

# 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**

**Quick Enroll a Student**

Find an Existing Value | **Add a New Value**

ID: 107105505

Academic Career: UGRD

Academic Institution: USBNY

Term: 1104

Add

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.

**Quick Enrollment**

Request ID: 000000000 William Cheng ID: 107105505

Career: Undergrad Institution: SUNY at SB Term: Spring2010

Submit

*Action	Class Nbr	Section	Related 1	Related 2
+	40489			

Go to: [View Enrollment Access](#)  
[Student Services Center](#)

Save Display

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

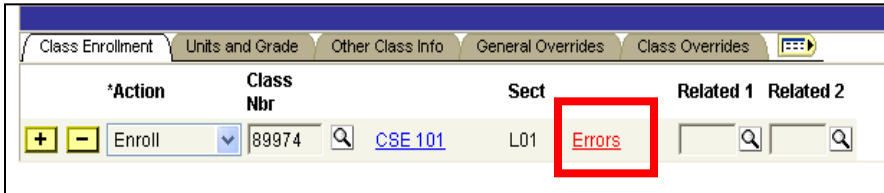
Enter the **Class Number** if you know it

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).



*Action	Class Nbr	Sect	Related 1	Related 2
<input type="button" value="+"/> <input type="button" value="-"/> Enroll	89974 <input type="text" value="CSE 101"/>	L01	<a href="#">Errors</a>	<input type="text"/>

## Searching for a Class Number

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

The screenshot shows the 'Quick Enrollment' page. At the top, it displays 'Request ID: 0000000000' and 'William Cheng', and 'Career: Undergrad' and 'Institution: SUNY at SB'. Below this is a navigation bar with tabs for 'Class Enrollment', 'Units and Grade', 'Other Class Info', and 'General Overrides'. A table is shown with columns for '+', '-', '\*Action', 'Class Nbr', and 'PSY 103'. The 'Class Nbr' field contains '40489' and has a search icon. A red box highlights this search icon.

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

The screenshot shows the 'Quick Enrollment' page with the 'Enter Search Criteria' section. It includes the text 'SUNY at Stony Brook | Spring 2010' and 'Select at least 2 search criteria. Click Search to view your search results.' A red box highlights the 'Class Search Criteria' section, which contains the following fields: 'Course Subject' (with a 'select subject' button and a dropdown showing 'JRN' and 'Journalism'), 'Course Number' (with a dropdown 'is exactly' and a text box '101'), 'Course Career' (with a dropdown), and two checkboxes: 'Show Open Classes Only' (checked) and 'Show Open Entry/Exit Classes Only' (unchecked). Below this is a section for 'Additional Search Criteria' with fields for 'Meeting Start Time' (dropdown 'greater than or equal to' and text box), 'Meeting End Time' (dropdown 'less than or equal to' and text box), 'Day of Week' (dropdown 'include only these days' and checkboxes for Mon, Tues, Wed, Thurs, Fri, Sat, Sun), 'Instructor Last Name' (dropdown 'is exactly' and text box), and 'Class Nbr' (text box with example '1136').

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**

▼ JRN 101 - News Literacy

Click **View All Sections**

**View All Sections** First 1-3 of 20 Last

Section [01-LEC](#) Status ●

Session Spring [Combined Section](#)

Days & Times	Room	Instructor	Meeting Dates
	Javits Lecture		

Section [04-LEC\(58494\)](#) Status ●

Session Spring [Combined Section](#)

Days & Times	Room	Instructor	Meeting Dates
MoWe 8:05AM - 9:25AM	Melville Library W4525 WESTCAMPUS	Staff	01/25/2010 - 05/18/2010

Section [05-LEC\(58522\)](#) Status ●

Session Spring [Combined Section](#)

Days & Times	Room	Instructor	Meeting Dates
TuTh 11:20AM - 12:40PM	Melville Library W4525 WESTCAMPUS	Staff	01/25/2010 - 05/18/2010

Section [R01-REC\(58430\)](#) Status ● **select class**

Session Spring [Combined Section](#)

Days & Times	Room	Instructor	Meeting Dates
We 8:05AM - 9:25AM	Old Chemistry Bldg. 144 WESTCAMPUS	Staff	01/25/2010 - 05/18/2010

Section [R02-REC\(58432\)](#) Status ● **select class**

Session Spring [Combined Section](#)

Days & Times	Room	Instructor	Meeting Dates
We 8:05AM - 9:25AM	Harriman Hall 112 WESTCAMPUS	Staff	01/25/2010 - 05/18/2010

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.

		Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides
		*Action	Class Nbr		Section	
+	-	Enroll ▼	40489	PSY 103	01	Pending
+	-	Enroll ▼	58432	JRN 101	R02	Pending

## 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

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides					
			Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Career	Service Indicator	Requisites
+	-	PSY 103	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+	-	JRN 101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides				
			Closed Class	Class Units	Class Permission	Wait List Okay	WaitList Pos		
+	-	PSY 103	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">WaitList Pos</a>		
+	-	JRN 101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">WaitList Pos</a>		

## 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.

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides				
			Permission	Drop if Enroll	Ind Study Instructor	Action Reason			
+	-	PSY 103		<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Create Transcript Note</a>		
+	-	JRN 101		<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Create Transcript Note</a>		

## GRADING BASIS

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

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides				
			Unit Taken	Course Count	Grade Base	Requirement Designation	Requirement Designation Option		
+	-	PSY 103	3.00	1.00	PNC <input type="text"/>	F	No		
+	-	JRN 101	3.00	1.00	GRU <input type="text"/>	B	No		

## Drop a Class

The screenshot shows a table with columns: \*Action, Class Nbr, and Section. The \*Action dropdown is set to 'Drop'. The Class Nbr field is empty, and a search icon is visible next to it. The status of the enrollment is 'Pending'.

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:

Enrollment List							
	Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason
<input checked="" type="checkbox"/>	PSY	103	01	3.00	40489	Enrolled	Enrolled
	Introduction to Psychology Lecture						
	JRN	101	01		58431	Enrolled	Enrolled
	News Literacy Lecture						
<input checked="" type="checkbox"/>	JRN	101	R02	3.00	58432	Enrolled	Enrolled
	News Literacy Recitation						

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).

The screenshot shows the Quick Enroll page with the following details: Request ID: 0000000000, William Cheng, ID: 107105505, Career: Undergrad, Institution: SUNY at SB, Term: Spring2010. The Submit button is highlighted. Below this is a table with columns: \*Action, Class Nbr, Section, Related 1, and Related 2. The \*Action dropdown is set to 'Drop', Class Nbr is 58432, and Section is JRN 101 R02. The status is 'Pending'.

Click the **Submit** button.

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

## SWAP CLASSES

The screenshot shows a web interface with several tabs: "Class Enrollment", "Units and Grade", "Other Class Info", "General Overrides", and "Class Overrides". Below the tabs is a form with the following fields: "\*Action" (a dropdown menu with "Swap" selected), "Class Nbr" (an empty text box with a magnifying glass icon), "Change To" (an empty text box with a magnifying glass icon), "Section" (an empty text box), and "Pending" (a status indicator). The "Swap" dropdown, the "Class Nbr" field, and the "Change To" field are highlighted with red boxes.

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:

Enrollment List						
	Subject	Catalog	Section	Unit Taken	Class Nbr	Status
<input checked="" type="checkbox"/>	PSY	103	01	3.00	40489	Enrolled
	Introduction to Psychology Lecture					
	JRN	101	01		58431	Enrolled
	News Literacy Lecture					
<input checked="" type="checkbox"/>	JRN	101	R02	3.00	58432	Enrolled
	News Literacy Recitation					

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).

The screenshot shows a "Quick Enroll" page with the following information: Request ID: 0000000000, William Cheng, ID: 107105505, Career: Undergrad, Institution: SUNY at SB, Term: Spring2010. A "Submit" button is highlighted with a red box. Below this is the "Class Enrollment" form with the following fields: "\*Action" (a dropdown menu with "Swap" selected), "Class Nbr" (58432), "Change To" (40489), "Section" (PSY 103), "Related 1" (01), and "Related 2" (Pending). The "Change To" field and the "Submit" button are highlighted with red boxes.

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

The screenshot shows a web interface with several tabs: "Class Enrollment", "Units and Grade", "Other Class Info", "General Overrides", and "Class Overrides". The "Class Enrollment" tab is active. Below the tabs is a table with columns: "Action", "Class Nbr", "Section", and "Related 1". The "Action" field contains a dropdown menu with "Norm Maint" selected. The "Class Nbr" field is empty, and a magnifying glass icon (lookup button) is next to it. The "Section" field contains "R02" and the "Related 1" field contains "Pending".

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:

The screenshot shows the "Enrollment List" page. It contains a table with the following columns: "Subject", "Catalog", "Section", "Unit Taken", "Class Nbr", and "Status". The table lists three classes:

Subject	Catalog	Section	Unit Taken	Class Nbr	Status
<input checked="" type="checkbox"/> PSY	103	01	3.00	40489	Enrolled
Introduction to Psychology Lecture					
JRN	101	01		58431	Enrolled
News Literacy Lecture					
<input checked="" type="checkbox"/> JRN	101	R02	3.00	58432	Enrolled
News Literacy Recitation					

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).

The screenshot shows the "Quick Enroll" page. At the top, there are fields for "Career: Undergrad", "Institution: SUNY at SB", and "Term: Spring2010". A yellow "Submit" button is highlighted with a red box. Below these fields are several tabs: "Class Enrollment", "Units and Grade", "Other Class Info", "General Overrides", and "Class Overrides". The "Units and Grade" tab is active. Below the tabs is a table with columns: "Unit Taken", "Course Count", "Grade Base", "Requirement Designation", and "Requirement Designation Option". The "Unit Taken" field contains "3.00", the "Course Count" field contains "1.0", and the "Grade Base" field contains "PNC". A magnifying glass icon (lookup button) is next to the "Grade Base" field. The "Requirement Designation" field contains "B" and the "Requirement Designation Option" field contains "Yes".

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**.