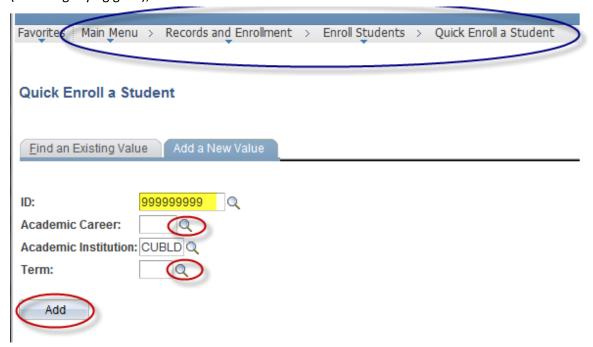
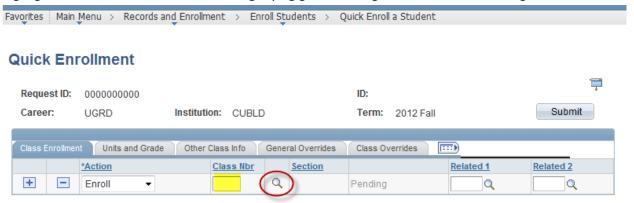
To add classes for a student using Quick Enroll, navigate to Records and Enrollment>Enroll Students>Quick Enroll a Student and use the following steps:

## 1. Enroll

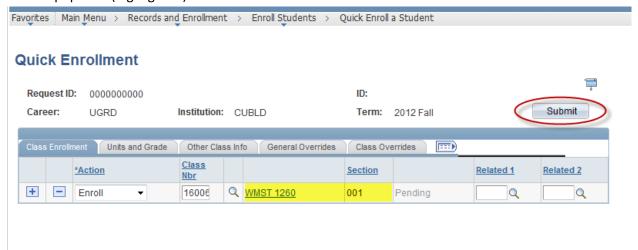
a. Enter student ID in highlighted field, choose career (click magnifying glass), and choose term (click magnifying glass), then click "Add".



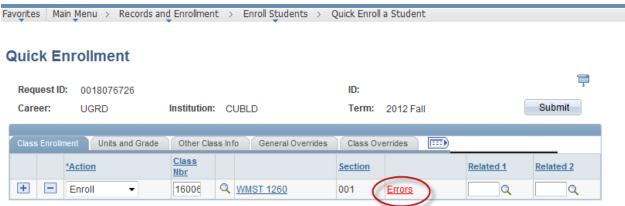
b. Screen always defaults to the "Enroll" action. (Users may use dropdown menu to choose "Drop" or "Swap" as appropriate.) If the 5-digit class number is known, you may enter it in the highlighted field. Otherwise, click the magnifying glass to navigate to the course catalog.



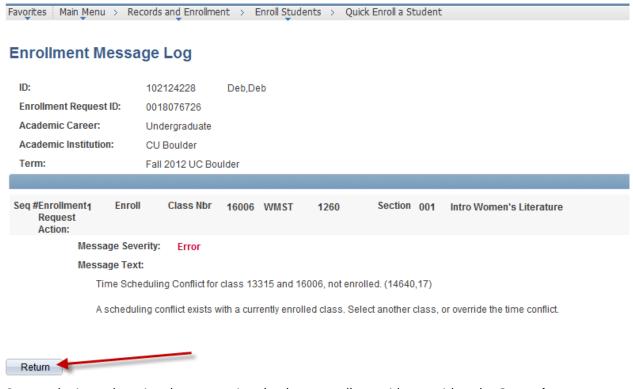
c. Once you choose the class, move your cursor out of the "Class Nbr" field so the Class and Section populate (highlighted). Click "Submit".



d. Status should be **Success**, but if you get <u>Errors</u>, the word "Errors" becomes a link – click on the link and it will describe the problem.



## Once you read the issue, click the "Return" button.



e. Correct the issue, by using the appropriate (and approved) overrides on either the **General Overrides** or **Class Overrides** tabs, then click "Submit" again. Once you get the **Success**message, you can move on to the next student.

