

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

Quick Enroll a Student

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

ID:

Academic Career:

Academic Institution:

Term:

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

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.

Quick Enrollment

Request ID: 0000000000 ID: 106391983

Career: Undergrad Institution: SUNY at SB Term: Spring2008

Submit

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	4215 <input type="button" value="Q"/>	ANT 102 01	Pending <input type="button" value="Q"/>	<input type="button" value="Q"/>
<input type="button" value="+"/> <input type="button" value="-"/> Enroll	<input type="text" value=""/> <input type="button" value="Q"/>		Pending <input type="button" value="Q"/>	<input type="button" value="Q"/>

Go to: [View Enrollment A](#) [Term/Session Withdrawal](#)

The **Action** should default to **Enroll**

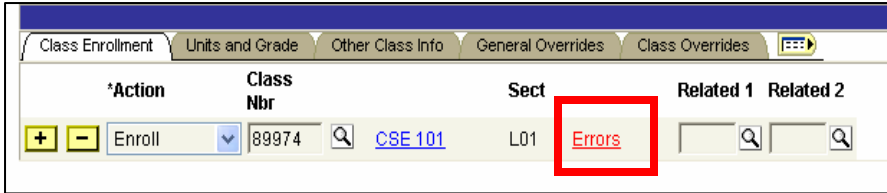
Enter the **Class Number** if you know it

To add another class, click the **Add a New Row (+)** button

When you have all of the classes you want, click the **Submit** button

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).



*Action	Class Nbr	Sect	Related 1	Related 2
+ - Enroll	89974 <input type="text"/>	CSE 101 L01 Errors	<input type="text"/>	<input type="text"/>


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

Career: Undergrad Institution: SUNY at SB Term: Spring2008 Submit

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides

*Action	Class Nbr	Section	Related 1	Related 2
+ - Enroll			Pending	

Quick Enrollment

Select the term, career and campus, or location for which you want to search.

*Institution: SUNY at Stony Brook
*Term: 1084 -- Spring 2008
*Course Career: Undergraduate
*Campus: WEST
Location: []

Search for Classes Browse Catalog

Go

Select the **Term, Course Career, Campus** and **Location** (if applicable)

Click **Go**

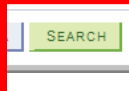
Class Search Criteria

Department: []
Course Subject: Anthropology (ANT)
Course Number: is exactly 470
 Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Time: between [] and [] (example: 1:00PM)
Day of Week: Include Only These Days
 Mon Tues Wed Thurs Fri Sat Sun
Instructor Last Name: is exactly []
Class Nbr: [] (example: 1136)
Course Title Keyword: [] (example: statistics)
Course Component: []
Session: []
Mode of Instruction: []
Rqmnt Designation: []
Building: []

CLOSE CLEAR CRITERIA 

Select the **Course Subject**

Enter the **Course Number**

Select **Show Open Classes Only**

Enter additional search fields if necessary

Click **Search**

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

Career:	Undergrad	Institution:	SUNY at SB	Term:	Spring2008	Submit		
Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides								
Appointment Unit Load Time Conflict Action Date Action Dt Career Service Indicator Requisites								
+ -	CHE 131	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Career:	Undergrad	Institution:	SUNY at SB	Term:	Spring2008	Submit		
Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides								
Class Limit Class Links Class Units Class Permission Wait List Okay WaitList Pos								
+ -	CHE 131	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Career:	Undergrad	Institution:	SUNY at SB	Term:	Spring2008	Submit		
Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides								
Permission Drop if Enroll Ind Study Instructor Action Reason								
+ -	CHE 131	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

GRADING BASIS

To change the grading basis for the class click the **Units and Grade** tab. Then click the **Submit** button.

Career:	Undergrad	Institution:	SUNY at SB	Term:	Spring2008	Submit		
Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides								
Unit Taken Course Count Grade Base Repeat Code Requirement Designation Requirement Designation Option								
+ -	CHE 132	4.00	1.00	<input type="text"/>	<input type="text"/>	E	<input type="text"/>	No

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:

Enrollment List									
Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Grade	Session
MAT	125	03		41203	Dropped	Drop Enrl	Non-Graded		Spring
Calculus A									
Lecture									
<input checked="" type="checkbox"/>	MAT	125	R15	3.00	41218	Dropped	Drop Enrl	Graded-Ug	Spring
	Calculus A								
	Recitation								
<input checked="" type="checkbox"/>	EGL	204	02	3.00	41601	Enrolled	Enrolled	Graded-Ug	Spring
	Lit Analysis & Argumentation								
	Lecture								
	CHE	132	01		41768	Dropped	Drop Enrl	Non-Graded	Spring
	General Chemistry II								
	Lecture								

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).

At the *Quick Enroll* page, click the **Submit** button.

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

SWAP CLASSES

The screenshot shows the 'Class Enrollment' form with the following fields and actions:

- *Action:** A dropdown menu with 'Swap' selected.
- Class Nbr:** An empty text input field with a magnifying glass lookup button to its right.
- Change To:** An empty text input field with a magnifying glass lookup button to its right.
- Section:** An empty text input field.
- Status:** A dropdown menu with 'Pending' selected.

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:

Enrollment List										Find	First	1-12 of 12	Last	
	Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Grade	Session				
	MAT	125	03		41203	Dropped	Drop Enrl	Non-Graded		Spring				
	Calculus A Lecture													
<input checked="" type="checkbox"/>	MAT	125	R15	3.00	41218	Dropped	Drop Enrl	Graded-Ug		Spring				
	Calculus A Recitation													
<input checked="" type="checkbox"/>	EGL	204	02	3.00	41601	Enrolled	Enrolled	Graded-Ug		Spring				
	Lit Analysis & Argumentation Lecture													
	CHE	132	01		41768	Dropped	Drop Enrl	Non-Graded		Spring				
	General Chemistry II Lecture													

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).

The screenshot shows the 'Quick Enroll' page with the following fields and actions:

- Career:** Undergrad
- Institution:** SUNY at SB
- Term:** Spring2008
- Submit:** A yellow button highlighted with a red box.
- *Action:** A dropdown menu with 'Swap' selected.
- Class Nbr:** A text input field containing '41218' with a magnifying glass lookup button to its right.
- Change To:** A text input field containing '41232' with a magnifying glass lookup button to its right.
- Section:** A text input field containing 'MAT 127'.
- Related 1:** A text input field containing '01'.
- Related 2:** A text input field.
- Status:** A dropdown menu with 'Pending' selected.

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

Career: Undergrad Institution: SUNY at SB Term: Spring2008

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="-"/> Norm Maint <input type="button" value="v"/>	<input type="text"/>	<input type="button" value="Q"/>		Pending

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:

Enrollment List									
Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Grade	Session
MAT Calculus A Lecture	125	03		41203	Dropped	Drop Enrl	Non-Graded		Spring
<input checked="" type="checkbox"/>	MAT	125	R15	3.00	41218	Dropped	Drop Enrl	Graded-Ug	Spring
Calculus A Recitation									
<input checked="" type="checkbox"/>	EGL	204	02	3.00	41601	Enrolled	Enrolled	Graded-Ug	Spring
Lit Analysis & Argumentation Lecture									
CHE	132	01		41768	Dropped	Drop Enrl	Non-Graded		Spring
General Chemistry II Lecture									

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).

Career: Undergrad Institution: SUNY at SB Term: Spring2008

Class Enrollment **Units and Grade** Other Class Info General Overrides Class Overrides

Unit Taken	Course Count	Grade Base	Repeat Code	Requirement Designation	Requirement Designation Option	
<input type="button" value="+"/> <input type="button" value="-"/> CHE 132	4.00	1.00	PNC <input type="button" value="Q"/>	<input type="text"/>	E	No

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**.