Quick Admit/Enroll

Quick Admit

New Window

1. **Effective Date** The date on which any of the required data is or will become effective. Required data includes the individual's name and marital status.
2. **Format Using** The country whose name format should be used for this individual. The system displays the fields required for that country as defined in the PeopleCode.
3. **Name** When entering the individual to your database for the first time, the **Name** field is empty and unavailable.

National ID

4. **Country** The country of this individual's national ID.
5. **NID Type** (national ID type) The national ID type associated with the country for this individual.
6. **National ID** The individual's national ID number.

Address Type

Address Type The type of address (Home, Mailing, Business, and so on) that describes this address.

Address History

Country The country whose address format should be used for this individual. The system displays the fields required for that country as defined on the Country - Address Format page.

Address The student's address

Home > Manage Student Records > Manage Academic Records > Use > **Quick Admit**   New Window

| Bio/Demo Data | Addresses | Program/Plan |

ID: NEW

Career: UGRD   Undergrad   Institution: CICMP   CI   Term: 2038   Fall 2003

Program and Plan

Acad Prog Prim: [ ]   Campus: [ ]   [Residency]

Academic Plan: [ ]

Admit Term: [ ]

Requirement Term: [ ]

Expected Graduation Term: [ ]

Go to: Quick Enrollment   Enrollment Appointments   Student Program Plan

Acad Prog Prim (academic program primary) Select the primary academic program into which you want to matriculate and activate the student.
Campus Select the campus on which the student is going to take the primary academic program.
Academic Plan Select the student's primary academic plan within the primary academic program
Admit Term This is the term in which you are matriculating the student into the academic program.
Requirement Term By default this is set to the **Admit Term** value
Residency Click this button to display the Residency Official page. You can use this page to record residency information that has been verified by your institution.

Home > Manage Student Records > Manage Academic Records > Use > **Quick Admit**   New Window

Residency Official

EmpIID: NEW
Academic Career: Undergraduate
Academic Institution: Channel Islands

'Effective Term: [ ]
Residency: [ ]
Residency Date: [ ]

May Not Be Necessary

Admissions Residency: [ ]	Admission Residency Exception: [ ]
Fin Aid Federal Residency: [ ]	Fin Aid Fed Residency Excpt: [ ]
Fin Aid State Residency: [ ]	Fin Aid St Residency Excpt: [ ]
Tuition Residency: [ ]	Tuition Residency Exception: [ ]

[OK] [Cancel]

Effective Term This should equal the admit term
Residency Select correct code
Residency Date Enter first date of term selected above

Quick Enrollment Click this link to access the Quick Enroll component, where you can process enrollment transactions for the student.

Student Program Plan Click this link to access the Student Program/Plan component, where you can make any changes to a new or continuing student's program stack information after the student has been saved to your system.

Viewing Program Stack Data After Saving the Component

When you are updating a new or continuing student's records, only the following fields appear:

Student Career Nbr (student career number) The system uses the student career number to differentiate between academic programs within the same academic career. For students with multiple academic programs within the same academic career, you must select the student career number for which you want to activate the student into the term you have specified. If the student has only one student career number in a specific academic career, the field is unavailable for edit.
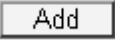
Prim Prog (primary program) The system displays the primary academic program associated with the student career number. The primary academic program that appears is the academic program into which the system will activate the student for the term you have specified.

Quick Enroll

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: 000000586 🔍
Academic Career: UGRD 🔍
Academic Institution: CICMP 🔍
Term: 2038 🔍

[Add]

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 [Add].

Class Enrollment

Quick Enrollment

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

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

	'Action	Class Nbr	Sect	Related 1	Related 2
+ −	Enroll ∨	🔍	Pending	🔍	🔍

Go to: View Enrollment Access   Calculate Tuition   Study List   Enrollment Appointments   Term/Session Withdrawal

Save   Add   Update/Display

✓ 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.
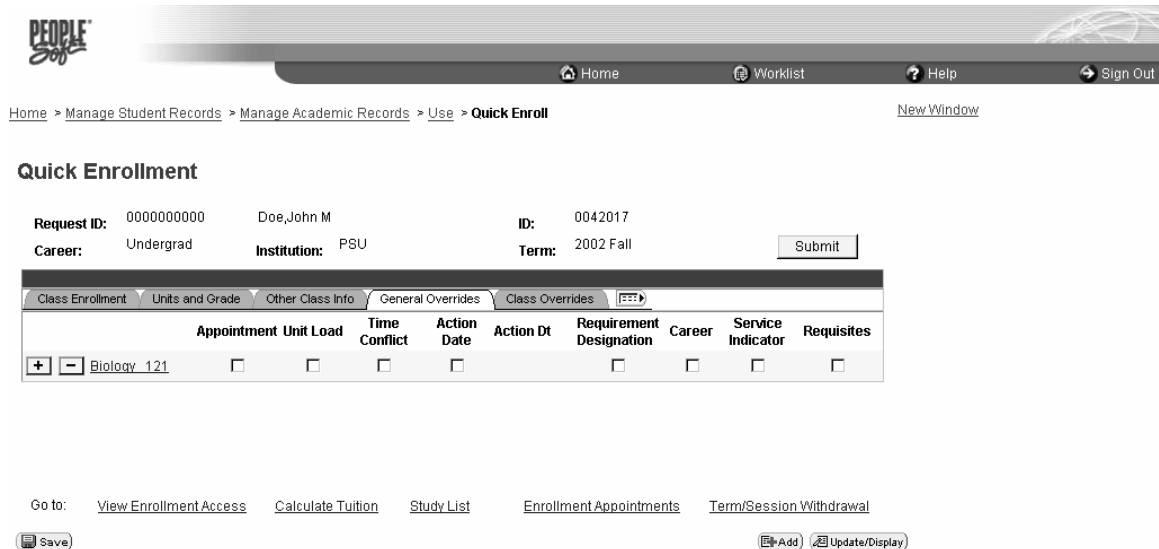
Quick Enrollment

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

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
+ −	Biology 121	3.00	1.00	GRD				No	

Go to: View Enrollment Access | Calculate Tuition | Study List | Enrollment Appointments | Term/Session Withdrawal

Save | Add | Update/Display

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.

Quick Enrollment

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

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

		Permission	Drop if Enroll	Ind Study Instructor	Action Reason	
+ −	Biology 121					Create Transcript Note

Go to: View Enrollment Access | Calculate Tuition | Study List | Enrollment Appointments | Term/Session Withdrawal

Save | Add | Update/Display

1. If the class requires a permission number, it should be entered into the **Permision** 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 furtehr 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

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

⌂ Home   ⊕ Worklist   ? Help   ⊙ Sign Out

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

New Window

Quick Enrollment

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

[Submit]

| Class Enrollment | Units and Grade | Other Class Info | General Overrides | Class Overrides | ⊞▶ |

	Class Limit	**Class Links**	**Class Units**	**Grading Basis**	**Class Permission**	**Wait List Okay**	**WaitList Pos**
[+] [−]	☐	☐	☐	☐	☐	☐	WaitList Pos

Go to: View Enrollment Access   Calculate Tuition   Study List   Enrollment Appointments   Term/Session Withdrawal

[Save]   [⊞Add] [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 [Submit] 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.*

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.