Access the Quick Enroll a Student page.

Click on the Add a New Value Tab.

Enter the ID of the student you wish to enroll. If the ID is not known, click the Look Up icon to search for the student by name.

In the Academic Career field, click on the Look Up icon. A pop-up window will appear. Select the appropriate career.

Ensure the Academic Institution field reflects "TUFTS."

In the Term field, click on the Look Up icon. A pop-up window will appear. Select the Term in which you would like to enroll the student.

Is the Term on the list?

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. Seek guidance as necessary to resolve.

Click the Add Button. The Quick Enrollment page will appear.

Proceed to Quick Enrollment

Note: you can only select from careers in which the student is currently active.

Navigation: Records and Enrollment > Enroll Students > Quick Enroll a Student
In the Action field, Select the “Enroll” Option from the drop-down menu.

If known, enter the Class Number in the Class Nbr field. Otherwise, click on the Look Up Icon to access the Class Search.

Does the class require an additional component?

Do you wish to enroll the student in another course?

From Quick Enroll a Student

Click on the Plus Sign Icon to add a new row. Then enter data as with the first course.

Enter the Class Number for the appropriate related component in the Related 1 field.

You may need to enter data in the following tabs:

- **Other Class Info Tab** - Use to enter any permissions numbers and to set up an automatic drop from another class when the student is successfully enrolled.
- **General Overrides Tab** - Use to override various enrollment rules, such as appointment, unit load, time conflict, career, service indicator, or requisites.
- **Class Overrides Tab** - Use to override class specific enrollment rules, such as closed classes, links, units, grading basis, permissions, and wait lists.
- **Units and Grade Tab** - Use the to enter the final class grade for the student, enter any necessary repeat codes, and/or to add the student to a wait list.

Proceed to Submit/Review
Submit/Review

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.”

Was the enrollment successful?

To view the student’s current enrollment, click the Study List link.

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.

The Student Study List page displays the courses that the student has enrolled in and dropped for this particular term.

End of Procedure