How to Enroll a Student.

1. **Enrollment:**

   **How to quickly register a student**
   
   - Records and Enrollment > Enroll Students > Quick Enroll a Student
   
   1. Fill in the data:
      a. ID: (student ID)
      b. Academic Career: (grad/undergrad)
      c. Academic Institution: (BAR01)
      d. Term:
   
   2. Input the class number (reg codes are now 6 digits)
      a. Or search using the magnifying glass function.
      b. Errors will show up if there are any. Click on "Error" to find out what went wrong.
   
   3. If there are errors, click the **appropriate** overrides in the “General Overrides” or “Class Overrides”
      a. General Override (Tab) or Class Override (Tab)
         i. Override check boxes = what you’re overriding
         ii. Action Dt is used to backdate an enrollment

***We will **never** touch “time conflict”***

(Swapping a 4 credit course into a 3 credit course will result in a charge for the whole 4 credits and the 3 credits.)

**Enrollment History:**

This is how you look at enrollment history, and who enrolled the student and when.

**Records and Enrollment > Enroll Student > Enrollment Request Search**

   1. Set 2 criteria
      a. Search student empl ID
      b. set term
   
   2. Search

**Permissions:**

*Permissions are done at the class screen not the student screens*

   - Records and Enrollment > Term Processing > Class Permissions
     
     ○ The class must have permissions activated. "**Student Specific Permissions**"
     
     1. Class Permission Data (bottom) > General Info (tab)
        a. Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
     
     2. If course has **“Student Specific Permissions”** active you may just put in the student’s ID to give permission
        a. Class Permission Data (bottom) > General Info (tab)