Quick Enroll

The Quick Enroll component enables you to enter, update, and post class enrollment requests for both new and continuing students on a student-by-student basis.

Quick Enroll a Student:
- Access the Quick Enroll a Student page.
  - Navigation: Records and Enrollment > Enroll Students > Quick Enroll a Student
- Click on the Add a New Value Tab.
- Enter data as follows:
  - ID – Enter the ID of the student you wish to enroll. If you do not know the student’s ID, click on the Look Up icon to search for the student by name.
  - Academic Career – Click on the Look Up icon. A pop-up window will appear. Select the appropriate career.
    - Note: you can only select from careers in which the student is currently active.
  - Academic Institution – Ensure this field reflects, “TUFTS.”
  - Term – Click on the Look Up icon. A pop-up window will appear. Select the Term in which you would like to enroll the student.
    - Note: If the term you wish to enroll the student in is not on this list, or if you get an error, he or she is not term activated for that particular term. Check the Term Activation page to confirm.
  - Action – Select the “Enroll” Option from the drop-down menu.
  - Class Nbr – If known, enter the Class Number. Otherwise, click on the Look Up Icon to access the Class Search.
  - Related 1/Related 2 - If the class requires an additional component (for example, a laboratory in addition to a lecture); enter the Class Number for the appropriate related component in the Related 1 field.
- To enroll the student in additional courses, click on the Plus Sign Icon to add a new row. Then enter data as above.
- You may need to enter data in the following tabs:
  - Units and Grade Tab - Use the Units and Grade tab to enter the final class grade for the student and to enter any necessary repeat codes.
  - Other Class Info Tab - Use the Other Class Info tab to enter any permissions numbers and to set up an automatic drop from another class when the student is successfully enrolled in this class.
  - General Overrides Tab - Use the General Overrides tab to override various enrollment rules, such as appointment, unit load, time conflict, career, service indicator, or requisites.
    - You will have access only to those overrides for which you are authorized.
  - Class Overrides Tab - Use the Class Overrides tab to override class specific enrollment rules, such as closed classes, links, units, grading basis, permissions, and wait lists.
    - You will have access only to those overrides for which you are authorized.
    - If the class is closed and you want to add the student to a Wait List, click the Wait List Okay checkbox on this tab.
- When you are ready to submit the enrollment, click the Submit Button.
Review Quick Enroll:
- Review the Class Enrollment tab to determine whether the enrollment was successful:
  - If the Status field reflects “Success” or “Messages” the enrollment was successful. If the enrollment request encountered errors, this field will read “Errors.” You can click the link provided to read the error(s) encountered by the system. To resolve errors, use appropriate overrides if applicable, and if you have the necessary access. Seek guidance as necessary.
- To view the student’s current enrollment, click the Study List link.
- The Student Study List page displays the courses that the student has enrolled in and dropped for this particular term.
- End of Procedure.