



JOB AID

Student Records: Quick Enroll – Drop Class

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Student Records: Quick Enroll – Drop Class

This job aid contains instructions for dropping a class for a student using the Quick Enroll page.

Navigation: NavBar > Records and Enrollment > Enroll Students > Quick Enroll a Student

1. Click the **Add a New Value** tab.
2. On the **Search Page**, enter the following:
 - a. **ID:** Enter the student's ID.

Note: Within Campus Solutions, the 'A' in student IDs (APID) has been replaced with a '1.' For example, legacy SIS ID A123456789 will be 1123456789 in Campus Solutions.

- b. **Academic Career:** Select the career in which the student is seeking to enroll. The options available will be specific to what the student is allowed.
 - c. **Academic Institution:** Defaults to MSU55.
 - d. **Term:** Type in the 4-digit term. Notice when you enter the first few characters, a list will begin to populate. Select a term from the list.
3. Click **Add**.
The **Quick Enrollment** page will open.



*Action	Class Nbr	Section	Academic Program	Related 1	Related 2
Drop			Pending		

4. **Action:** Click the drop-down and select **Drop**.

5. **Class Nbr:** Enter the 5-digit class number.

If you do not know the class number:

- Click the **look-up** button. The student's current Enrollment Listing will appear.
- Click the **Checkbox** for the class you wish to drop. (**Note:** It is necessary to click the checkbox even if it appears to be checked already).

Once you select a class, the Quick Enrollment page will reappear, and the **Class Number** and other details will now be populated.

*Action	Class Nbr	Section	Academic Program	Related 1	Related 2
Drop	10040	ACC 201	Pending	UEGR	

6. Click **Submit**.

You will receive a Message reminding you of financial aid implications when changing enrollment.



7. Click **OK**.

The Drop action will now show **Success**.

Note: If you receive an “ERRORS” status instead of “Success,” click the ERRORS hyperlink to find out why the enrollment was not successful (this does not happen often).

If you need to complete additional actions for the student at this time, click the **[+] Add a Row**.

The screenshot shows the 'Quick Enroll a Student' interface. At the top, there is a navigation bar with 'Quick Enroll' and 'Quick Enroll a Student' text, along with home, search, notification, and menu icons. Below this, there are fields for 'Request ID' (0000386999), 'ID', 'Career' (Undergrad), 'Institution' (MSU), and 'Term' (FS21), with a 'Submit' button. A 'Class Enrollment' tab is active, showing a table with columns: *Action, Class Nbr, Section, Academic Program, Related 1, and Related 2. A row is highlighted with a red border, showing 'Drop' as the action, '10040' as the class number, 'ACC 201' as the class name, '001' as the section, and 'Success' as the status. Below the table, there are links for 'View Enrollment Access', 'Enrollment Appointments', 'Term/Session Withdrawal', 'Student Services Center', and 'Calculate Tuition'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.