Performing Enrollment Actions through Quick Enroll

This guide will cover:

- Processing different enrollment actions using the quick enroll function

Step One

- Navigate to the Quick Enroll a Student page by using the following breadcrumb:

Step Two

- Click on the Add a New Value Tab

Step Three

- On the search criteria page, enter the search criteria for the student.

Quick Enroll a Student

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
</table>

ID: 
Academic Career: 
Academic Institution: UCINN 
Term: 

Add

NOTE: The ID field is referring to the Catalyst ID while the Campus ID is referring to the M#. 
**Step Four**
- Click on the Academic Career drop-down and select the student’s career.

**Step Five**
- Click on the Academic Institution magnifying glass and select **UCINN**.

**Step Six**
- Click on the Term magnifying glass and select the academic term.

**Step Seven**
- Click the **Add** button.

**Step Eight**
- The Quick Enrollment page allows users to define enrollment actions to perform on behalf of a student for a given term and career defined on the *Add a New Value* page.

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**Quick Enrollment**

<table>
<thead>
<tr>
<th>Request ID:</th>
<th>0000000000</th>
<th>Career:</th>
<th>Undergrad</th>
<th>Institution:</th>
<th>Univ Cinci</th>
<th>Term:</th>
<th>2016 Fall</th>
</tr>
</thead>
</table>

![Quick Enrollment Form](image-url)

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

Step Nine

- Click on the *Action* drop-down list and select *Enroll*.

```
<table>
<thead>
<tr>
<th>Class Enrollment</th>
<th>Units and Grade</th>
<th>Other Class Info</th>
<th>General Overrides</th>
<th>Class Overrides</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enroll</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Step Ten

- If you know the class number, click in the *Class Nbr* field and enter in the Class Number of the class.
- If you do not know the class number click on the magnifying glass next to the class number field. Use the Class search function to find the class. Once the class is identified click the select button at the end of the class section row.

```
<table>
<thead>
<tr>
<th>Class Enrollment</th>
<th>Units and Grade</th>
<th>Other Class Info</th>
<th>General Overrides</th>
<th>Class Overrides</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enroll</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Step Eleven

- If multiple classes need to be added, click on the (+) sign in the first column. A new row will be added. Repeat Steps 9-10.
- Click *Submit*.
  - If the enrollment was processed successfully, you will see the phrase "Success" populated in the field next to the section column for that specific row.

```
<table>
<thead>
<tr>
<th>Class Enrollment</th>
<th>Units and Grade</th>
<th>Other Class Info</th>
<th>General Overrides</th>
<th>Class Overrides</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enroll</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

If the enrollment was processed successfully, you will see the phrase "Success" populated in the field next to the section column for that specific row.
DROPPING A CLASS

Step Nine

□ Click on the Action drop-down list and select Drop.

Step Ten

□ Click on the magnifying glass next to the class number field. A list of the student's existing enrollments will load.

Step Eleven

□ Select the class to drop by clicking on the check box associated with the class.

Step Twelve

□ If multiple classes need to be dropped, click on the (+) sign in the first column. A new row will be added. Repeat Steps 9-11.

□ Click Submit.
   ○ If the drop was processed successfully, you will see the phrase "Success" populated in the field next to the section column for that specific row.
SWAPPING A CLASS (Dropping and Adding a class in the same transaction)

Step Nine

- Click on the Action drop-down list and select Swap.

Step Ten

- Click on the magnifying glass next to the class number field. A list of the student's existing enrollments will load.
- Select the class to drop by clicking on the check box associated with the class.

Step Eleven

- If you know the class number of the new class, click in the Change To field and enter in the Class Number of the class to add.
- If you do not know the class number click on the magnifying glass next to the Change To field. Use the Class search function to find the class. Once the class is identified click the select button at the end of the class section row.
Step Twelve

- If multiple classes need to be swapped out for new classes, click on the (+) sign in the first column. A new row will be added. Repeat Steps 9-12.
- Click Submit.
  - If the Swap was processed successfully, you will see the phrase "Success" populated in the field next to the section column.

![Swap Table](image-url)
ENROLLING A STUDENT IN A CLOSED CLASS

If you previously tried to add a class and received the following message (viewable when clicking on the error link on the quick enrollment page) you will need to check the closed class overridden:

"Not Enrolled, Class XXXX Full. (14640,7)
The request enrollment add was not processed. The enrollment limit for the specified class has been reached. If available, choose the Waitlist Ok option and resubmit the request."

Step Nine

- Click on the Action drop-down list and select Enroll.

Step Ten

- If you know the class number, click in the Class Nbr field and enter in the Class Number of the class.
- If you do not know the class number click on the magnifying glass next to the class number field. Use the Class search function to find the class. Once the class is identified click the select button at the end of the class section row.

Step Eleven

- Click on the Class Overrides Tab.
Step Twelve

- Check the *Closed Class* checkbox.

Step Thirteen

- Click **Submit**.
  - If the enrollment was processed successfully, you will see the phrase "Success" populated in the field next to the section column for that specific row.

<table>
<thead>
<tr>
<th>Class Enrollment</th>
<th>Units and Grade</th>
<th>Other Class Info</th>
<th>General Overrides</th>
<th>Class Overrides</th>
<th>Action</th>
<th>Class</th>
<th>Section</th>
<th>Related 1</th>
<th>Related 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enroll</strong></td>
<td>10040</td>
<td>ACCT 2021</td>
<td>001</td>
<td>Success</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---
ENROLLING A STUDENT IN A CLASS WITH A TIME CONFLICT

If you previously tried to add a class and received the following message (viewable when clicking on the error link on the quick enrollment page) you will need to check the time conflict override:

"Time Scheduling Conflict for Class XXXX and YYY, not enrolled. (14640,7) A scheduling conflict exists with a currently enrolled class. Select another class, or override the time conflict."

Step Nine

- Click on the Action drop-down list and select Enroll.

Step Ten

- If you know the class number, click in the Class Nbr field and enter in the Class Number of the class.
- If you do not know the class number click on the magnifying glass next to the class number field. Use the Class search function to find the class. Once the class is identified click the select button at the end of the class section row.

Step Eleven

- Click on the General Overrides Tab.
Step Twelve

- Check the Time Conflict checkbox.

Step Thirteen

- Click Submit.
  - If the enrollment was processed successfully, you will see the phrase "Success" populated in the field next to the section column for that specific row.
ENROLLING A STUDENT IN A CLASS AS AN AUDIT

Step Nine

- Click on the Action drop-down list and select Enroll.

Step Ten

- If you know the class number, click in the Class Nbr field and enter in the Class Number of the class.
- If you do not know the class number click on the magnifying glass next to the class number field. Use the Class search function to find the class. Once the class is identified click the select button at the end of the class section row.

Step Eleven

- Click on the Units and Grade tab.
Step Twelve

- Click on the Grade Base magnifying glass and select **AUD**.

<table>
<thead>
<tr>
<th>Grading Basis Choice</th>
<th>Formal Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUD</td>
<td>Audit</td>
</tr>
<tr>
<td>NOR</td>
<td>UG Normal</td>
</tr>
<tr>
<td>PNP</td>
<td>Pass/Fail</td>
</tr>
</tbody>
</table>

Step Thirteen

- Click **Submit**.
  - If the Audit enrollment was processed successfully, you will see the phrase "Success" populated in the field next to the section column.
ENROLLING A STUDENT IN A CLASS USING A PERMISSION NUMBER

Step Nine

- Click on the Action drop-down list and select Enroll.

Step Ten

- If you know the class number, click in the Class Nbr field and enter in the Class Number of the class.
- If you do not know the class number click on the magnifying glass next to the class number field. Use the Class search function to find the class. Once the class is identified click the select button at the end of the class section row.

Step Eleven

- Click on the Other Class Info tab.

Step Twelve

- Click in the Permission field and enter the permission number.
Step Thirteen

- Click Submit.
  - If the enrollment was processed successfully, you will see the phrase "Success" populated in the field next to the section column.
RETOACTIVELY DROPPING A STUDENT FROM A CLASS

Step Nine

- Click on the Action drop-down list and select Drop.

---

Step Ten

- Click on the magnifying glass next to the class number field. A list of the student’s existing enrollments will load.

---

Step Eleven

- Select the class to drop by clicking on the check box associated with the class.

---

Step Twelve

- Click on the General Overrides tab.
Step Thirteen

- Check the *Action Date* checkbox and enter the retroactive date for the drop in the *Action Dt* field.

```
Class Enrollment | Units and Grade | Other Class Info | General Overrides | Class Overrides
--- | --- | --- | --- | ---
| | | | | |
```

Step Fourteen

- Click *Submit*.
  - If the retroactive drop was processed successfully, you will see the phrase "Success" populated in the field next to the section column.

```
Class Enrollment | Units and Grade | Other Class Info | General Overrides | Class Overrides
--- | --- | --- | --- | ---
| Action | Class Lbr | | | |
| Drop | 10040 | ACCT 2081 | 001 | Success |
```
ADDING A GRADE TO A CLASS

Step Nine

- Click on the Action drop-down list and select Add Grd.

Step Ten

- Click on the magnifying glass next to the class number field. A list of the student’s existing enrollments will load.

Step Eleven

- Select the class to Add a Grade to by clicking on the check box associated with the class.

Step Twelve

- Click on the Units and Grade Tab.
Step Thirteen

- Click on the magnifying glass next to the Grade Input field and select the grade from the list of available values.

Step Fourteen

- Click Submit.
- If the grade was added successfully, you will see the phrase "Success" populated in the field next to the section column for that specific row.
CHANGE A GRADE FOR A CLASS

Step Nine

 Click on the Action drop-down list and select Change Grd.

Step Ten

 Click on the magnifying glass next to the class number field. A list of the student's existing enrollments will load.

Step Eleven

 Select the class to Change a Grade for by clicking on the check box associated with the class.

Step Twelve

 Click on the Units and Grade Tab. The Existing Grade will be populated in the Grade Input field.
Step Thirteen

- Click on the magnifying glass next to the Grade Input field and select the new grade from the list of available values.

Step Fourteen

- Click Submit.
  - If the grade change was processed successfully, you will see the phrase "Success" populated in the field next to the section column for that specific row.
REMOVING A GRADE FOR A CLASS

Step Nine

 Click on the Action drop-down list and select Remove Grd.

<table>
<thead>
<tr>
<th>Class</th>
<th>Enrolled</th>
<th>General</th>
<th>Overrides</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>Class Nbr</td>
<td>Section</td>
<td>Related 1</td>
</tr>
<tr>
<td>Remove Grd</td>
<td>496</td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>

Step Ten

 Click on the magnifying glass next to the class number field. A list of the student’s existing enrollments will load.

Step Eleven

 Select the class to remove a grade for by clicking on the check box associated with the class.

Step Twelve

 Click Submit.
  ○ If the grade removal was processed successfully, you will see the phrase "Success" populated in the field next to the section column for that specific row.

You have now completed the steps for processing enrollment actions through quick enroll.