Quick Enrollment

The **Quick Enroll** page is used to add, drop and swap students in classes. You can add more than one class on the same Enrollment Request. If you are going to drop or swap a class it is suggested that you do so on a separate Enrollment Request.

To Add a Class

Navigation:
> *Records and Enrollment > Enroll Students > Quick Enroll a Student*

Make sure you are at the **Add a New Value** tab

Enter the student's Stony Brook **ID**, **Academic Career**, **Academic Institution** and **Term**

Click **Add**

IMPORTANT! Do not click **Find an Existing Value**. Updating an existing Enrollment Request causes the information on the original transaction to be lost.
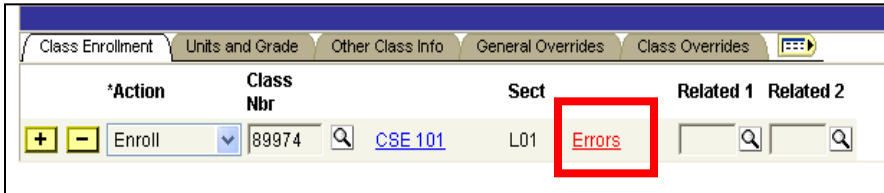

Select **Enroll** for the **Action**

Enter the **Class Number** if you know it

To add another class, click the **Add a New Row (+)** button

When you have all of the classes that you want, click the **Submit** button

Check the **status** next to each class. If the enrollment was posted with no problems the status will change from **Pending** to **Success** or **Messages**.

If it says **Errors** then click the link and read the error message. Some errors may be overridden (depending on your level of access in PeopleSoft).

Searching for a Class Number

If you do not know the Class Number then you can search for it by **Subject** and **Catalog Number**.

Click the **Lookup** button next to the **Class Nbr** field

Enter the **Course Subject** or click the Select Subject button to find it

Enter the **Course Number**

Select **Show Open Classes Only**

Enter additional search criteria if necessary

Click **Search**

Only "enrollment" sections can be selected. They will be indicated by a **Select Class** button.

Click this button to select the class and the Class Number will be inserted on the *Quick Enroll* page.

Overrides

To access the "overrides" click the **General Overrides** or **Class Overrides** tabs. For instance, if you get the error message that a class is closed and you are using waitlists you can click the **Class Overrides** tab and select **Wait List Okay** to place the student on the waitlist.

- Select the override and then click the **Submit** button

			Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Career	Service Indicator	Requisites
Class Enrollment	Units and Grade	Other Class Info	**General Overrides**	Class Overrides						
+	−	PSY 103	☐	☐	☐	☐		☐	☐	☐
+	−	JRN 101	☐	☐	☐	☐		☐	☐	☐

			Closed Class	Class Units	Class Permission	Wait List Okay	WaitList Pos
Class Enrollment	Units and Grade	Other Class Info	General Overrides	**Class Overrides**			
+	−	PSY 103	☐	☐	☐	☐	WaitList Pos
+	−	JRN 101	☐	☐	☐	☐	WaitList Pos

WAITLIST

If you place a student on a waitlist and they'd like to drop a class if they get placed in the waitlisted class, click the **Other Class Info** tab and enter the Class Nbr in the **Drop if Enroll** field. Then click the **Submit** button.

			Permission	Drop if Enroll		Ind Study Instructor	Action Reason	
Class Enrollment	Units and Grade	**Other Class Info**	General Overrides	Class Overrides				
+	−	PSY 103			🔍		🔍	Create Transcript Note
+	−	JRN 101			🔍		🔍	Create Transcript Note

GRADING BASIS

To change the grading basis for the class click the **Units and Grade** tab. Then click the **Submit** button.

			Unit Taken	Course Count	Grade Base	Requirement Designation	Requirement Designation Option
Class Enrollment	**Units and Grade**	Other Class Info	General Overrides	Class Overrides			
+	−	PSY 103	3.00	1.00	PNC 🔍	F	No
+	−	JRN 101	3.00	1.00	GRU 🔍	B	No

Drop a Class

Select **Drop** in the **Action** field.
Click the **Lookup** button next to the **Class Nbr** field.
This will bring you to the *Enrollment Listing* page:

Click the "checkmark" next to the class that you would like to drop.
This will return you to the *Quick Enroll* page with the **Class Nbr** inserted.
(To return to the *Quick Enroll* page without selecting a Class Nbr click the **Return** button).

Click the **Submit** button.

Check to make sure that the enrollment request status displays **Success** and not **Errors**.

SWAP CLASSES

Select **Swap** in the **Action** field.
Click the **Lookup** button next to the **Class Nbr** field.
This will bring you to the *Enrollment Listing* page:

Click the "checkmark" next to the class that you would like to drop.
This will return you to the *Quick Enroll* page with the **Class Nbr** inserted.
(To return to the *Quick Enroll* page without selecting a Class Nbr click the **Return** button).

In the **Change To** field enter the Class Number of the class that you want to add. If you do not know the class number, click the **Lookup** button to search for the class by Subject Area and Catalog Number (see previous instructions).

Click the **Submit** button.
Check to make sure that the enrollment request status displays **Success** and not **Errors**.

To Change Grading Basis or Units for a Class

Select **Norm Maint** in the **Action** field.
Click the **Lookup** button next to the **Class Nbr** field.
This will bring you to the *Enrollment Listing* page:

Click the "checkmark" next to the class that you would like to edit.
This will return you to the *Quick Enroll* page with the **Class Nbr** inserted.
(To return to the *Quick Enroll* page without selecting a Class Nbr click the **Return** button).

Click the **Units and Grade** tab and make the necessary changes.
Click the **Submit** button.
Check to make sure that the enrollment request status displays **Success** and not **Errors**.