Quick Enrollment

The Quick Enroll page is used to add, drop and swap students in classes. You can add more than one class on the same Enrollment Request. If you are going to drop or swap a class it is suggested that you do so on a separate Enrollment Request.

To Add a Class

Navigation:
Records and Enrollment > Enroll Students > Quick Enroll a Student

Make sure you are at the Add a New Value tab
Enter the student’s Stony Brook ID, Academic Career, Academic Institution and Term
Click Add

IMPORTANT! Do not click Find an Existing Value. Updating an existing Enrollment Request causes the information on the original transaction to be lost.
Check the **status** next to each class. If the enrollment was posted with no problems the status will change from **Pending** to **Success** or **Messages**.

If it says **Errors** then click the link and read the error message. Some errors may be overridden (depending on your level of access in PeopleSoft).
**Searching for a Class Number**
If you do not know the Class Number then you can search for it by **Subject** and **Catalog Number**.

Click the **Lookup** button next to the **Class Nbr** field.

Enter the **Course Subject** or click the **Select Subject** button to find it.

Enter the **Course Number**.

Select **Show Open Classes Only**.

Enter additional search criteria if necessary.

Click **Search**.
Only “enrollment” sections can be selected. They will be indicated by a Select Class button.

Click this button to select the class and the Class Number will be inserted on the Quick Enroll page.
Overrides
To access the “overrides” click the General Overrides or Class Overrides tabs. For instance, if you get the error message that a class is closed and you are using waitlists you can click the Class Overrides tab and select Wait List Okay to place the student on the waitlist.

- Select the override and then click the Submit button

WAITLIST
If you place a student on a waitlist and they’d like to drop a class if they get placed in the waitlisted class, click the Other Class Info tab and enter the Class Nbr in the Drop if Enroll field. Then click the Submit button.

GRADING BASIS
To change the grading basis for the class click the Units and Grade tab. Then click the Submit button.
Drop a Class

Select **Drop** in the **Action** field.
Click the **Lookup** button next to the **Class Nbr** field.
This will bring you to the *Enrollment Listing* page:

Click the “checkmark” next to the class that you would like to drop.
This will return you to the *Quick Enroll* page with the **Class Nbr** inserted.
(To return to the *Quick Enroll* page without selecting a Class Nbr click the **Return** button).

Click the **Submit** button.

Check to make sure that the enrollment request status displays **Success** and not **Errors**.
**SWAP CLASSES**

Select **Swap** in the **Action** field.
Click the **Lookup** button next to the **Class Nbr** field.
This will bring you to the **Enrollment Listing** page:

Click the “checkmark” next to the class that you would like to drop.
This will return you to the **Quick Enroll** page with the **Class Nbr** inserted.
(To return to the **Quick Enroll** page without selecting a Class Nbr click the **Return** button).

In the **Change To** field enter the Class Number of the class that you want to add. If you do not know the class number, click the **Lookup** button to search for the class by Subject Area and Catalog Number (see previous instructions).

Click the **Submit** button.
Check to make sure that the enrollment request status displays **Success** and not **Errors**.
To Change Grading Basis or Units for a Class

Select **Norm Maint** in the **Action** field.
Click the **Lookup** button next to the **Class Nbr** field.
This will bring you to the **Enrollment Listing** page:

Click the “checkmark” next to the class that you would like to edit.
This will return you to the **Quick Enroll** page with the **Class Nbr** inserted.
(To return to the **Quick Enroll** page without selecting a Class Nbr click the **Return** button).

Click the **Units and Grade** tab and make the necessary changes.
Click the **Submit** button.
Check to make sure that the enrollment request status displays **Success** and not **Errors**.