JOB AID

Student Records: Quick Enroll (Staff)

03/13/2021

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This job aid contains instructions for quick enrolling a student into a class. The Quick Enroll page is also where (depending on your security) you can perform other student enrollment actions including Drop, Change Wait List Position, or Swap Courses. These functions are covered in separate job aids.

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 **A**123456789 will be **1**123456789 in Campus Solutions.
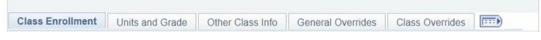

    b. **Academic Career**: Select the career in which the student is seeking to enroll. The options available will be specific to what the student is allowed.

    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 with the Class Enrollment tab displaying.

Note: You can click the **Expand Section** icon to see the entire row of data. The expanded view will include data from all five tabs: **Class Enrollment, Units and Grades, Other Class Info, General Overrides,** and **Class overrides** (depending on your screen resolution, you may need to use the scrollbar at the bottom of the page to view the sections on the far-right side of the page). Click the Expand Section icon again to toggle back to the tabbed view.

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

4. Complete the following on the **Class Enrollment** tab:

a. **Action**: Defaults to *Enroll,* but can be changed if performing a different action.

b. **Class Nbr**: If you know the 5-digit number, enter it here or click the look-up to search for the class to find the class number.

When you click the look-up, the Class Search page will open where you will enter search criteria for the class:

    i. **Subject**: Click the drop-down and select a subject.

    ii. **Course Number**: Enter course number into the box on the right.

iii. Click **Search**.

The Search Results will provide details for each of the class sections, including Class Number, Days & Times, Instructor, etc.

5. Click **Select** for the desired class.

The Class Enrollment information now includes details for the class, including the **Class Number**.

We can skip the **Units and Grades** and **Other Class Info** tabs as they are not needed to perform a quick-enroll.

6. Click the **General Overrides** tab. This is where you can assign any necessary class permissions in order to quick-enroll this student. Each option is described below.

- **Appointment** – Allows an override of the student's assigned appointment time. Used in cases where students should be enrolled in a certain class before their appointment time but not all classes (where changing their appointment times would be more appropriate).

- **Unit Load** – Allows an override of the student's maximum class load capacity.

- **Time Conflict** – Allows for this class to be put on the student's schedule even if there is a class that meets at the same time.

- **Action Date** – Allows for a staff member to take an action on a particular date other than today's date. Usually used for retroactive course enrollments (enrolling students outside the university's scheduled enrollment window).

- **Requirement Designation** – They are meant as additional qualifiers that may be a requirement, such as an Honor's Class designation.

- **Career** – Allows the override of the required career that the student must be to enroll in this course. (This override generally will not need to be used since cross-career enrollment should be allowed the rules of Academic Structure).

- **Service Indicator** – Allows the override of any service indicators or holds. Checking this box, will override all service indicators (even ones that you may not have access to remove and add).

- **Requisites** – Allows the override of pre-requisites (pre-reqs) for the class.

7. Click the **Class Overrides** tab. This is where you can assign additional class permissions in order to quick-enroll this student. Each option is described below.

- **Closed Class** – Allows for the override of full enrollment, or if the class is other closed. Depending on security, you may be able to add students into a class up to the room capacity or up to 5% over room capacity. Adding students after 5% will not be possible.

- **Class Links** – Allows an add or drop without all the required related component sections in a class association group. Select to allow enrollment into a non-enrollment type section and to allow multiple enrollments in a course.

- **Grading Basis** – Allows the override of the grading basis for an individual student.

- **Class Permission** – Allows the override of departmentally-controlled sections without a class permission number.

- **Dynamic Dates** – The system populates this field by default with a value of 'N'. A system process sets the value to 'Y' for those access IDs that allow access to all existing overrides.
- **Wait List OK** – Allows the addition of a student to the waiting list of a class section when the class section, combined section, or reserve capacity is full.
- **WaitListPOS** – Use this link to see the student's wait list position, if applicable.

Note: To enroll the student into another class, click the **[+] Add a Row** button and repeat the process.

8. Click **Submit**.

After a moment, the display will return to the Class Enrollment tab with a Success status.

Note: If you receive an "ERRORS" status instead of "Success," click the ERRORS hyperlink to find out why the enrollment was not successful.

Note: If you get an error message when submitting the quick-enroll, you may need to modify the permissions assigned on the **General Overrides** and **Class Overrides** tabs. *For example, if the error states that the student has not met prerequisites, you can go to the General Overrides tab and check the Prerequisites box.*