolled | Enrolled | Non-Graded | | Regular |
| AFS Intro AF-AM Music Lecture | 200 | 001 | 3.00 | 1002 | Enrolled | Enrolled | Graded | | Regular |
| BIO Intro Biology II Lecture | 183 | 001 | 4.00 | 3002 | Enrolled | Enrolled | Graded | | Regular |
| BIO Intro Biology II Laboratory | 183 | 201 | | 3004 | Enrolled | Enrolled | Non-Graded | | Regular |

This will return you to the *Quick Enroll* page with the Class Nbr inserted.

(To return to the *Quick Enroll* page without selecting a Class Nbr click the Return button.)

At the *Quick Enroll* page, click the Submit button.

Request ID: 0000000000 ID: Submit
Career: Undergrad Institution: NC State U Term: Fall '08

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides

| *Action | Class Nbr | Section | Related 1 | Related 2 |
|----------|-----------------------------------|-------------|-----------|-----------|
| + - Drop | 1002 <input type="text"/> ACC 200 | 001 Pending | | |

Check to make sure that the enrollment request status displays **Success** and not Errors.

SWAP CLASSES

Select Swap in the Action field.

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides

| *Action | Class Nbr | Change To | Section | Related 1 | Related 2 |
|----------|--|----------------------|------------------------------|----------------------|----------------------|
| + - Swap | <input type="text"/> <input type="button" value="Lookup"/> | <input type="text"/> | <input type="text"/> Pending | <input type="text"/> | <input type="text"/> |

Click the Lookup button next to the Class Nbr field.

This will bring you to the *Enrollment Listing* page:

Enrollment Request

Enrollment Listing

Request ID: 0000000000 Borel, Nancy Ann ID: 000800033
Career: Undergrad Institution: NC State U Term: Fall '08

| Enrollment List | | | | | | | | | | | Find | First | 1-9 of 9 | Last |
|-------------------------------------|---------------------------------------|---------|---------|------------|-----------|----------|----------|---------------|-------|---------|------|-------|----------|------|
| | Subject | Catalog | Section | Unit Taken | Class Nbr | Status | Reason | Grading Basis | Grade | Session | | | | |
| <input checked="" type="checkbox"/> | ACC Managerial Act Lecture | 200 | 001 | 3.00 | 1002 | Enrolled | Enrolled | Graded | | Regular | | | | |
| | ACC Manag Probl | | | | | Enrolled | Enrolled | Non-Graded | | Regular | | | | |
| <input checked="" type="checkbox"/> | AFS Intro AF-AM Music Lecture | 230 | 001 | 3.00 | 1454 | Enrolled | Enrolled | Graded | | Regular | | | | |
| <input checked="" type="checkbox"/> | BIO Intro Biology II Lecture | 183 | 001 | 4.00 | 3002 | Enrolled | Enrolled | Graded | | Regular | | | | |
| | BIO Intro Biology II Laboratory | 183 | 201 | | 3004 | Enrolled | Enrolled | Non-Graded | | Regular | | | | |

Click the "checkmark" next to the class that you would like to Swap.

In the **Change To** field enter the Class Number of the class that you want to add. If you do not know the class number, click the Lookup button to search for the class by Subject Area and Catalog Number (see previous instructions).

The screenshot shows a web interface with tabs: Class Enrollment, Units and Grade, Other Class Info, General Overrides, and Class Overrides. Below the tabs is a form with the following fields and values:

| *Action | Class Nbr | Change To | Section | Related 1 | Related 2 |
|---------|-----------|-----------|---------|-----------|-----------|
| Swap | 1454 | 1160 | ADN 111 | 001 | Pending |

Click the Submit button.

Check to make sure that the enrollment request status displays **Success** and not Errors.

To Change Grading Basis or Units for a Class

For a class that was previously registered, select Norm Maint in the Action field.

The screenshot shows the same web interface as above, but with the following changes:

| *Action | Class Nbr | Section | Related 1 | Related 2 |
|------------|-----------|---------|-----------|-----------|
| Norm Maint | | 001 | Pending | |

A red box highlights the Class Nbr field.

Click the Lookup button next to the Class Nbr field.

Click the “checkmark” next to the class that you would like to edit. This will bring you to the enrollment listing page where you can select the course to perform maintenance on. (see previous instructions)

Click the Units and Grade tab and make the necessary changes.

The screenshot shows the 'Units and Grade' tab selected. The form contains the following fields and values:

| Unit Taken | Course Count | Grade Base | Grade Input | Repeat Code | Requirement Designation | Requirement Designation Option | RD Grade |
|------------|--------------|------------|-------------|-------------|-------------------------|--------------------------------|----------|
| 3.00 | 1.00 | GRD | | | | No | |

A red box highlights the Grade Base field.

Click the Submit button.

Check to make sure that the enrollment request status displays **Success** and not Errors.

Note: Enrollment Request ID: Every enrollment transaction is given an ID#, even if it is unsuccessful. This is used to track the request in the Enrollment Audit.