

Germanna Community College SIS Documentation

QUICK ENROLL


Description: Quick enroll is used to complete any type of registration in SIS

Important Information:

- Enroll, Add Grade, Change Grade, Drop, Maintenance, Remove Grade, Swap


STEPS


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


1. Enter **Student ID, Career, Institution** and **Term**
 - a. *If the term is not showing or does not appear in the the drop-down list, the student has not been term activated.*
2. Click 


Quick Enroll a Student


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


ID: 

Academic Career: 

Academic Institution: 

Term: 






3. Select **Action** (Enroll, Add Grade, Change Grade, Drop, Maintenance, Remove Grade, Swap)
4. Enter **Class Nbr**
 - a. **If you do not know the Class Number see page 2 about Searching for Classes**
 - b. Click  to add additional classes


Quick Enrollment







Request ID: 0000000000 Kathryn Christopher ID: #####

Career: Credit Institution: Germanna C Term: 2006 Sprng



Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Related 1	Related 2
		3 Action	4 Class Nbr	Section	Pending	<input type="text"/>	<input type="text"/>
		Enroll	<input type="text"/>			<input type="text"/>	<input type="text"/>

5. Click  (You should see a **SUCCESS** by each class, you may also see the word **SUCCESS/MESSAGES**. Click the link to view the messages.)

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Related 1	Related 2
		Enroll	41673  Acc 211	01	Success		
		Enroll	49842  Art 101	11	Success		

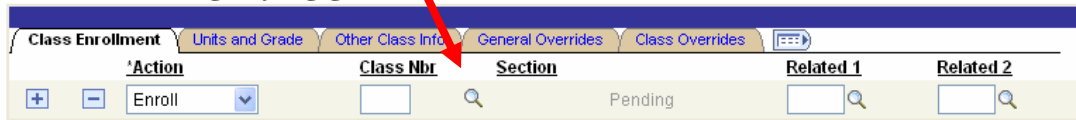
6. Advise the student to **PAY** at the cashier's office or on the web

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Searching for Classes

If you do not know the class number you can search for the class via Quick Enroll. This also allows you to see a “live” view of available classes and how many seats are open.

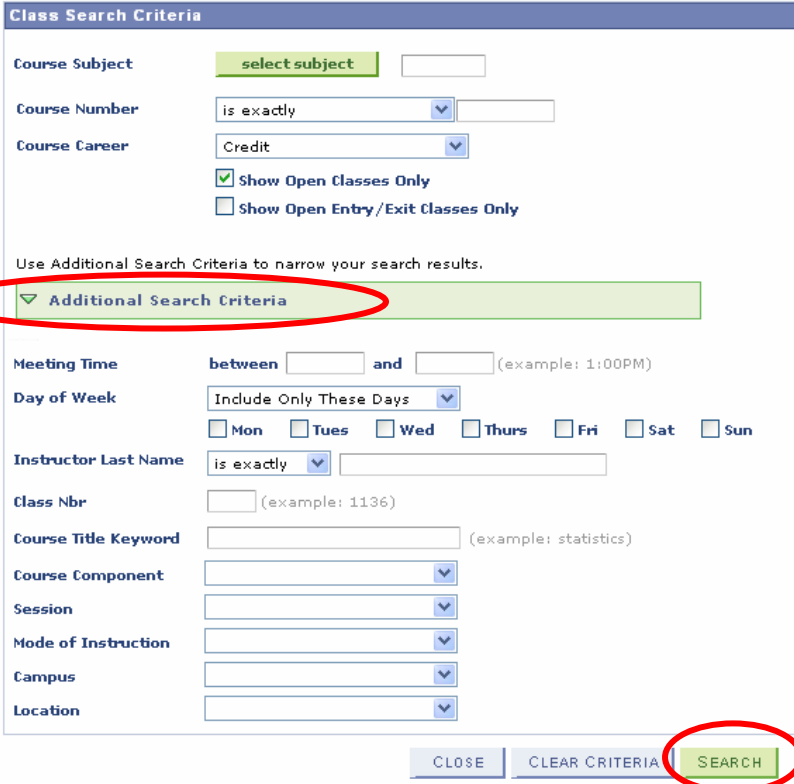
- a. Click the **Magnifying glass**



The screenshot shows a navigation bar with tabs: Class Enrollment, Units and Grade, Other Class Info, General Overrides, and Class Overrides. Below the tabs is a search interface with columns: Action (with +, - buttons and an 'Enroll' dropdown), Class Nbr (with a search icon), Section (with 'Pending' text), Related 1 (with a search icon), and Related 2 (with a search icon). A red arrow points to the magnifying glass icon in the Class Nbr field.

- b. Enter the **information** as appropriate
- Enter **Course Subject** (ENG, MTH, HIS, etc.)
 - Enter **Course Number** (111, 121, 03, etc.).
- c. Click the “**Additional Search Criteria**” arrow to narrow your search
- by Campus, Day of week, etc ...
- d. Click **SEARCH**

Germanna Community College | 2006 Spring



The screenshot shows the 'Class Search Criteria' form. It includes fields for Course Subject (with a 'select subject' button), Course Number (with a dropdown for 'is exactly'), Course Career (with a dropdown for 'Credit'), and checkboxes for 'Show Open Classes Only' (checked) and 'Show Open Entry/Exit Classes Only'. Below these is a section for 'Additional Search Criteria' which is circled in red. This section contains fields for Meeting Time (between and), Day of Week (Include Only These Days with checkboxes for Mon-Sun), Instructor Last Name (with a dropdown for 'is exactly'), Class Nbr (with an example), Course Title Keyword (with an example), Course Component, Session, Mode of Instruction, Campus, and Location. At the bottom are buttons for 'CLOSE', 'CLEAR CRITERIA', and 'SEARCH', with the 'SEARCH' button circled in red.


- e. Once you have found the desired class, click **select class**
- f. The class number will default into the **Class Nbr** field
- g. Go back to **Step 4** above to complete the registration

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Common Errors and What to Do

If you have an Error the error will show by the class it pertains to in Red. Click the link and it will give you information about the error.

Quick Enrollment

Request ID: 2657162804 Kathryn Christopher ID: ##### 
Career: Credit Institution: Germanna C Term: 2006 Sprng

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	41673	Acc 211 01	Errors	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>		
<input type="button" value="+"/> <input type="button" value="-"/> Enroll	49843	Art 101 11	Errors	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>		

This error is in reference to class ACC 211 - 01

After clicking **Errors** the following will display to explain the error – click to go back to the enrollment page

Enrollment Message Log

ID: ##### Christopher, Kathryn Anne
Enrollment Request ID: 2657162804
Academic Career: Credit
Academic Institution: Germanna Community College
Term: 2006 Spring

Seq #	Enroll	Class Nbr	ACC	211	Section	01	Prim Acct I
1		41673	ACC	211	01		

Message Severity: Error
Message Text:
[Hold on record, Add not processed. \(14640,87\)](#)
There is a hold on this record, preventing the add from being processed. The hold must be removed to process the add transaction.

ERROR MESSAGE

See [Registration Errors](#) for tips on solving issues