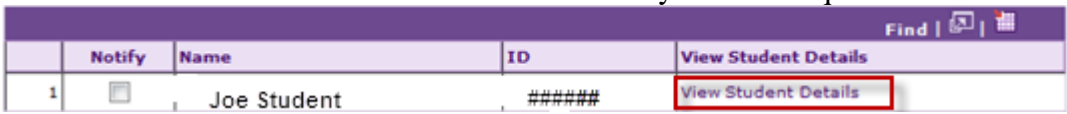
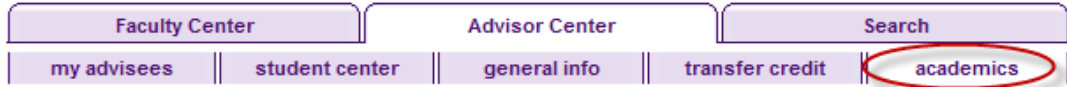
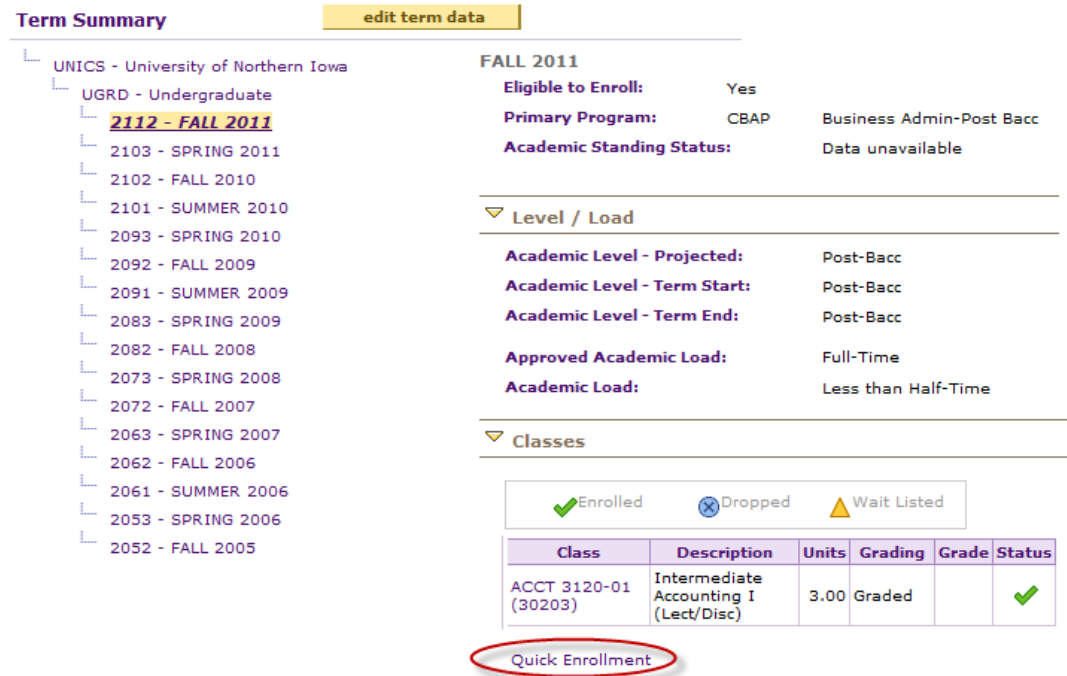


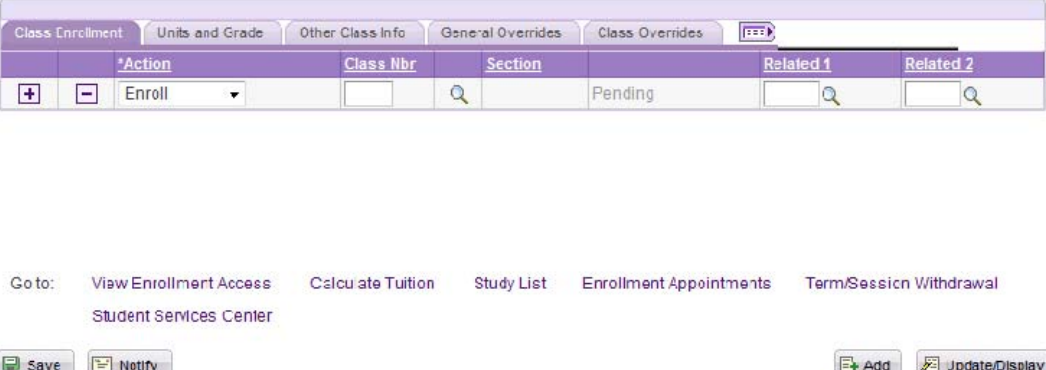
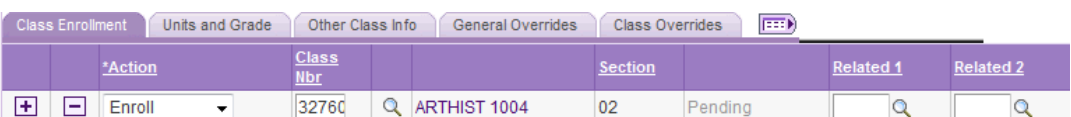



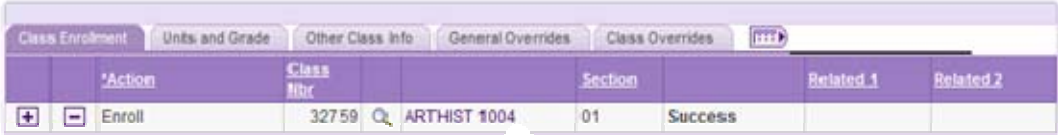


Quick Enrolling a Student using Advisor Center

Purpose: The **Quick Enroll** component enables you to enter, update, and post class enrollment requests for students on a student-by-student basis. The following table describes how Advisors, with security access, may use Advisor Center to enroll a student in a class and post the enrollment transaction.

Step	Action
1.	Access Advisor Center . (<i>My Universe, Resources</i> tab)
2.	<p>Click the View Student Details link for the student you wish to quick enroll.</p>  <p>Result: The Advisee Student Center displays.</p>
3.	<p>Select the <i>academics</i> tab for the student.</p> 
4.	<p>Scroll down to the Term Summary section. Select the desired term (e.g. 2113 – Spring 2012). In the Classes section, click the Quick Enrollment link.</p> 

Step	Action
5.	<p>On the Quick Enrollment page, enter the appropriate information. Note: This example has a Service Indicator that may prevent you from Quick Enrolling the student. Click the Service Indicator icon  for details.</p> <p>Quick Enrollment</p> <p>RequestID: 0003000000 ID:  Career: Undergrad Institution: UNI Term: 2011 FALL <input type="button" value="Submit"/></p>  <p>Go to: View Enrollment Access Calculate Tuition Study List Enrollment Appointments Term/Session Withdrawal Student Services Center</p> <p><input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/></p>
6.	Select the appropriate <i>Action</i> (in this example use Enroll , which is the default)
7.	Use the Look up button to find the Class Number for the section in which you wish to enroll the student. <i>Note:</i> This is not the Course Number , it is a system-generated class section number.
8.	<p>Once you select appropriate Class Number, the <i>description</i>, <i>section number</i>, and status of <i>Pending</i> display.</p> 
9.	<p>To enroll the student in additional classes, use the Add Row button.</p> 
10.	<p>Use the following tabs if appropriate and if you have security rights. If you do not have security for overrides, contact the department.</p> <ul style="list-style-type: none"> • Units and Grade – Units may be updated to reflect actual units if this is a variable credit course (e.g. Readings) Grade will be used in the future. • Other Class Info – Use the <i>Drop if Enroll</i> to set up an automatic drop from another class when the student is successfully enrolled in this class. • General Overrides – Use to override various enrollment rules. Only overrides that you are authorized to access are available.

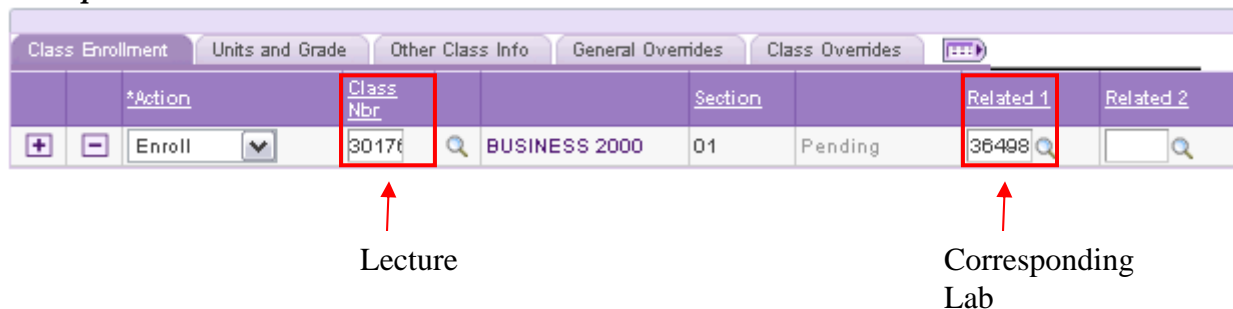
Step	Action
11.	<p>Click the Submit button.</p>  <p>Result: The status changes to Success. If there is any reason the enrollment cannot be processed, the status will show Error. Click the Error link to view details.</p> <p>Quick Enrollment</p> <p>Request ID: 0000001700 ID: _____ Career: Undergrad Institution: UNI Term: 2011 FALL </p> 
12.	<p>Using the links at the bottom of the page, you can access various enrollment-related pages, if needed (and if you have security).</p>

Tips for Quick Enrolling in a Lecture and Lab (separate sections)

When enrolling a student in a class that has separate lecture and lab sections, you enroll both sections on the same entry. Follow these tips:

- First, enter or select the **Class Number** for the desired lecture section
- Next, enter or select the desired lab section (do not add a new row). Use the **Related 1** field on the current entry row to select the desired lab section.
- Click the **Submit** button

Example:



Tip for students enrolling themselves in a lecture and lab with separate sections:

When enrolling in a class that has a lecture section and a separate lab section, first select the lecture section. When you click the *select class* button the system will prompt you to select a lab section. You must register for both the lecture and the lab at the same time.

Note: This does not apply to the sections that have a lecture/lab combined into the same section.