

# Student Records

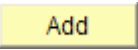
## Add Auto Enroll Course via Quick Enroll

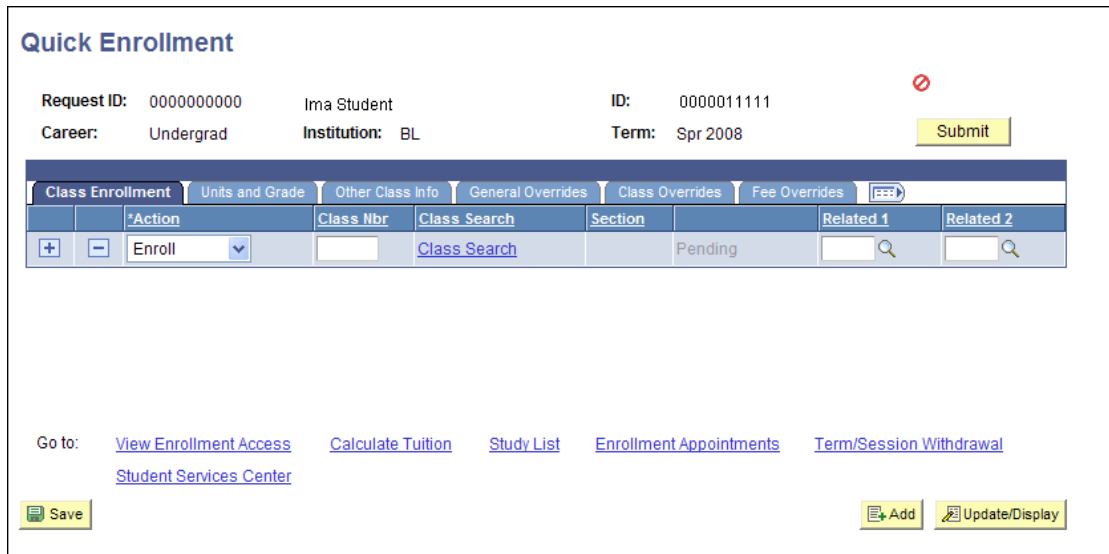
### Overview

- Auto-Enroll classes must exist in the Course Catalog and have been built properly in the Schedule of Classes.
- Once an auto-enroll enrollment section is enrolled, the non-enrollment section will automatically appear as enrolled on the student's schedule.
- The student must have a personal data record, have been activated in an academic program within that academic career to which the classes belong, and have been term activated in the necessary term for that same academic career.


### Steps





#### Add an Auto Enroll Course

1. Navigate to: **Records and Enrollment > Enroll Students > Quick Enroll a Student.**
2. Enter the student's **ID**.
3. Enter **Academic Career**.
4. Enter **Academic Institution**.
5. Enter **Term**. The term for which the enrollment request is being submitted.
6. Click .



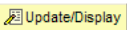


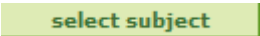
**Quick Enrollment**

Request ID: 000000000    Ima Student    ID: 0000011111  
Career: Undergrad    Institution: BL    Term: Spr 2008    

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Fee Overrides	FEEL
*Action	Class Nbr	Class Search	Section	Related 1	Related 2		
  Enroll		<a href="#">Class Search</a>		Pending			

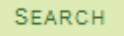
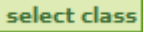
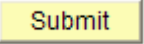
Go to: [View Enrollment Access](#)    [Calculate Tuition](#)    [Study List](#)    [Enrollment Appointments](#)    [Term/Session Withdrawal](#)  
[Student Services Center](#)

7. On the *Quick Enrollment* page (the *Class Enrollment* tab), verify that **\*Action** is set to **Enroll**.
8. Enter the **Class Nbr** if known or click the [Class Search](#) link to look up the class number.
  - Click 
  - Select a subject

# Student Records

## Add Auto Enroll Course via Quick Enroll

- Enter **Course Number**
  - Enter **Catalog Nbr.**
  - Leave the **Show Open Classes Only** check box selected (checked).
  - Click 
9. Scroll to the class in which the student wants to enroll.
  10. Click .
  11. Verify the class information is correct.
  12. Select the *Units and Grade* tab. Verify that the information on the page is correct.
  13. Select the *Other Class Info* tab. All fields should be blank.
  14. Select the *General Overrides* tab. All fields should be blank.
  15. Select the *Class Overrides* tab. All fields should be blank.
  16. Select the *Fee Overrides* tab. All fields should be blank.
  17. Click .
  18. The **Status** should display as "**Success**".  
If the field displays "**Errors**", click on the Errors link to view the error message.