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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.