Background

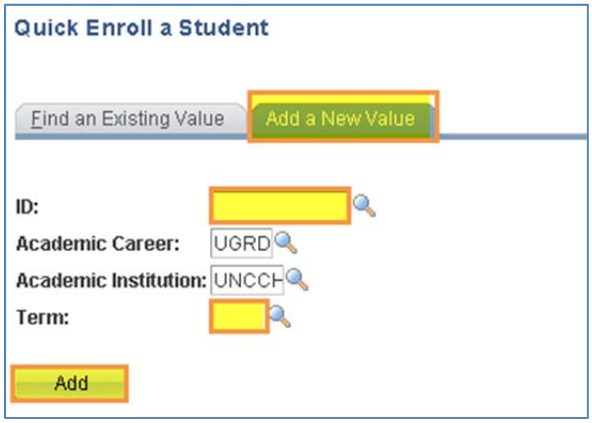
The Quick Enroll feature allows you to quickly enroll someone who has never attended and/or isn't currently active in the term. This will allow you to enroll both new and continuing students into classes, perform adds, drops and swaps

It is commonly used for students who are not required to submit an application and/or decide to attend at the time of registration.

Note: The student must have a personal data record, have been activated in an academic program with that academic career to which the classes belong, and have been term activated in the necessary term for that same academic career.

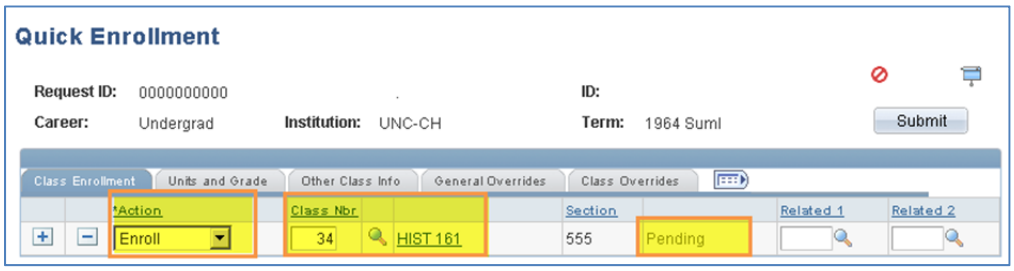
Step 1: Locate the Student's Record

1. Go to Records and Enrollment > Enroll Student > Quick Enroll
2. Select the **Add a New Value** tab.
3. Using the ID field enter the student's **PID**.
4. Using the **Term** field enter the correct term.
5. Click **Add**.



NOTE: The system will allow you to start a new enrollment record for a student so best practice is to always start with find an existing value tab.

Step 2: Add classes to the student's record



1. To add a class to the student enrollment click on the icon.
2. In the new row set the **Action** dropdown list to **Enroll**.

3. Enter the **class number** or click on the Class Nbr. lookup icon to access the class search screen. (*see Search how-to*)
4. Repeat steps 1-3 until you have added all of the classes.
   If a course has an associated class, such as a recitation or lab, use the look up icon labeled **Related 1 and/or 2**. (*see recitations*)
5. Once you have added all the courses, click the **Submit** button found in the upper right corner of the screen.
6. After clicking Submit, you will get a message for each line in the registration record. Successful registrations say **Success** or **Message**. Errors say **Errors** or **Pending**.
7. Clear any errors or overrides before proceeding with the enrollment.

Note: If you receive an error message, click the message to determine if additional steps need to be taken to correct any errors to finish processing a request.

8. Click the **Save** button to commit the changes to the enrollment record.