

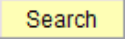
Quick Enroll

The Quick Enroll process is a feature that lets our institution quickly enroll students. Quick Enroll process is a variation of the fuller processes of enrolling them in classes. Typically, you will use these processes where formal admissions processing is not required or unavailable for students.

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Basic Navigation

Home > Campus Community > Student Services Ctr (Student)

1. Enter the student's ID number.
2. Click on the  button.

Student Services Center
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID:

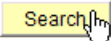


Campus ID:

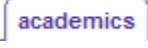
National ID:

Last Name:

First Name:

Case Sensitive

  [Basic Search](#)  [Save Search Criteria](#)

3. Click on the  tab.
4. Click on the [Quick Enrollment](#) link (located in the “Term Summary” section under the “Classes” heading).

Term Summary [edit term data](#)

- USM01 - Univ of Southern Mississippi
 - UGRD - Undergraduate
 - 4085 - Spring 2007-2008**
 - 4081 - Fall 2007-2008
 - 4078 - Summer 2006-2007
 - 4075 - Spring 2006-2007

Spring 2007-2008

Eligible to Enroll: Yes

Primary Program: UFL Foreign Languages & Literature

Academic Standing Status: Data unavailable

▶ **Level / Load**

▼ **Classes**

✔ Enrolled ✖ Dropped ▲ Wait Listed

Class	Description	Units	Grading	Grade	Status
ACC 200-H001 (2658)	Intro To Fin Acc (Lecture)	3.00	Graded		✖
GHY 101-H003 (2025)	World Ghy (Lecture)	3.00	Graded		✖
HIS 201-H001 (4431)	Us To 1877 (Lecture)	3.00	Graded		✖
HPR 202-H001 (4412)	Intro to Exer Sci (Lecture)	1.00	Graded		✔
MAT 101-H007 (9303)	College Algebra (Lecture)	3.00	Graded		✔
MUP 370-H004 (4806)	Recital (Lecture)		Graded		✖

[Quick Enrollment](#)

Adding a Class

1. Action: Select "Enroll"
2. Class Nbr: Enter class registration number or click on the search.

Quick Enrollment

Request ID: 0000000000 Seymour Eagle ID: 474447 ⊘ ★

Career: Undergrad Institution: USM Term: Spr 2008 [Submit](#)

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	
*Action	Class Nbr	Section	Related 1	Related 2		
+ - Enroll ▼	[]	[]	[]	[]	[]	[]

Locating a class nbr

- a. Click on the button.
- b. Course Subject: Enter the subject code or click on the select subject button.

- c. Course Number: Enter the course number.
- d. Course Career: Select appropriate career for you.
- e. Click on the [Additional Search Criteria](#) link to search on additional search criteria.
- f. Enter additional criteria.
- g. Click on the [SEARCH](#) button.

The screenshot shows the 'Class Search Criteria' form. It includes fields for Course Subject (with a dropdown menu), Course Number (with a dropdown menu), and Course Career (with a dropdown menu). There are checkboxes for 'Show Open Classes Only' and 'Show Open Entry/Exit Classes Only'. Below these is a section for 'Additional Search Criteria' with a dropdown arrow. Further down are fields for Meeting Time, Day of Week (with checkboxes for Mon-Sun), Instructor Last Name, Class Nbr, Course Title Keyword, Course Component, Session, Mode of Instruction, Campus, and Location. At the bottom are buttons for 'CLOSE', 'CLEAR CRITERIA', and 'SEARCH'. Numbered callouts 2 through 7 point to the following elements: 2 points to the 'select subject' dropdown; 3 points to the 'is exactly' dropdown for Course Number; 4 points to the 'Undergraduate' dropdown for Course Career; 5 points to the 'Additional Search Criteria' dropdown arrow; 6 points to the 'SEARCH' button; and 7 points to the 'SEARCH' button.

Back to Adding a Class

- Click on the **select class** button if this is the class you would like to add. This will return you to the Quick Enrollment page.

▼ **ENG 458 - Survey of Seventeenth-Century British Prose and Poetry**

View All Sections First 1 of 1 Last

Section [H001-LEC\(9431\)](#) Status ● **select class**

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 1:00PM - 2:15PM	TBA	Jameela Lares	1/14/2008 - 5/9/2008

CLOSE START A NEW SEARCH

- Click the **+** to the left of the first class to add more classes.

Quick Enrollment

Request ID: 0000000000 Seymour Eagle ID: 474447
 Career: Undergrad Institution: USM Term: Spr 2008 Submit

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

*Action	Class Nbr	Section	Related 1	Related 2
+ - Enroll	9431	H001		

Indicating Hours for Classes with Variable Units

If a student is being registered for a variable hour course, you must type in the appropriate number of hours in the Units Taken box.

- Click on the **Units and Grade** tab.
- Type the number of hours that the student should be registered for in the free form box.

Quick Enrollment

Request ID: 0000000000 Seymour Eagle ID: 474447
 Career: Undergrad Institution: USM Term: Spr 2008 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
3.00	1.00	GRD				No	

Applying General Overrides


There are some cases in which you will need to override some registration blocker, such as Appointment Time or Service Indicator.

1. Click on the **General Overrides** tab.
2. Check in the appropriate boxes for the overrides that you need to make.

Common Overrides:

- a. The **Appointment** override is used when a student is being registered outside his/her enrollment appointment.
- b. The **Service Indicator** override is used when service indicators impact registration like B99 service indicators.
- c. The **Requisites** override is used to override a class that needs a prerequisite.

Quick Enrollment



Request ID: 0000000000 Seymour Eagle ID: 474447 
 Career: Undergrad Institution: USM Term: Spr 2008

		Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Requirement Designation	Career	Service Indicator	Requisites
<input type="button" value="+"/>	<input type="button" value="-"/> ENG 492	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Submitting Enrollment Request

1. When you are ready to process your enrollment request, click on the button.

Quick Enrollment

Request ID: 0000000000 Seymour Eagle ID: 433305 
 Career: Undergrad Institution: USM Term: Spr 2007 

		Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Requirement Designation	Career	Service Indicator	Requisites
<input type="button" value="+"/>	<input type="button" value="-"/> ENG 102	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="+"/>	<input type="button" value="-"/> ENG 492	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. You will see a Success message for any classes for which the student is registered successfully. You will see an Error message for any classes that the student is not registered for. Click on the Errors link to identify problem(s).
3. Modify as needed until you have the appropriate schedule and there are no "Errors" associated with them.

Quick Enrollment

Request ID: 0001616532 Seymour Eagle ID: 433305 ★
 Career: Undergrad Institution: USM Term: Spr 2007 Submit

*Action		Class Nbr	Section	Related 1	Related 2
<input type="button" value="+"/>	<input type="button" value="-"/> Enroll	5697 ENG 102	G001 Errors	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>
<input type="button" value="+"/>	<input type="button" value="-"/> Enroll	6907 ENG 492	G003 Success	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>

Printing a Study List

1. Click on the [Study List](#) link.

*Action		Class Nbr	Section	Related 1	Related 2
<input type="button" value="+"/>	<input type="button" value="-"/> Enroll	5125 ENG 492	H002 Success		

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

2. Check only "Show Enrolled Classes." Check off the other 2 options.
3. Click the Refresh Class Schedule button.
4. Click on the [Printer Friendly Page](#) link at the bottom of page.

474447

Seymour Eagle

Undergraduate

Univ of Southern Mississippi

Class Schedule Filter Options

 Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes

Refresh Class Schedule

ENG 492	Section	Component	Description	Grading Option	Grade	Units	Status
Cls#: 5125	H002	Lecture	Special Problems	Graded		3.00	Enrolled
	Academic Program:		Foreign Languages & Literature				

[Printer Friendly Page](#)

5. Click on the printer icon or File > Print.

HINT: Set printer to Landscape. Do this by going to File > Page Setup, then changing your properties to "Landscape."

6. Click on the **Cancel** button when you have completed printing.
7. Click on the **Cancel** button again to return to Quick Enroll page.