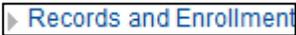


The following lesson outlines the steps necessary to complete a quick enrollment. Quick enrollment accomplishes the same actions as enrollment request but is designed to process enrollments for multiple courses at the same time for the same student.

**Caution:** It is strongly recommended that staff do not apply overrides to a transaction before first obtaining the error message that will confirm what restriction is preventing the action from being successful. This approach ensures that the staff member understands what situation is being overridden. It is important to note that requisites and department consent requirements cannot, in most cases, be overridden from the enrollment components. An allow transaction must be recorded first before an add can be processed; even by a staff member.

The following job aid is for the Undergraduate career only. *For the corresponding online learning; consult: [www.ucalgary.ca/ittraining](http://www.ucalgary.ca/ittraining)*

1. Click the **Records and Enrollment** link.  

2. Click the **Enroll Students** link.  

3. Click the **Quick Enroll a Student** link.  

4. From Add a New Value, enter the Student ID, Academic Career and applicable Term. Click the **Look up Academic Career** button. The default Academic Career will display for the student (e.g. Undergraduate, Graduate or Medicine). Click the applicable academic career link (e.g. Undergraduate).
5. Select the applicable term for quick enrollment.(e.g. 2151 Winter 2015).  
  
Click the **2151** link.  


6. Once the Add a New Value menu is complete, click the **Add** button.



### Quick Enroll a Student

ID:  

Academic Career:  

Academic Institution:  

Term:  



[Find an Existing Value](#) | [Add a New Value](#)

7. Quick enrollment allows the option of enrolling multiple classes at once for the student by adding a row.

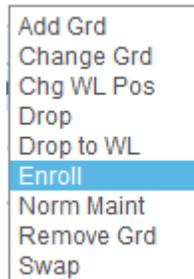
### Quick Enrollment

Request ID: 0000000000  ID:  

Career: Undergrad Institution: UCALG Term: W15

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides		
*Action	Class Nbr	Section	Related 1	Related 2		
  Enroll 	<input type="text"/>	<input type="text"/> 	Pending	<input type="text"/> 	<input type="text"/> 	

8. Click the **Action** list. A list of options display on the actions list. For this example select Enroll. Click the **Enroll** list item.



9. To select the applicable class click on the lookup (search) tool, click the **Search** button.



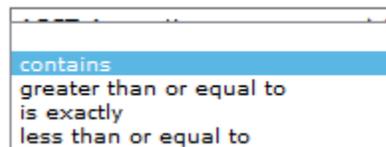
10. Search for Classes displays. To search for a subject, click the **Subject** list. A list of subjects displays. Scroll down to the desired subject (e.g. Accounting).

Click the **ACCT-Accounting** list item.

ACCT-Accounting

11. Click the **Course Number** list to view three optional course number operands.

**Subject**  
**Course Number**  
**Course Career**



12. When searching for a particular course number, enter the course number to search exactly for that particular course (e.g. 301).
13. Click the **Course Career** list to select the applicable Course Career (e.g. Undergraduate Programs, Graduate Programs or Medicine Programs).
14. Optional checkboxes allow further search refinement; Show Open Classes Only or Open Entry/Exit Classes Only.

15. Click the **Additional Search Criteria** button. Additional Search Criteria may also be entered, if desired.

Click the **Search** button.

**SEARCH**

Select at least 2 search criteria. Click Search to view your search results.

**Class Search**

**Subject** ACCT-Accounting

**Course Number** is exactly

**Course Career** Undergraduate Programs

Show Open Classes Only

Open Entry/Exit Classes Only

**Additional Search Criteria**

**Meeting Start Time** greater than or equal to

**Meeting End Time** less than or equal to

**Days of Week** include only these days

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

**Instructor Last Name** begins with

**Class Nbr**

**Course Keyword**

**Minimum Units** greater than or equal to

**Maximum Units** less than or equal to

**Course Component**

**Session**

**Mode of Instruction**

**Campus**

**Location**

[Return to Quick Enrollment](#)



16. According to search criteria entered the applicable course(s) will display.

Click the **Select** button.



Quick Enrollment

Search Results

University of Calgary | Winter 2015

The following classes match your search criteria Course Subject: **Accounting**, Course Number is exactly '301', Course Career: **Undergraduate Programs**, Show Open Classes Only: **Yes**

Open
  Closed
  Wait List

1 class section(s) found

ACCT 301 - Accounting Principles

Class	Section	Days & Times	Room	Instructor	Section Group	Topic	Status
11202	01-LEC Regular	Th 5:00PM - 7:45PM	SH 202		1		<input type="radio"/> select

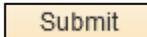
[Return to Quick Enrollment](#)

NEW SEARCH

MODIFY SEARCH

17. The Class Nbr (class number) and, if applicable, section number will display. If necessary, use the look up tool to display any tutorials or additional lectures relating to the course on Related 1 or Related 2. If additional sections are related to this lecture they would be displayed. When completed with the course selection press submit.

Click the **Submit** button.



Quick Enrollment

Request ID: 0000000000

ID:

Career: Undergrad

Institution: UCALG

Term: W15

Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Related 1	Related 2
*Action	Class Nbr		Section				
Enroll	11202	ACCT 301	01	Pending			

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)

Save Notify

Add Update/Display

18. Success indicates the student has been granted a seat.

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
*Action	Class Nbr		Section	Related 1	Related 2		
<input type="button" value="+"/> <input type="button" value="-"/>	Enroll	11202	ACCT 301	01	Success		

19. Alternatively, Errors indicates a student was not granted a seat. Press Errors to review the Enrollment Message Log.

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
*Action	Class Nbr		Section	Related 1	Related 2		
<input type="button" value="+"/> <input type="button" value="-"/>	Enroll	11202	ACCT 301	01	Errors		

Click the **Errors** link.

**Errors**

20. The message text will indicate the reason for the error(s). **Note:** Error(s) must be resolved by student or staff for a seat to be granted. **Caution:** It is strongly recommended that staff **do not** apply overrides to a transaction before first obtaining the error message that will confirm what restriction is preventing the action from being overridden.

[Enrollment Message Log](#)

ID: 11202 ACCT 301  
Enrollment Request ID: 11202  
Academic Career: Undergraduate Programs  
Academic Institution: University of Calgary  
Term: Winter 2015

Seq #	Enrollment Request	Enroll	Class Nbr	11202	ACCT	301	Section	01	Accounting Principles
Action:									
Message Severity: <b>Error</b>									
Message Text:									
Time Scheduling Conflict for class 12128 and 11202, not enrolled. (14640,17)									
A scheduling conflict exists with a currently enrolled class. Select another class, or override the time conflict.									



Click the **Return** button.

**Return**

21. When the student was granted a seat (Success) press **Save** to complete the quick enrollment.

**End of Procedure.**