Quick Enroll

**Navigation:** Home > Compass > Navigator > Campus Community > Student Services Ctr (Student) >>> Academics Tab

1. Click on the **Academics** tab and scroll down the page until you see the class grid.

2. Under the class grid, click the **Quick Enrollment** link.

3. **OPTION 1:** Enter the class registration number if you know it.

4. **OPTION 2:** Search for class by clicking on the magnifying glass.

5. Enter the **Course Subject** code, like ENG or MAT.

6. Enter the **Course Number**, such as 101 or 102.

7. Select the appropriate **Campus**.
8. Click the **Search** button.

9. Click the **Select** button for the section you wish to register.

10. For variable unit courses, click on the **Units and Grade** tab.

11. If the course has variable units, enter the appropriate number of hours in the **Unit Taken** box.

12. Click the **General Overrides** tab.

13. **Most Commonly-Used Overrides:**

   1. **Appointment:** use when registering a student outside the enrollment appointment window.

   2. **Service Indicator:** use when the student has indicators impacting registration. Overriding this will override **ALL** service indicators, so check with those involved.

   3. **Requisites:** use when student is not required to take the requisite. Only do this for your department.

   *Numbers 2 & 3 should ONLY be used when permission is granted.*
14. Click the **Submit** button.

15. **Success** = the student is registered for the class

**Message** = a message for the student; click the link and verbally relay the message. Normally, it would have been a pop-up message for the student when they searched the class.

**Error** = the student is NOT registered for the class; click on Error link and take appropriate steps to solve the issue.