

Student Records

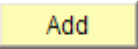
Add Course for Audit via Quick Enroll

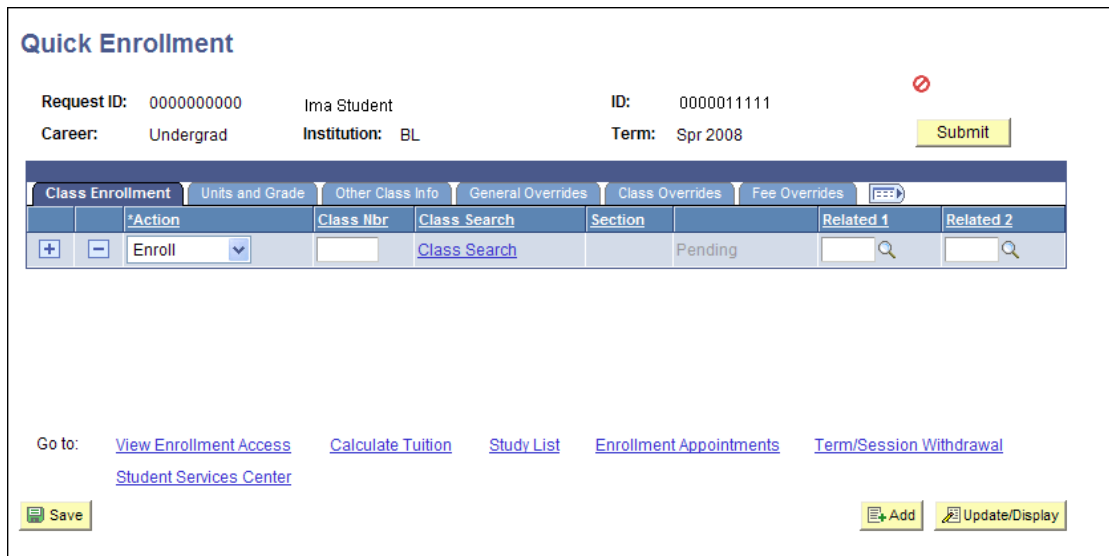
Overview

This process will show how to add a course for Audit via the Quick Enroll page.


Steps






Add Course for Audit

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 .



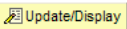


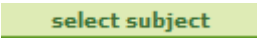
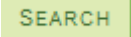
Quick Enrollment

Request ID: 0000000000 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 	<input type="text"/>	Class Search		Pending	<input type="text"/> 	<input type="text"/> 	

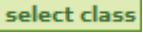


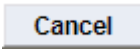
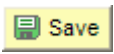
Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)
[Student Services Center](#)

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
 - 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.

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10. Click . This will enter that class information into the *Class Enrollment* tab.
11. Verify the class information is correct.
12. Select the *Units and Grade* tab. Verify that the information on the page is correct. **Grade Input** and **Repeat Code** fields should be blank.
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 **Grading Basis** checkbox (this box will be checked).
17. Select the *Units and Grade* tab.
18. Next to the **Grade Base** field, click  and select **Audit** from the list of possible grading bases. **AUD** will display in the box.
19. In the **Grade Input** field, enter or select **NC** from the list of possible grades.
20. Click .
21. The **Status** should change from "**Pending**" to "**Success**". If the Status displays "**Success**", the course was added to the student's schedule.
If the field displays "**Errors**", click on the [Errors](#) link to view the error message.
22. Click the [Study List](#) hyperlink at the bottom of the page to verify the student's schedule for the term. The course you added, as well as any other courses the student is enrolled in, will appear as enrolled.
23. Click  to return to the *Quick Enrollment* page.
24. Click .