# **Registration Users – Quick Enroll**

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# **Registration Users – Quick Enroll**

The Quick Enroll functionality will allow you to enroll and/or drop a student. These instructions follow all rules that have been established within PeopleSoft to guarantee data integrity. Enrollment security limits the period of time in which these actions can be performed. Depending upon the campus policy, the Office of the University Registrar may need to make these types of changes.

Any questions regarding enrolling and/or dropping students should be directed to the Student Services Center at <u>ssc@uakron.edu</u>.

## Lesson 1: View Enrollment Appointments

On the Enrollment Appointments page, you will be able to:

• View a student's Enrollment Appointment

# Path: Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment

Menu  VA Campus Solutions Self Service	^	
> Workforce Administration > Workforce Development > Campus Community > Student Recruiting > Student Admissions		Student Enrollment Appointment           Ashley Cohen         1698773           Academic Career:         Undergraduate         The University of Akron
<ul> <li>Records and Enrollment</li> <li>Enroll Students</li> <li>Student Term Information</li> </ul>		Term: 2008 Spring
<ul> <li>▷ Career and Program Information</li> <li>▷ Enrollment Summaries</li> <li>▽ Term Processing</li> </ul>		Session Limits     Eind   View All     First II 1 of 1     Last       *Session:     1     Regular Academic Session     Image: Compare the second se
<ul> <li>Term Processing</li> <li>Class Permissions</li> <li>Waitlist</li> <li>Withdrawal and Cancellation</li> <li>Term Activation</li> </ul>		Override Maximum Units       Max Total Units:       Max No GPA Units:         Max Audit Units:       Max Wait List Units:         Max Total Courses:       Max Wait List Units:
		Enrollment Appointments Eind   View All First 🔍 1 of 1 🕑 Last
<ul> <li>Student Enrollment Appointment</li> <li>Assian Appointments</li> <li>Appointment Communications</li> </ul>		*Appt Block *Appt Nbr Start Date Start Time End Date End Time Find Appointment * • • • • • • • • • • • • • • • • • •
<ul> <li>Appointment Table</li> </ul>		O Use Program Term/Session Limit
<ul> <li><u>Student Appointment</u></li> <li><u>Block</u></li> <li><u>Appointment Limits</u></li> <li><u>Table</u></li> </ul>		Image: Superscript of the state of
<ul> <li>End of Term Processing</li> <li>Enrollment Reporting</li> <li>Enrollment Verifications</li> </ul>		Max Audit Units: Max Wait List Units:
<ul> <li>▷ Transcripts</li> <li>▷ Graduation</li> <li>▷ Transfer Credit Evaluation</li> <li>▷ Transfer Credit Evaluation</li> </ul>	~	Save Q Return to Search 1 Previous in List 1 Next in List Notify

What you do   What happens/Notes	
1. Enter the path as shown above	The Appointments – Find an Existing Value page is displayed.         Student Enrollment Appointment         Enter any information you have and click Search. Leave fields blank for a list of all values.         Find an Existing Value         ID:       begins with V         Academic Career:       VIndergraduate         Academic Institution:       begins with V         ID:       begins with
2. Select ID, National ID, or Last	Enter the student's ID, National ID, or Last
Name/First Name:	Name and First Name. TAB out of the field(s)
	used.
3. Select Academic Career:	Use the down arrow 🔳 to select the student's career and TAB to the next field.

What you do	What happens/Notes	
4. Select Academic Institution:	Enter <b>AKRON</b> and TAB to the next field	
	- OR -	
	Click $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	
	displayed under the blue Search Results bar to	
	populate the field.	
5. Select <b>Term:</b>	Enter the <b>4-digit term code</b> and TAB to the next	
	field	
	- OR -	
	Click $\square$ and click your selection from the results	
	displayed under the blue Search Results bar to	
	populate the field.	
Courth	You may need to click on your selection from the	
6. Click on the Search button.	results displayed under the blue Search Results	
	bar.	
	The Student Enrollment Appointment page is	
	displayed.	
ORACLE'	Home Ensure that you are	
Menu  VA Campus Solutions	looking at the correct term.	
> Self Service Worldorce Development Student Enrollment Appointment	If the correct term is not	
Student Recruiting Ashley Cohen 1698773	showing, you may need to	
Student Reards and Enrollment     Cardenite Carden:     Cardenite Carden:     Cardenite Carden:     Conservative     Cardenite Carden:     Conservative     Conservative	use the <u>View All</u> , <u>Last</u> , or	
Career and Program Information *Session: 1 Regular Academic Session	Buttons to see the	
Term Processing	GPA Units: full list.	
	ait List Units:	
Appointments     Enrollment     Appointment     Appointme	ew All First 🕙 1 or 1 🕑 Last	
- <u>Assign Appointments</u> - <u>Appointment</u> 000001 0006 10/22/2007 6:00PM <u>11/16/2007 11:59PM</u>		
Communications     - Appointment Table     - Student Appointment     Dise Program Term/Session Limit     O Use Program Term/Session Limit     O Use Program Term/Session Limit     O Use Program Term/Session Limit	The student's Enrollment	
Appointment Limits     Table     Set Maximum Units     Max Total Units:     Max No	Appointment Start Date	
D End of Term Processing     D Enrollment Reporting     Max Audit Units:     Max Wa     D Enrollment Verifications	will appear here.	
D Transcripts         D Graduation         D Transfer Credit Evaluation		
7. View the Enrollment Appointment	If the Start Date and time have NOT occurred yet	
<b>Start Date</b> for the term to be registered.	for the term viewed, the student's registration	
	CANNOT be processed at this time (an error	
	message of "No Valid Appointment Found And	
	Open Enrollment Period Has Not Begun" will	
	appear if the registration is attempted).	
	If the information in this field is blank, contact the	
	Student Services Center at ssc@uakron.edu.	
8. Click on the Return to Search button to	The page Appointments – Find an Existing Value	
search for another student's	page is returned.	
Appointment.		
**	· · · · · · · · · · · · · · · · · · ·	

#### Lesson 2: Quick Enroll Process

On the Quick Enroll page, you will be able to:

- View Negative Service Indicators
- Add a Class / Search for and Add a Class
- Override Errors
- Drop a Class / Search for and Drop a Class
- View and Print an Enrollment Summary (Class Schedule)
- Begin a New Quick Enrollment Instance

#### Path: Records and Enrollment > Enroll Students > Quick Enroll a Student

ORACLE			e Water Attainetes I Si
niu 🖃	Ban Mara - Records and Evolated +		
A Compus Solutions If Service ortforce Administration	💋 Enroll Students		
Interfere Development ampus Community Audent Recruiting Audent Admissions ecords and Envolment	Out A Enroll a Statement in a statement.	Add and activate new students into an academic career, program, and term.	Student Milestones Review or update a student's vitestave records.
Ervol Exclore b Block Encolment - Guide Encol a Student - Sudert Atrid a Student - Student VEE Encolment Data	Statement OFE Encotineent Data Vervo or overrise dynamic class dates catculated during span aritry, open axit encotineent.	Back Entrollment     Herge studied blocks and planess and process the request.     B Stude Could Herge     Could Could Back     Date: Stude Thick     Lime.	Enclosect char or marital enclosed information by student, without enclosed edita
- Enrollment - Enrollment Request - Enrollment Request Search	Enrolment Recurst Add or optale enrolment request transactions for a student.	Excellment Reduced Search Search for and view enfollment request factory	Mease Enrollment Peat a group of windimient requests.
Isina Eristiman     Isina Eristiman     Galak Admit Batch Acos     Search in Catalas      Student Term Internation     Caseer and Program     Votemates	Could Admit Ratch Apps Could proped records and/or applications for those entered through quick admit	Beneve The activation of channess	Search in Catalog Review the monte catalog

What you do	What happens/Notes
1. Enter the path as shown above.	The Quick Enroll – Add a New Value page is
	displayed.
	Quick Enroll a Student
	Eind an Existing Value Add a New Value
	ID:
	Academic Career:
	Academic Institution: AKRON Q
	Term:
	Add Find an Existing Value Add a New Value

What you do	What happens/Notes
2. Select ID:	<ul> <li>Enter the student's ID and TAB to the next field</li> <li>OR -</li> <li>If the ID is unknown:</li> <li>a. Click Q.</li> <li>b. Search for the student by National ID (Social Security Number) or by First Name and Last Name.</li> <li>c. Select the student from the Search Results list to populate the field.</li> </ul>
	Lookup ID         ID:         Campus ID:         Campus ID:         National ID:         Last Name:         STUDENT         First Name:         Lookup       Clear         Cancel       Basic Lookup         Search Results         View All         ID       Name         Gender       Date of Birth         1229982       Student, Joseph Quincy Male
3. Select Academic Career:	Enter the students <b>Career</b> (UGRD, GRAD, LAW)
**The career must match the class level for which you are enrolling the student.**	and TAB to the next field - OR - Click , click Look Up, and click your selection from the results displayed under the blue Search Results bar to populate the field. Only
	active career(s) for the student will appear.
4. Select Academic Institution:	Enter <b>AKRON</b> and TAB to the next field - <b>OR</b> - Click , click Look Up, and click your selection from the results displayed under the blue <b>Search Results</b> bar to populate the field.
5. Select <b>Term:</b>	Enter the <b>4-digit term code</b> and TAB to the next field - <b>OR</b> -
	Click , click <u>Look Up</u> , and click your selection from the results displayed under the blue <b>Search Results</b> bar to populate the field.

What you do	What happens/Notes
6. Click on the Add button.	If more than one match was found, click your selection from the results displayed under the blue <b>Search Results</b> bar. The Quick Enroll page is displayed.
Home > Manage Student Records > Manage Academic Records > Use > Quick En	roll
Quick Enrollment	
Request ID: 000000000 Student Jr,Josephi G I	ID: 1229982 🧭 💥 🛱
Career: Undergrad Institution: U of Akron	Term: 2004 Fall Submit
1000000000000000000000000000000000000	ass Overrides TITT
*Action Class Sect Related 1 Re	lated 2
+ - Enroll • Pending	Q

## **View Negative Service Indicators**

# NOTE: Negative Service Indicators *O* are used to stop a student from enrolling in classes.

What you do	What happens/Notes
Home > Manage Student Records > Manage Academic Records > Use > Quick Enroll	
Quick Enrollment	If a Negative Service
Request ID: 000000000 Student Jr, Josephi Q ID: 1229	
Career: Undergrad Institution: U of Akron Term: 2004	icon will display here.
Class Enrolment V Units and Grade V Other Class Info V General Overrides V Class Overrides *Action Class Sect Related 1 Related 2	
Heading     Nbr     Sector     Heading       +     -     Enroll     Image: Sector     Pending	
Go to: View Enrollment Access Calculate Tuition Enrollment Summary Enrol	Iment Appointments  EliteAdd @UpdaterDisplay)
1. Check the page to ensure that there are	The Manage Service Indicators page will appear
1. Check the page to ensure that there are no Negative Service Indicators. If a	The Manage Service Indicators page will appear with the details of any indicators.
Negative Service Indicator exists, click	
on the 🧭 icon.	
Manage Service Indicators	If the student has multiple
Mary Matters 12345	Indicators, you may need
	to use the View All, Last,
Display: Effect Negative Ministitution The Un	iversity of Akron or I buttons to see the full list.
+ Add Service Indicator	
Service Indicator Summary Code Reason Institution Start T	Customize   Find   View All   First I of 1 E Last
Code Description Description Institution Start (6)	Description Description
enrollment Provisional AKRON 4101	2010 Sprin 04/27/2010
+ Add Service Indicator	
Code link	

What you do	What happens/Notes
2. View the listing of Service Indicators.	Check the <b>Start Term</b> to ensure that the current term for which the student is being registered is not affected.
	If the current term is NOT affected, proceed with the student's registration.
	If the current term IS affected, direct the student to the appropriate office. Click on the Code link to see information about the Indicator in that row. The student's registration CANNOT be processed at this time (an error message of "Student Has A Hold" will appear if the registration is attempted).
	NOTE: A term listing of <b>0000</b> affects ALL terms. Student Financials will use a term listing of 0000 within some of their service indicators, because they do not want the student to be able to enroll in any term.
3. Click Return.	The Quick Enroll page is returned.

# Add a Class / Search for and Add a Class

What you do	What happens/Notes	
Quick Enrollment           Request ID:         000000000         Yogi Cohen           Career:         Undergrad         Institution:         U of Akron	ID: 2500004 Term: 2008 Fall Submit	You will use the Action, Class Nbr, and Related fields to add classes to a student's schedule.
Class Enrollment       Class Info       General Override         Action       Class Nbr       Section         Image: Student Services Center       Save       Notify	Enrollment Appointments Term/Session Withdrawal	
<ol> <li>Select *Action:</li> <li>Select Class Nbr:</li> </ol>	<ul> <li>Ensure that the Action is set to Enr</li> <li>Enter the five-digit Class Number of the field</li> <li>OR -</li> <li>Search for the Class Number to be a a. Click A.</li> <li>b. On the Class Search page, enter the available fields.</li> <li>c. Click SEARCH.</li> <li>d. Use the scroll area to view all the e. (Optional) Click the Section link 001-LEC(70755) to view detailed inf the classes that are available.</li> </ul>	and TAB out added: data into any of e classes.
Class Enrollment ← emits and Grade      Y Other Class Info      Y General Overrid     Action Class Nbr     Clas Nbr     Class Nbr	select the class number that you and to return to the Quick Enroll	ment page. The Subject, Catalog, and
		Section number will appear here.

What you do	What happens/Notes
3. Select Related Class 1:	If the class has a related component, enter the five-
	digit class number and TAB out of the field
** This step is only required when a course	- OR -
has a related component, such as a lab.	Click 🔍 and click on the selected related class
	from the results displayed under the blue
** If the course has more than one Related	Search Results bar to populate the field.
component, you will use Step 3 to	bar to populate the field.
populate the <b>Related Class 2</b> field.	
4. (Optional) Click on the Course Link	The Class Detail page appears. Verify that the
(the link that contains the Subject and	course number and title is the correct course to be
Catalog numbers, i.e., <u>3300 111</u> ) to	added.
view the details of the course.	
Quick Enrollment	
Class Detail	
2010 42-002 Basic Writing	· · · · · · · · · · · · · · · · · · ·
Return to Duck Innellinger	After viewing the
Class Details	Class Details, click
Status Creer Undergraduate Class Number 70002 Dates 8/25/2008 - 12/7/2008	on this link to
Session Repular Academic Session Grading Developmental Grading Units 0 units Basis	return to the Quick
Instruction Node in Person Location Alcon Campus - Student Class Components Lecture Required Admin	Enrollment page.
Campus Summit College Nesting Information	
Days & Times         Room         Enstructor         Heating Dates           NoTuWeFr 7:45AM - 8:35AM         6us Admin 132         Lindsey Hayes         08/25/2008 - 12/07/2008	
Freedment Information Fundament Requirements Students must complete any developmental courses within the	
First 32 medit hours attempted. Class Availability	
Class Capacity 14 Econoliment Total 14	
Available Seats O	
5. Click on the Return to Quick Enrollment	The Quick Enrollment page is returned.
link.	
6. (Optional) Click on the 🕂 button.	A new row is inserted allowing you to enter
	another course to be added to the student's
	schedule.
	Repeat steps 1-6 until all of the requested courses
	have been listed.
7. Click Submit	The system processes the request. <i>Saved</i> briefly
/. CIICK	appears on the right side of the page to indicate
	that the request has been processed.
	_
	If <b>Success</b> or <b>Message</b> appears, the student is
	enrolled into class(es).
	If <b>Errors</b> appears, the student is NOT enrolled into
	class(es). Follow the steps below to investigate the
	error.

What you do			What happens/Note	es
Quick Enrollment	Yogi Cohen Institution: U of Auton	80: 2500004 Term: 2008 Fail	Ø *	
-	Grade Cher Clease Info Cameral O Clease Hitr 70003 Q. 2010.42 77266 Q. 2450 145 75971 Q. 2300.111		Belated 1 Related 2	The status of the course(s) to be registered will appear here.
Go ta: <u>View Enrollment Acc</u> Student Services Ce Save C. Return to Search	ther .	ist Encolment Appointment	S TermSession Withdrawal	
	s encountered w a course, click o		The Enrollment Me	essage Log page appears.
	2500004 Cohen, Yogi 0004105338 Undergraduate The University of Akron 2008 Fail Tass Nbr 20003 2010	42 Sociation 62	9 Basic Writing	The reason for the error will
The requirer of the requirer o	æ ed, Class 70003 Full. (14640,7) isted errollmert add was not pr e, choose the Wattlet Ok option	ocessed. The enrollment is and resubmit the request.	mit for the specified class has been reached	appear here.
the course v	error which exp was not added. T Enroll page, click	o return to	The Quick Enroll pa	ge is returned.
	steps under the ( on if the error is			
	cannot be overri student of the er			

#### **Override Errors**

Errors should only be overridden if you have authority to override the error. If you do not have authority to override the error, direct the student to the appropriate person/office who does have authority to make the decision to override the error.

What you do					What ha	ppens/No	tes				
1. Click the Errors link.					The Enrollment Message Log page is displayed.						
					Read the	Message 7	Гext ar	nd click	on the		
					R	eturn b	utton t	o returr	to the Q	uick	
					Enrollme						
						10					
Quick Enrollment											
Request ID: 0004105338	Yogi Cohen		10:	2500004	0	*			1) (1)	1	
Career: Undergrad	Institution: U o	f Akron	Term:	2008 Fall		ubmit			onal) Clio how All	СК	
Class Enrolment Units and Action	Grade Cither Class In Class Nor	to Y General Over	Section	verstes TTT+	Related 1 B	elated 2			nns 📼	1	
💌 📼 Enroll 💌	70003 Q	2010.42	002 807	Errora	Q [	Q			n to expa		
Enrol 💌		3200 111	006	Ema	a [	a			age so all		
								-	s with tab		
Go to: View Enrollment Acc	ess Calculate Tul	the Photo Int	Enveloper	t Appointments	Term/Session Wil	b-fraund			ayed on o		
Student Services Ce		distriction	Englandi		Terms designed with			page.	•		
Save 2 Return to Search	Nosty				(E). Add	Ellipseto Dackey		Ĺ			
2 Decedent			1 - 4		<b>F</b> '41 41-	<u>.</u> <u>C</u>	0		41	Class	
2. Based on the		0				e General es page wi		-	ge or the	Class	
whether or the error.	not you a	re able t	o over	nde	Overria	es page wi	n appe	ar.			
the error.									The Gen	eral	
If the error	can be ov	erridder	ı. click	on					Override		
	l Overrides		-,						contains		
Class Overn	ides								level ove		
	tab.							$ \rightarrow $	capabilit	ies.	
Class Enrolment V U	nits and Grade	Other Class		eneral Ove		Overrides )	)×				
	Appointment	Unit Load	<u>Lime</u> Conflict	Action Date	Action Dt	Requirement Designation	Career	Service Indicator	Requisites		
+ - 2010.42											
+ - 3450 145											
+ - 3300 111										Class	
									Over	rides	
Class Enrolment Y ∪	nits and Grade	Other Class		eneral Overr		Overrides		K	page		
+ - 2010 42	2	losed Class	Clas	s Links	Class Unit	s <u>Grading</u>	Basis (	Class Perm	conta		
+ - <u>2010 42</u> + - <u>3450 145</u>										- based	
+ = <u>3300 111</u>	-									override capabilities.	
3. Click on the		iate over	rride b	ox	A 🗹 apr	bears in the	box.		capa	oilities.	
to place a c					"PI		0.0711				
L											

What you do	What happens/Notes
4. Click Submit	The system processes the request. <i>Saved</i> briefly
	appears on the right side of the page to indicate
	that the request has been processed.
	If <b>Success</b> or Message appears, the student is
	enrolled into class(es).
	If <b>Errors</b> appears, the student is NOT enrolled into
	class(es). Follow the steps to investigate the error.
	<b>NOTE:</b> PeopleSoft only shows one error message
	at a time for a course. It is possible that one course
	can have more than one error message. Follow
	steps 1-4 until the course is registered successfully
	or until you can no longer override the error.

## **Enrollment Override Functions**

Registration Users will be given the security to override four functions, Class Limit, Permission, Requisites, and Time Conflict. If you do not have access to an override, it is "grayed out."

Errors should only be overridden if you have the authority to override the error. If you do not have the authority to override the error, direct the student to the appropriate person/office who does have the authority to make the decision to override the error.

OVERRIDE	DESCRIPTION
Class Limit (Closed Class)	The class is full. With the department's or instructor's
	permission, the limit can be overridden to register the
	student for the class.
<b>Permission (Class Permission)</b>	The class has been controlled by the department and
	permission is required from the department to enroll the
	student for the class.
Requisites	The student has not met all of the requisites required for the
	course. With an advisor's or instructor's permission, the
	requisites can be overridden to register the student for the
	class.
	NOTE: This will override all requisites, regardless of the
	number of requisites met/not met.
Time Conflict	Courses for which the student is enrolled are in conflict with
	each other. Indicate to the student that there is a conflict.
	This can be overridden at the student's request.

## **Drop a Class / Search for and Drop a Class**

Departments only can drop a student from a class through the 15<sup>th</sup> day for Fall and Spring terms or a comparable date for Summer sessions. Once signatures are required, departments cannot drop a student.

What you do	What happens/Notes
Quick Enrollment           Request ID: 000000000 Yogi Cohen         ID: 2500004           Career: Undergrad         Institution: U of Airon         Term: 2008 Fail           Class breghtmint         Unter and Crude         Other Class Info         Class Overrites           Class breghtmint         Unter and Crude         Other Class Info         Class Overrites	Submit Balated 1 Belated 2
Go tr: <u>View Enrolment Access</u> <u>Calculate Tuilion</u> <u>Study List</u> <u>Enrolment Access</u>	You will use the Action, and Class Nbr fields to drop classes from a student's schedule.
🔛 Sava 🔯 Matty	If Add Add All Update Cispley
1. Select *Action:	Ensure that the Action is set to <b>Drop.</b>
2. Select Class Nbr:	Type in the five-digit Class Number for the course to be dropped and TAB out of the field         - OR -         Search for the Class Number to be dropped:         a. Click .         b. On the Enrollment Listing page, scroll through the list and choose the course to be dropped by clicking on the Select Class Number .         the list and choose the course to be dropped by clicking on the Select Class Number .         Enrollment Listing         Reguest ID:       0005226538         Carrier:       010748/min Class Nor Section         Steleto:       Carrier:       Enrollment Class Nor Section         Steleto:       Carrier:       0005226538         Carrier:       0005226538       Enrollment Class Nor Section         Steleto:
	S150         151         003         3.00         71092         Enrolled         Enrolled         ABCALC         Regular           Lecture         S150         151         022         71116         Enrolled         Enrolled         Non-Graded         Regular           S150         151         022         71116         Enrolled         Enrolled         Non-Graded         Regular
	Rectation  3300 112 001 3.00 71468 Enrolled Enrolled ABCNIC Regular English Composition II Ledure
	4800 101 001 3.00 73502 Enrolled Enrolled ABCNC Regular Tools for Biomed Engineering Lecture
✓ Class Enrollment     ✓ Units and October 7 Other Class Infor 7 General Orem444 / Class       *Action     Class Nbr       ★     Class Nbr       ★     Drop       ▼     77266       Q     3450.145       807	Overrides (FTT) Related 1 Related 2 Yending The Subject, Catalog, and Section number will appear here.

What you do	What happens/Notes		
<ol> <li>(Optional) Click on the Course Link (the link that contains the Subject and Catalog numbers, i.e., <u>3300 111</u>) to view the details of the course.</li> </ol>	The Class Detail page appears. Verify that the course number and title is the correct course to be dropped.		
Quick Enrollment			
Class Detail 3450 145 - 807 College Algebra The University of Akron   2008 Fall   Lecture Return to Quick Enrollment Class Details	After viewing the Class Details, click on this link to return to the Quick		
Units 4 units Location Instruction Mode In Person	Undergraduate 8/25/2008 - 12/7/2008 ABC/NC Grading Akron Campus - Student Admin Akron Main Campus		
Meeting Information Days & Times Room Instructor Meeting	ng Dates		
4. Click on the Return to Quick Enrollment	The Quick Enrollment page is returned.		
link.         5. (Optional) Click on the + button.	A new row is inserted allowing you to enter another course to be dropped from the student's schedule.		
	Repeat steps 1-5 until all of the requested courses to be dropped have been listed.		
6. Click Submit.	The system processes the request. <i>Saved</i> briefly appears on the right side of the page to indicate that the request has been processed.		
	If <b>Success</b> appears, the student has been dropped from class(es).		
	If <b>Errors</b> appears, the student has NOT been dropped from class(es). Follow the steps below to investigate the error.		

What you do	What happens/Notes			
Quick Enrollment           Request ID:         0004105340         Yopi Cohen         ID:         2500004           Career:         Undergrad         Institution:         U of Akron         Term:         2008 Fall	⊘ ★ Sutmit			
Class Enrollment       Units and Grade       Other Class into       General Overnoes       Out Overnoes       Image: Section of Class Mar         Image: Section of Class Mar       Section of Class Mar       Section of Class Mar       Section of Class Mar         Image: Section of Class Mar       Class Mar       Section of Class Mar       Section of Class Mar         Image: Section of Class Mar       Class Mar       Section of Class Mar       Section of Class Mar         Image: Section of Class Mar       Class Mar       Section of Class Mar       Section of Class Mar         Image: Section of Class Mar       Class Mar       Stude List       Enrollment Access         Go fo:       View Enrollment Access       Calculate Tuition       Stude List       Enrollment Accoss         Student Services Center       Section of Search       To Netty       Section of Search       To Netty	Related 1       Related 2         The status of the course(s) to be dropped will appear here.         Image: TempEassion Withdawal         Image: TempEassion Withdawal			
<ol> <li>If an error is encountered when dropping a course, click on the Errors link.</li> </ol>	The <b>Enrollment Message Log</b> page appears.			
ID:       2500004       Cohen, Yogi         Enrollment Request ID:       0004105340         Academic Career:       Undergraduate         Academic Institution:       The University of Akron         Term:       2008 Fall	The reason for the error will appear here.			
Seq # 1       Drop       Class Nbr       70003       2010       42       Section       002       Basic Writing         Message Severity:       Error         Message Text:       Unable to process Drop, Hold on this record (14640,157)         There is a hold on this record. To process the drop, the hold must be removed, or service indicators must be overridden.         Return				
8. Review the error which explains why the course was not dropped. To return to the Quick Enroll page, click on the Return button.	The Quick Enroll page is returned.			

Note: To make a section change for a non-enrolled class:

- Drop the enrolled class. This drops both the enrolled and non-enrolled class.
- Add the enrolled class, again.
- Choose the new, non-enrolled class within the Related 1 field.

#### View and Print an Enrollment Summary (Class Schedule)

From the Quick Enrollment page, you are able to view and print a copy of the student's class schedule through the Enrollment Summary link.

What you do	What happens/Notes	
Quick Enrollment		
Request ID: 000000000 Youi Cohen ID:	2500004	
Request ID: 000000000 Yogi Cohen ID: Career: Undergrad Institution: U of Akron Term		
Class Enrollment     Units and Grade     Other Class Info     General Overrides     Class       *Action     Class Nbr     Section       +     Enroll      Pendir	th	ou can print a copy of e student's schedule by sing the Study List Link.
Student Services Center	ent Appointments Term/Session Withdrawal	
<ol> <li>From the Quick Enrollment page, click on the <u>Study List</u> link.</li> </ol>	The <b>Student Study List</b> page appea	ars.
Student Study List	2008 Fall	
2500004 Yogi Cohen		
Undergraduate	The University of Akron	If the student has more courses than what appears,
Class Schedule Filter Options	Retresh Class Schedule	you may need to scroll to see the full list.
2010.42         Section         Component         Description         Grading Option         Grading Option           Cla#170003         002         Lecture         Basic Writing         Developmental         Orading Basis           Academic Program:         Classic Virting         Classic Virting         Classic Virting         Classic Virting	de Units Status 0.00 Enrolled	
7/45AM 8/35AM Mon,Tues,Wed,Fri College of Busines Instructor: Lindsey Hayes	as Admin 13206/25/2008 - 12/07/2008	
3450 145         Section         Component         Description         Grading Option         Gradueteeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee		
8:10PM 5:30PM Tues.Thurs James A Rhodes A Instructor: TBA	rene 39 08/23/2006- 12/07/2006	
Printer Friendly Fleas View/Order Your Textbooks		

What you doWhat happens/Notes2. Click on the Printer Friendly Page link.The Student Study List page changes to a printer-friendly format.
Student Study List
2500004
Yogi Cohen 2008 Fall
Undergraduate The University of Akron
2010 42         Section         Component         Description         Grading Option         Grade         Units         Status           Cls#170003         002         Lecture         Basic Writing         Developmental         0.00         Enrolled           Grading Basis         Grading Basis         Cls#10000         Cls#10000         Cls#10000         Enrolled
7:45AM 8:35AM Mon,Tues,Wed,Fri College of Business Admin 13208/25/2008 - 12/07/2008
Instructor: Lindsey Hayes
3450 145         Section         Component         Description         Grading Option         Grade         Units         Status           Cls#177266         807         Lecture         College Algebra         ABC/NC Grading         WD         4.00         Dropped           Academic Program:
8:10PM 9:50PM Tues,Thurs James A Rhodes Arena 39 08/25/2008- 12/07/2008 Instructor: TBA
3. In the browser, click on File.         Then, click on Print Preview.             File    Edit View Favorites Tools Help
ORACLE
Menu       □         ▼ Enroll Students       ▶ Block Enrollment         ● Duick Enroll a Student       - Quick Admit a Student         - Quick Admit a Student       - Student Milestones         - Student OEE Enrollment       2500004         Data       - Enrollment         - Enrollment       - Enrollment Request         - Enrollment Request       Yogi Cohen
Search – Mass Enrollment
4. Select the appropriate printer and press the Preferences button. Change the paper size to
legal, if necessary, and print the page.

What you do	What happens/Notes		
5. Click on the Cancel button.	The page returns to the <b>Student Study List</b> page. Student Study List 2008 Fall		
Yogi Cohen 2008 Fall Undergraduate The University of Akron	250004 Yogi Cohen Undergreduate The University of Akron		
Image: Section Compared Base Withing Base Withing Base Base Base Base Base Base Base Base	<complex-block></complex-block>		

#### **Begin a New Quick Enrollment Instance**

From the Quick Enrollment page, you are able to finish with the current student and start a new Quick Enrollment Instance to begin a registration process for a different student.

What you do	What happens/Notes
	1229982 🖉 💥 📮 2004 Fall Submit
Class Enrollment       Units and Grade Voter Class Info Verrides Class Override         'Action       Class Nbr       Sect       Related 1       Related 2         +       -       Enroll       Pending       Q       Q         Go to:       View Enrollment Access       Calculate Tuition       Enrollment Summary       E	When you are finished with one student, you will use the HAD button to start a new Quick Enrollment instance.
( Save)	E+Add ( Update/Display)
<ol> <li>From the Enrollment Summary page, click on button</li> </ol>	The Quick Enroll – Add a New Value page appears. Quick Enroll Add a New Value ID: Academic Career: Academic Institution: AKRON Q Term: Add Find an Existing Value
2. Follow the steps from the beginning of Lesson 2 in this manual.	

## Lesson 3: Review History of Quick Enroll Processes

Each time a registration request is processed for a student, a Request ID is created.

These steps will allow you to view a history of transactions that have been processed. Contact the Student Services Center at <u>ssc@uakron.edu</u> if you need help with the history of enrollment.

#### **Utilizing the Quick Enroll – Find an Existing Value Process**

#### Path: Records and Enrollment > Enroll Students > Quick Enroll a Student

What you do	What happens/Notes
1. Enter the path as shown above.	The Quick Enroll – Add a New Value page is
	displayed.
	Numerical Statutions         9 Us Campus Solutions         9 Self Service         0 Wonfforce Administration         0 Hass Enrollment         0 Hass Enrollment
2. Click on the Find an Existing Value tab.	The Quick Enroll – Find an Existing Value page is displayed.
	Quick Enroll a Student         Enter any information you have and click Search. Leave fields blank for a list of all values.         / Find an Existing Value         Enrollment Request ID:         begins with          ID:         begins with          Academic Institution:         begins with
	Academic Career: = v v Term: begins with v Q
	Campus ID: begins with 💌
	National ID: begins with v Last Name: begins with v
	First Name: begins with v
	Search Clear Resic Search 💭 Save Search Criteria
	Find an Existing Value   Add a New Value
3. Select ID, National ID, or Last	Enter the student's <b>ID</b> , <b>National ID</b> , or <b>Last</b>
Name/First Name:	Name and First Name. TAB out of the field(s)
	used.

What you do	What happens/Notes
4. (Optional) Select Academic	Enter Akron and TAB to the next field
Institution:	- OR -
	Click , click <u>Look Up</u> , and click your
	selection from the results displayed under the
	blue Search Results bar to populate the field.
5. (Optional) Select Academic Career:	Use the down arrow voice to select the student's
	career (UGRD, GRAD, LAW) and TAB to the
	next field.
6. Select <b>Term:</b>	Enter the <b>4-digit term code</b> and TAB to the next field
	- <b>OR</b> -
	Click , click <u>Look Up</u> , and click your
	selection from the results displayed under the
	blue Search Results bar to populate the field.
7. Click on the Search button.	Search Results
	Encodement D Academic Academic Term Name Gender Dafe of Campus National D Ndibusil D Ndi Short Last Name First Regard D Restlation Careter Bard Do S 202173/2017 Description Real 1002/101555 1222829 AVXIV. Underward 1517 Elstent-U-Kestenhio Mile 1272/05132 Builds 202113/250 Underward 1517
	0002415286 1222902 645001 Undersid 4547 Badest Acasemi O Male 1970-06-12 Glavo 929113455 USA SIN STUDENTIR-000 0022415999 1223902 645001 Undersid 4547 Badest Acasemi O Male 1970-06-12 Glavo 929113456 USA SIN STUDENTIR-00 0022415999 1223902 645001 Undersid 4547 Badest Acasemi O Male 1970-06-12 Glavo 929113456 USA SIN STUDENTIR-00
	You may need to click on your selection from the results displayed under the blue <b>Search Results</b> bar.
	The transactions are listed in chronological order where the most recent transaction is listed at the end of the list.
	The Quick Enrollment page is displayed.

What you do	What happens/Notes		
Quick Enrollment	The Request ID is listed here.		
Career:         Undergrad         Institution:         U of Akron         Term:         20           Class throllment         Units and Grade         Other Class Info Y General Overrides         Y Class Overrid	Related1       Related 2         cess       transaction here. Click on the Overrides tabs to see if any overrides were processed.         pointments       Term/Session Withdrawal         Session Withdrawal       You can scroll through the list of transactions by clicking on the HE Next in List         + Previous in List		
	, Return to Search buttons.		
8. View the information shown.	<b>NOTE:</b> This method will not show the date the		
	transaction was processed or the ID of the person		
	who processed the request. You will need to		
	utilize the Enrollment Request Search process to determine this information.		

#### **Utilizing the Enrollment Request Search Process**

The Enrollment Request data may not be understood easily. Call the Registrar's office for help in interpreting the data.

#### Path: Records and Enrollment > Enroll Students > Enrollment Request Search

ORACLE	
Menu         Image: Computer Solutions           0 Ua Email Generation         0 UA Campus Solutions           0 Verfidance Administration         0 Workforce Development           0 Workforce Development         0 Campus Community           0 Student Kerrolling         0 Student Kerrolling           0 Student Kerroll Students         • Block Enrollment           - Quick Admit a Student         • Quick Admit a Student           - Student Kerroll a Student         • Diock Enrollment           - Quick Admit a Student         • Diada           - Student OEE Enrollment         • Data           - Enrollment Request         Search           - Mass Enrollment         • Quick Admit Bath Appo	Cherrent Request Enter any information you have and click Search. Leave fields blank for a list of all values.  Find Existing Value  Academic Institution: begins with  Search Chear Based Search Criteria

What you do	What happens/Notes
1. Enter the path as shown above.	The Enrollment Request – Find an Existing Value page is displayed.
2. Select Academic Institution:	Enter Akron - OR -
	Click , click <u>Look Up</u> , and click your selection from the results displayed under the blue <b>Search Results</b> bar to populate the field.
3. Click on the Search button.	The Enrollment Request Search page is displayed.

What you do		W	hat happ	oens/Notes		
Enrollment Request Search						
Academic Institution: A	(RON The L	University of A	kron		Search	
Academic Career:			▼ Re	fresh Previous Se	earch Result: 🔽	
Term: 41	07 🔍			nrollment Action R		
Enrollment Request ID: (1)	Q			rom Date:	in in	
Enrollment Request Source:			_	nd Date:		
Enrollment Request Action:				ist Update Range		
Enrollment Action Reason:	Q			rom DateTime:		
User ID:			I	'hru DateTime:		
EmplID: (2)	Q					
Class Nbr:	Q					
▼ Enrollment List				Customize   Find	First 🗹 1 of 1 🕑 Last	
	ds 12-19 Y Fields	20-25 Fie			is 36-40 Fields 41-44	
User ID ID	Term (	Class Nbr	Subject Area	Catalog Nbr	Academic Career	
1						
Save Return to Search						
4. Utilize any of the search to conduct your search utilized fields are eithe Enrollment Request ID and EmplID.	The most r (1)	n				
5. Click on the Search	button.			tions are sho the search c	own in the <b>Enrollment Lis</b> riteria.	t
Fields 1-7     Fields 8-11     Fields 1	2-19 Fields 20-2	25 Fields 20	Customize		1-256 of 256 D Last	
	Law and L		Subject Area	Catalog Nbr	Academic Career	
1 1150095	4087	70516		103	UGRD	
2 1242045	4087	70516		103	UGRD	
3 1247644	4087	70516		103	UGRD	
4 1250503	4087	70516		103	UGRD	
5 1273960	4087	70516		103	UGRD	

What you do	What happens/Notes	
The most common fields that are reviewed a		
Fields 1-7 User ID = The ID of the person processin UAnet ID if did enrollment through self- ID = The student's ID. Term = Term. Class Nbr = The five-digit class number Subject Area = Course subject number. Catalog Nbr = Course catalog number. Academic Career = The student's career.	of the course processed.	
Fields 8-11 Enrollment Request ID = The Request ID assigned to the transaction processed. Last Update DateTime = The date and time the transaction was processed.		
Fields 12-19 Enrollment Request Action = The action performed in the transaction.		
Fields 20-25 Related Class Number 1 = The five-digit related class number (i.e., lab, seminar, etc.). Related Class Number 2 = The five-digit related class number (i.e., lab, seminar, etc.).		
Fields 26-30 Shows if anything was overridden.		
Fields 31-35 Shows if anything was overridden.		
Fields 36-40 Shows if anything was overridden.		
Fields 41-44 Enrollment Req Detail Status = The status of the request (S = Success; E = Error; M = Messages; P = Pending).		
<ul> <li>6. Continue utilizing the search criteria fields to refine your search. Click on the Search button each time you change your search criteria.</li> </ul>	The transactions are shown.	