



JOB AID

Student Records: Quick Enroll (Staff)

03/13/2021





Student Records: Quick Enroll (Staff)

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 A123456789 will be 1123456789 in Campus Solutions.

Quick Enroll a Student

Find an Existing Value | **Add a New Value**

ID:

*Academic Career:

*Academic Institution:

*Term:

Add

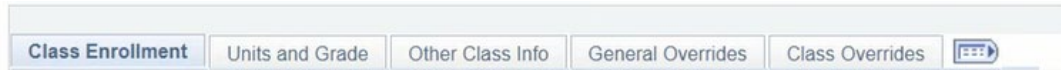
Find an Existing Value | Add a New Value

- 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.



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.



Class Search

Quick Enrollment

Enter Search Criteria

Search for Classes

Michigan State University | Fall Semester 2021

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

Class Search

Subject: Integrative Studies Arts & Hum

Course Number: is exactly 201

Course Career:

Show Open Classes Only
 Open Entry/Exit Classes Only

Additional Search Criteria

Return to Quick Enrollment

Clear Search

iii. Click **Search**.

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

Quick Enrollment

Search Results

Michigan State University | Fall Semester 2021

The following classes match your search criteria Course Subject: **Integrative Studies Arts & Hum**, Course Number is exactly '201', Show Open Classes Only: **Yes**

Open Closed Wait List

Return to Quick Enrollment

New Search Modify Search

3 class section(s) found

IAH 201 - United States and the World (D)

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
16311	730-LEC Regular	TBA 12:00AM - 12:00AM	Arranged	Staff	09/01/2021 - 12/12/2021	Open	Select
16312	731-LEC Regular	TBA 12:00AM - 12:00AM	Arranged	Staff	09/01/2021 - 12/12/2021	Open	Select
16313	740-LEC Regular	Mo 8:00AM - 9:50AM TBA 12:00AM - 12:00AM	Psychology Bldg 120 Arranged	Staff Staff	09/01/2021 - 12/12/2021 09/01/2021 - 12/12/2021	Open	Select

Return to Quick Enrollment

New Search Modify Search

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

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



Quick Enrollment

Request ID 0000000000 ID

Career Undergrad Institution MSU Term FS21 Submit

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

Action	Class Nbr	Section	Academic Program	Related 1	Related 2
Enroll	16311	IAH 201 730 Pending	UEGR		

Go to View Enrollment Access Enrollment Appointments Term/Session Withdrawal Student Services Center Calculate Tuition Study List

Save Notify Add Update/Display

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.

Quick Enrollment

Request ID 0000000000 ID

Career Undergrad Institution MSU Term FS21 Submit

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

Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Requirement Designation	Career	Service Indicator	Requisites
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Go to View Enrollment Access Enrollment Appointments Term/Session Withdrawal Student Services Center Calculate Tuition Study List

Save Notify Add Update/Display

- **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.

Admin Home Quick Enroll a Student

Request ID 0000000000 Career Undergrad Institution MSU Term FS21

Submit

Quick Enrollment

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

	Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos
IAH 201	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WaitList Pos

Go to View Enrollment Access Enrollment Appointments Term/Session Withdrawal Student Services Center Calculate Tuition Study List

Save Notify Add Update/Display

- **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.

The screenshot shows the 'Quick Enroll a Student' interface. At the top, there is a navigation bar with 'Admin Home', 'Quick Enroll a Student', and utility icons. Below the navigation bar, there are fields for 'Request ID 0000358463', 'Career Undergrad', 'Institution MSU', 'Term FS21', and an 'ID' field. A 'Submit' button is visible. Below these fields is a tabbed interface with 'Class Enrollment' selected. The 'Class Enrollment' tab displays a table with the following data:

*Action	Class Nbr	Section	Academic Program	Related 1	Related 2
Enroll	16311	IAH 201 730	UEGR		

The 'Success' status in the table is highlighted with a red box. Below the table, there are links for 'View Enrollment Access', 'Enrollment Appointments', 'Term/Session Withdrawal', 'Student Services Center', 'Calculate Tuition', and 'Study List'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

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.*