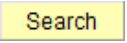
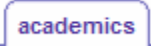



Cheat Sheet – Quick Enroll

Basic Navigation


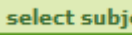
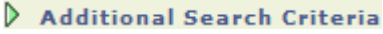

Home > Campus Community > Student Services Ctr (Student)

1. Enter the student's ID number.
2. Click on the  button.
3. Click on the  tab.
4. Click on the [Quick Enrollment](#) link (located in the “Term Summary” section under the “Classes” heading).

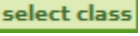

Adding a Class

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

Locating a class nbr

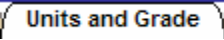
- a. Click on the  button.
- b. Course Subject: Enter the subject code or click on the  button.
- c. Course Number: Enter the course number.
- d. Course Career: Select appropriate career for you.
- e. Click on the  link to search on additional search criteria.
- f. Enter additional criteria.
- g. Click on the  button.

Back to Adding a Class

3. Click on the  button if this is the class you would like to add. This will return you to the Quick Enrollment page.
4. Click the  to the left of the first class to add more classes.


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.

1. Click on the  tab.
2. Type the number of hours that the student should be registered for in the free form box.

Applying General Overrides

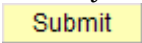
There are some cases in which you will need to override some registration blocker, such as Appointment Time or Service Indicator.

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

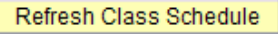
Common Overrides:

- 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.


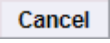
Submitting Enrollment Request

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

Printing a Study List

1. Click on the [Study List](#) link.
2. Check only “Show Enrolled Classes.” Check off the other 2 options.
3. Click the  button.
4. Click on the [Printer Friendly Page](#) link at the bottom of 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  button when you have completed printing.
7. Click on the  button again to return to Quick Enroll page.