



JOB AID

Block Enrollment – Create a Class Block

06/25/2021





Block Enrollment – Create a Class Block

Navigation: NavBar > Records and Enrollment > Enroll Students > Block Enrollment > Create Class Block

Admin Home Create Class Block New Window | Help

Create Class Block

Find an Existing Value Add a New Value

*Academic Institution: MSU55
Class Enrollment Block: SB1

Add

Find an Existing Value | Add a New Value

1. Click the **Add a New Value** tab and enter the below information:
 - **Academic Institution:** MSU55
 - **Class Enrollment Block:** Type in any value, up to 5 characters
 - Note: You will be able to modify any class block created. Consider using your initials in the block value in order to find your blocks easier in the future.
2. Click **Add** and the **Create Class Block** page will appear.



Admin Home Create Class Block Home | Notifications | Settings | Refresh

New Window | Help | Personalize Page

Block Enrollment Classes

Academic Institution MSU55 Michigan State University
Class Enrollment Block SB1 *Description SB Class Block

*Term	*Action	Class Nbr	Grading Basis	Units	Crse Count	Related 1	Related 2
2218	Enroll	17665	UND	4.00	1.00	17674	

A Reason: Drop if Enroll: Grade In: LB: 144 003
Biology I: Organismal Biology
Regular Undergrad

Transcript Note ID: Repeat Code: Instructor ID:

Overrides

<input type="checkbox"/> Access ID	<input type="checkbox"/> Class Links	<input type="checkbox"/> Class Permission	<input type="checkbox"/> TimeConflict
<input type="checkbox"/> Action Date	<input type="checkbox"/> Career	<input type="checkbox"/> Class Units	<input type="checkbox"/> Service Indicator
<input type="checkbox"/> Appointment	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Grading Basis	<input type="checkbox"/> Requisites
<input type="checkbox"/> Dynamic Dates			<input type="checkbox"/> Unit Load
			<input type="checkbox"/> Wait List Okay

B

Requirement Designation

Ovrd Requirement Designation Requirement Designation Option:
Requirement Designation: Requirement Designation Grade:

Go to [Add Merge Process](#) [Class Block Defaults](#)

C

3. Enter the **Description** of your block at the top.
4. Fill in the information about the class and the action to take (A).
 - **Term:** Enter the 4-digit term or select from the list.
 - **Action:** Select from the drop down (options based on security)
 - i. Change Wait List Position
 - ii. Drop
 - iii. Drop to Wait List
 - iv. Enroll
 - v. Swap Courses
 - vi. Add Grade
 - vii. Change Grade
 - viii. Remove Grade
 - ix. Normal Maintenance



- **Class Nbr:** Enter the 5-digit class number from Maintain Schedule of Classes.
 - **Grading Basis, Units** and **Crse Count** will be auto-populated
 - **Related 1 and Related 2:** If there is a related class, it must be populated. Search for related classes by using the magnifying glass.
5. Select necessary override parameters (B)
 - When doing enrollments, make sure to denote any overrides necessary to prevent errors.
 - If you want students to be added to the wait list, click the **Wait List Okay** checkbox.
 6. Click the plus '+' button to add additional classes and the minus '-' button to delete classes from the block. (C)
 7. Click **Save**.