

Enrollment

Home, Manage Student Records, Manage Academic Records, Use, Quick Enroll,

Home > Manage Student Records > Manage Academic Records > Use > Quick Enroll

Quick Enroll

Add a New Value

ID:

Academic Career:

Academic Institution:

Term:

[Find an Existing Value](#)

- > The next to each field will display a list box of valid values
1. You must enter an EMPLID in order to use the Quick Enroll function.
 2. Select the **Academic Institution**
 3. Select the **Academic Career**
 4. Enter the **Term**
 5. Click .

Class Enrollment

Home > Manage Student Records > Manage Academic Records > Use > Quick Enroll [Ne](#)

Quick Enrollment

Request ID: 0000000000 Love, Cheryl A ID: 000000586
Career: Undergrad Institution: CI Term: Fall 2003

Class Enrollment				
Units and Grade		Other Class Info		General Overrides
Class Enrollment		Class Overrides		...
Action	Class Nbr	Sect	Related 1	Related 2
<input type="button" value="+"/> <input type="button" value="-"/>	Enroll	<input type="text"/>	Pending	<input type="text"/>

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)

- ✓ Press to insert more rows
1. **Action:**
 - Enroll** - Select the action of ENROLL to add a new enrollment.
NOTE: You can add a grade, change units, change grading basis, etc at time of enrollment if you have the necessary access.
 - Drop** - Select the action of DROP to drop a student's enrollment.

Swap - Select the action of SWAP to add a student into a new class before dropping a previously enrolled in class.

Add Grd – Select the action ADD GRD to add a grade to a student’s enrollment.

Change Grd - Select the action Change Grd to change a grade from a student’s enrollment

Remove Grd - Select the action Remove Grd to remove a grade from a student’s enrollment

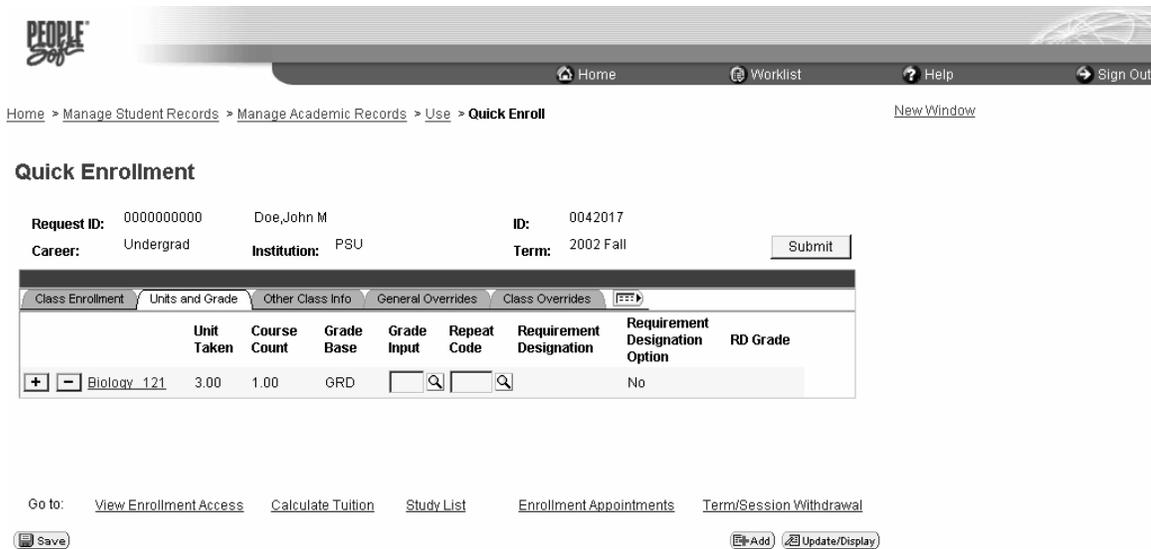
Norm Maint - Select the action Norm Maint to change units and other data on a student’s enrollment.

2. **Class Nbr:** Select the Class Number for the class section. If you have a copy of the Schedule of Classes when you are adding an enrollment record, you can type the class number and proceed. If you don't have the Schedule of Classes, click  to the right of the Claa Nbr field to search for a class.
3. **Related 1 and Related 2:** If the course requires that the student enroll in more than one class section to complete the course (e.g., must take a lecture and lab) but the student has a choice of sections, select the required related section(s).—The class numbers for the valid related sections are displayed. If the Auto Enroll feature is enabled for a course, these fields will be unavailable.

1. Click to select the class for the student's enrollment.

Once you have entered the class number, the system displays the Subject, Catalog Number, Course Count, Session, Section, Description and Course Career of the class.

Tab to the Units and Grade page.



PEOPLE SOF

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Quick Enrollment

Request ID: 0000000000 Doe, John M ID: 0042017
Career: Undergrad Institution: PSU Term: 2002 Fall

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

Unit Taken	Course Count	Grade Base	Grade Input	Repeat Code	Requirement Designation	Requirement Designation Option	RD Grade
<input type="checkbox"/> + <input type="checkbox"/> - Biology 121	3.00	1.00	GRD	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	No	

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)

1. **Units Taken:** The Units Taken for the class defaults from the class. If the class is defined as a variable unit class, the field will be active and you can override the Units Taken. Otherwise, you won't be able to modify the unit Taken value.
2. **Course Count:** This value is defaulted from the schedule of classes and cannot be modified using the Quick Enroll function.
3. **Grading Basis:** The Grading Basis for the class defaults from the class. The Grading Basis cannot be changed using the Quick Enroll function.
4. **Grade Input:** If you want to enter a grade for the student at this time you would do so by entering the grade in the Grade Input field. The  will display a list of valid grades.
5. **Repeat Code:** If this is a repeated class, enter an appropriate repeat code. The  next to the Repeat Code field will display a list of valid repeat codes.

Tab to the Other Class Info page.

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Quick Enrollment

Request ID: 0000000000 Doe, John M ID: 0042017
 Career: Undergrad Institution: PSU Term: 2002 Fall

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

Permission	Drop if Enroll	Ind Study Instructor	Action Reason
<input type="checkbox"/> Biology 121	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> Create Transcript Note

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)

1. If the class requires a permission number, it should be entered into the **Permission** field.
2. Use the Drop if enroll field when utilizing the PeopleSoft delivered waitlist processing. By clicking the command a list of classes that the student is enrolled in will be displayed. Choose one that you want to drop if the student is successfully enrolled in the target class, in this case Biology 121.
3. **Action Reason:** Indicate an action reason that your Institution has defined to further describe / identify the this enrollment request. Generally, there aren't action reasons for the action of Enrollment. However, Action reasons are using extensively by Student Financials to calculate tuition based on the reason of a drop.

General Overrides

PEOPLE Soft

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Quick Enrollment

Request ID: 0000000000 Doe, John M ID: 0042017
 Career: Undergrad Institution: PSU Term: 2002 Fall

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"/>								

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)

The Override check boxes contain multiple options that identify what aspects of validation you would like to override for this particular enrollment transaction. Only overrides that you are authorized to access are available.

1. **Appointment:** Check the Appointment checkbox if you want the enrollment engine to ignore the enrollment appointment control processing.
2. **Unit Load:** Check the Unit Load checkbox if you wish to to instruct the enrollment engine to bypass unit load enforcement.
3. **Time Conflict:** Check the Time Conflict checkbox if you want to instruct the enrollment engine to ignore time scheduling conflicts that may exist for this students schedule.
4. **Action Dt:** Select an action date that you would like to process this request. Action Dt is commonly used for "Back-Dating" enrollment requests.
5. **Requirement Disignation:**
6. **Career:** Check the Career override if you want the student to be able to enroll in a class outside the career of this enrollment request. The career override might be used if you want to enroll a student in multiple classes that are in different careers.
7. **Service Indicator:** Check the Service Indicator override if you want the enrollment to ignore service indicators on the students record.
8. **Requisites:** Check the requisites override if you want the enrollment engine to ignore requisites for the class.

Class Overrides

The screenshot shows the PEOPLE SOF Quick Enrollment interface. At the top, there is a navigation bar with links for Home, Worklist, Help, and Sign Out. Below this, a breadcrumb trail reads: Home > Manage Student Records > Manage Academic Records > Use > Quick Enroll. A 'New Window' link is also present. The main content area is titled 'Quick Enrollment' and displays the following information:

Request ID: 0000000000 Doe, John M ID: 0042017
 Career: Undergrad Institution: PSU Term: 2002 Fall [Submit]

Below this information is a tabbed interface with the following tabs: Class Enrollment, Units and Grade, Other Class Info, General Overrides, Class Overrides (selected), and [REDACTED]. The 'Class Overrides' tab is active and shows a table with the following columns and controls:

Class Limit	Class Links	Class Units	Grading Basis	Class Permission	Wait List Okay	WaitList Pos
[+/-] <input type="checkbox"/>	WaitList Pos					

At the bottom of the interface, there is a 'Go to:' section with links for View Enrollment Access, Calculate Tuition, Study List, Enrollment Appointments, and Term/Session Withdrawal. There are also buttons for Save, Add, and Update/Display.

1. **Class Limit:** Select this check box to override class section capacity, combined section capacity, and reserve capacity sizes. This enables you to enroll the student into a class even if the class is closed due to capacity size. Selecting this check box also enables you to drop a student to the wait list even if the wait list capacity is full.
2. **Class Links:** Select this check box to allow students to add and drop class sections without having to do likewise for the required related component sections in a class association group, to allow students to enroll in a non-enrollment type section, and to allow student multiple enrollment into a course.
3. **Class units:** Select this check box to override the **Units Taken** field value for both fixed and variable unit classes.
4. **Grading Basis:** The system displays the grading basis for the class according to the value set in the corresponding field on the Class Components page of the Class Associations component. If your institution has set the grading basis of the class to *student option* on the Class Components page, then this field becomes available for edit and students can select their own grading basis. The system determines the prompt values according to the grading scheme for the academic career to which the course

belongs, as defined on the Academic Career Table page. However, if your institution has mapped the grading basis from one academic career to another through a grading basis mapping rule (on the Career Pointer Exception Rule page), then the system determines the prompt values according to grading basis attached to the mapping rule.

5. **Class Permission:** Select this check box to override general permission and student-specific permission requirements, academic career pointers, and career pointer exception rules.
6. **Waitlist OK:** Select this check box to allow the student to wait list into a class section even if the class section, combined section, and reserve capacity are full.

- ✓ Select to process all non-posted rows of the enrollment request for the student. The enrollment engine performs validations as necessary at this time. If the enrollment engine encounters any errors, the system displays an enrollment request status of **Errors** on the corresponding row of the request. You can view the error messages by clicking the appropriate row's Errors link.



Click the Show All Columns button to display all of the fields at the bottom of the page in a single, scrollable grid rather than in separate tabs.



Click the Show Tabs button to display all of the fields at the bottom of the page in separate tabs rather than a single, scrollable grid.

- ✓ *If the Enrollment process encounters any errors, the system will display error messages in the Message Text box. After you post the request, click the [Errors](#) hyperlink to view the Enrollment Request Message Log.*

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Enrollment Message Log

ID: 0042017 Doe, John M

Enrollment Request ID: 0000001063

Academic Career: Undergraduate

Academic Institution: PeopleSoft University

Term: 2002 Fall

Seq #	Enroll	Class Nbr	1162	BIOLOGY	121	Section	1	Cell Devel Bio
								<p>Message Severity: Error</p> <p>Message Text: Already Enrolled in Class, Add Not Processed. (14640,5)</p> <p>The enrollment request was not processed, an enrollment record already exists for the class and term specified. Verify class number and term, and resubmit the request.</p>

The message log displays for each class enrollment row the sequence number, message text, severity, and the date and time of the last update.

After the system processes a successful enrollment request, it makes the corresponding row of data in the grid unavailable for you to edit and the Insert button will appear on that row on the left hand side of the page.