Using Quick Enroll in Campus Solutions

To add classes for a student using Quick Enroll, go to Records and Enrollment > Enroll Students > Quick Enroll a Student.

1. Quick Enroll a Student screen:
   a. ID: Enter student ID.
   b. Academic Career: Click magnifying glass icon to search for career.
   c. Term: Click magnifying glass icon to search for term.
   d. Click the Add button.

2. Quick Enrollment screen:
   a. Action: Dropdown defaults to Enroll action. Change to Drop or Swap, as appropriate.
   b. Class Nbr: Enter the five (5)-digit class number if you know it. If not, click the magnifying glass icon to the right of the entry field to search for class number.
   c. Click outside the Class Nbr field for the class and section details to populate.
   d. Click the Submit button.
   e. The status will appear to the right of Section.
      i. If it worked, you’ll see the message “Success.”
      ii. If it didn’t, you’ll see the message “Errors.”
         1. Click the Errors link.
         2. On the Enrollment Message Log screen, review the error details, then click the Return button.
         3. Correct the error(s) by using the appropriate (and approved) overrides on either the General Overrides or Class Overrides tab.
         4. Click the Submit button.