



JOB AID

Student Records: Quick Enroll – Swap Courses

04/12/2021





Student Records: Quick Enroll – Swap Courses

This job aid contains instructions for Swapping Courses 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.



4. **Action:** Click the drop-down and select **Swap Courses**.
5. **Class Nbr:** Enter the 5-digit class number you want to *swap out*. If you do not know the class number:
 - a. Click the **look-up** button. The student's current Enrollment Listing will appear.

Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Find	First Grade	1-2 of 2	Last Session
<input checked="" type="checkbox"/>	BUS	101	001	1.00	10909	Waiting	UN Graded				Regular Academic Session
Lecture Freshman Seminar for Business											
<input checked="" type="checkbox"/>	PSY	301	001	3.00	25855	Waiting	Full	UN Graded			Regular Academic Session
Lecture Cognitive Neuroscience											

- b. Click the **Checkbox** for the class you wish to *swap out*. (**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** will now be populated.

6. **Change To:** Enter the 5-digit class number you want to *swap in*. If you do not know the class number:
 - a. Click the **look-up** button. The Class Search page will appear where you will enter search criteria for the class:



- i. **Subject:** Click the drop-down and select a subject.
- ii. **Course Number (Optional):** Enter course number into the box on the right.
- iii. **Course Career:** Click the drop-down and select a career (e.g., *Undergrad*).
- iv. Click **Search**.

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

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
10909	001-LEC Regular	Th 11:30AM - 12:20PM	Akers Hall 136	Staff	09/01/2021 - 12/12/2021	●	Select
10910	020-LEC Regular	Fr 11:30AM - 12:20PM	McDonel Hall 2	Staff	09/01/2021 - 12/12/2021	●	Select
10911	021-LEC Regular	Fr 11:30AM - 12:20PM	TBA	Staff	09/01/2021 - 12/12/2021	●	Select

- v. Click **Select** for the desired course.

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



Quick Enrollment

Request ID 0000000000 ID [redacted]
Career Undergrad Institution MSU Term FS21 **Submit**

Action	Class Nbr	Change To	Section	Academic Program	Related 1	Related 2
Swap Courses	10909	10910	BUS 101 020	UEGR		

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

Save Notify Add Update/Display

7. Click **Submit**.

The **Swap Courses** action will now show **Success**.

Note: If the action shows **Error**, click the error link to view the message text explaining why the swap could not be completed (e.g., *Requisites not met*), and make the necessary override on the **General Overrides** or **Class Overrides** tab.

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

Quick Enrollment

Request ID 0000000000 ID [redacted]
Career Undergrad Institution MSU Term FS21 **Submit**

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

Save Notify Add Update/Display

Note: If the action shows **Error**, click the error link and view the message text (e.g., *Requisites not met*). Please refer to the Student Permissions job aid for instructions on entering class overrides.