


## Quick Enroll

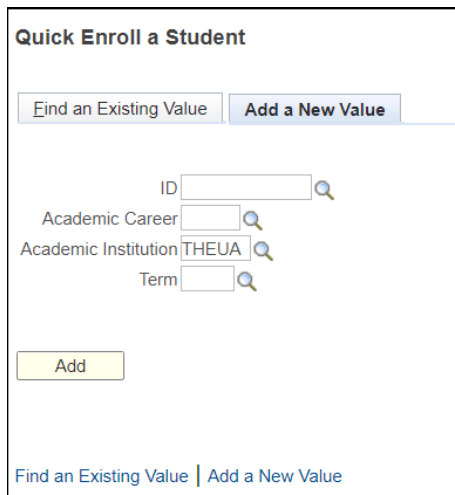
Use **Quick Enroll a Student** to process overrides and other administrative adjustments to a student's schedule.

**NOTE:** The ability to process overrides depends on the user's level of security. Not all users will have the ability to process all of the overrides mentioned in this document. If your security level is not sufficient, contact your supervisor to submit a Security Request form.

### Search for a Student

**Navigation:** NavBar > Navigator > Records and Enrollment > Enroll Students > Quick Enroll a Student


- Complete the fields on the Add a New Value tab.
  - Input the **student's ID** number.
  - Input the **Academic Career** = UGRD, GRAD, LAW, AGLW.
  - The **Academic Institution** should default to THEUA.
  - Type the **Term** in the field or click the magnifying glass icon  to look up the term code.

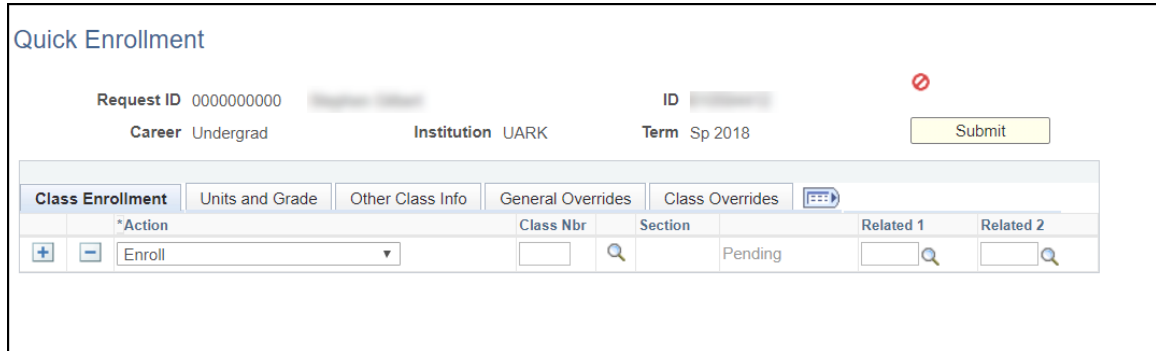


- Click **Add**. Click **Find an Existing Value** to review previous transactions.

**NOTE:** Transactions done through *Block Enrollment* and *Enrollment* components will not display in *Quick Enroll* in the **Find an Existing Value** search results.




## Class Enrollment

If a negative service indicator is assigned to a student's record, UAConnect displays the service indicator icon  at the top of the page. Click the icon to view the details of a specific service indicator



1. Select the desired **Action** from the drop-down menu.

NOTE: Quick Enrollment does not allow a user to drop a student from all classes. That process must be done through the **Term/Session Withdrawal** page. Access to **Term/Session Withdrawal** is restricted to the Office of the Registrar.

2. Type in the **Class Nbr**, or click the magnifying glass icon  to lookup the class number.
3. Input any related components in the **Related 1** and **Related 2** fields, or click the magnifying glass icon  to look up the values. Any related classes will be displayed as options in the search.
4. Click the  button to insert a new row and make additional changes.
5. If there are no overrides to process for the enrollment, click **Submit**. An **Enrollment Request ID** is assigned.

NOTE: The **Class Location** page opens only for those classes with any Instruction Mode that is not equal to P (face-to-face).

The state selected indicates the student's predominant location where this instruction will be taken.

When separate **Enrollment** or **Swap** actions are submitted within the same **Enrollment Request ID**, all classes requiring location information will appear each time a submission is made and must have the drop-down or check box completed in order to advance through the page.

- Select a value from the **State** field drop-down menu or check the Outside the US checkbox.

Please indicate the PREDOMINANT location where this instruction will be taken.  
Select either the appropriate State or US territory from the drop down box or check the box "Outside of USA State or Territory"

Personalize   Find								First	1 of 1	Last
Enrollment Request ID	Course ID	Subject Area	Catalog Nbr	Instruction Mode	State	Country				
1 0005984282	1 013562	ENGL	1013	WA	▼	▼				

[Continue](#)

- Click **Continue**.
- The enrollment status indicates one of the following values:
  - **Success** – the process is complete.
  - **Message** – click to see additional information.
  - **Error** – registration was not successfully processed. Click the word **Error** for information about the registration problem

**NOTE:** Links on the bottom of the Quick Enrollment page give the user access to several other areas that may contain needed information.

- **View Enrollment Access** shows the details of enrollment functions. **NOTE:** selecting this link will open a new window and any information entered via Quick Enroll will be lost.
- **Calculate Tuition** is only accessible by the Office of the Registrar or Student Accounts Office.
- **Study List** displays the student's schedule.
- **Enrollment Appointments** opens a page showing when the student is able to register through Self-Service and the maximum unit limits for the term. **NOTE:** selecting this link will open a new window and any information entered via Quick Enroll will be lost.
- **Term/Session Withdrawal** is only accessible by the Office of the Registrar.
- **Student Services Center** takes the user to the Student Services Center page. **NOTE:** selecting this link will open a new window and any information entered via Quick Enroll will be lost.

## Units and Grades

The *Units and Grade* tab is used to enter the number of units taken for variable credit hour courses. All other fields are used *only* by the Office of the Registrar.

## Other Class Info

The *Other Class Info* tab is *only* used within the Office of the Registrar.

### General Overrides

Administrative users, with the appropriate security, may override **Appointments, Unit Load, Time Conflict, Action Dates, Career, Service Indicator, and Requisites** on this tab.

Quick Enrollment

Request ID 0005984282 ID [REDACTED]

Career Undergrad Institution UARK Term Sp 2018 Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides		Class Overrides						
				Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Requirement Designation	Career	Service Indicator	Requisites
<input type="checkbox"/>	<input type="checkbox"/>	ENGL 1013		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Class Overrides

On the *Class Overrides* tab, administrative users, with the appropriate security, can override **Closed Class, Class Links, Class Units, Grading Basis, Class Permission, Dynamic Dates, and Wait List Okay**. A student's position on a waitlist can be viewed on this tab as well.

Quick Enrollment

Request ID 0005984282 ID [REDACTED]

Career Undergrad Institution UARK Term Sp 2018 Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides							
					Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos
<input type="checkbox"/>	<input type="checkbox"/>	ENGL 1013			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WaitList Pos

## Enrollment Errors and Issues

Below are some commonly reported issues that may be encountered when using Quick Enrollment. Be aware that not all users will have the ability to access every area in this module. If you need additional security, contact your supervisor and submit a Security Request form. If you need assistance resolving any of these issues, contact the Office of the Registrar.

### Commonly Encountered Errors and Issues:

<b>Classroom Capacity</b>	The classroom for this class has reached its capacity. <i>See the Room Capacity Compliance document at <a href="http://uaconnect.uark.edu">uaconnect.uark.edu</a> on the 25Live and R25 link for more information.</i>
<b>Requisites</b>	The student has not met the pre- or co- requisite requirements for this class. Click on the class to view its requisites.
<b>Time Conflict</b>	This class has a time conflict with another class on the student's schedule. Click on the error message to view which courses are in conflict with each other.
<b>No Valid Appointment</b>	The student's enrollment appointment has not arrived. Click the <b>Enrollment Appointments</b> link to view the student's enrollment appointment.
<b>Service Indicators</b>	A service indicator on the student's account is preventing the enrollment action from processing. Any service indicators display in the top right corner of the <b>Quick Enroll</b> screen.
<b>Class Permission</b>	This class has been set to an Instructor or Department consent. Override this consent on the <b>Class Overrides</b> tab.
<b>Closed Class</b>	The class has reached its enrollment capacity. Override the closed class restriction on the <b>Class Overrides</b> tab.
<b>Unit Load Exceeded</b>	The student has reached the maximum number of hours allowed for the term. The student should contact the dean's office to request an overload.
<b>Career</b>	Career refers to <b>Undergraduate, Graduate, Law, or Agricultural Law</b> . Confirm that the correct section of the class is selected. Students who wish to enroll in classes outside of their career should contact the Graduate School.