![FSCJ Florida State College at Jacksonville logo]

Staff should only enroll students into classes when are unable enroll themselves. This could include providing an override, enrolling students in a course that is outside of their Academic Plan, etc. There are two ways that staff can enroll students into classes: Quick Enrollment and Enrollment Request. While the Quick Enrollment screen is quick way to add the student to a class (or multiple classes), you may find it more beneficial to use the Enrollment Request screen, which provides more details about any enrollment errors that might occur.

IMPORTANT: Advisors can enroll students through the first week of class. Academic Deans are able to enroll students up until the day before Drop with Penalty begins. When enrolling a student after the session has started, the enrollment will need to be backdated to one day prior to the start of the term. NOTE: If an enrollment is not backdated and you drop the student from the class, it will result in a Withdrawal on the student's record. If you realize that you have forgotten to backdate the enrollment, immediately submit a Help Desk ticket to have the Action Date backdated. Then you can process the drop. Please refer to the *Enrolling a Student On or After the Start of the Session* training document on the CS training website for more information.

To quick enroll a student:

Step	Action
1.	Navigate to **Main Menu > Campus Solutions > Campus Community > Student Services Center.** Search for the student. Alternative navigation: Main Menu > Campus Solutions > Self Service > Advisor Center > Advisee Student Center. Click the **Academics** tab.
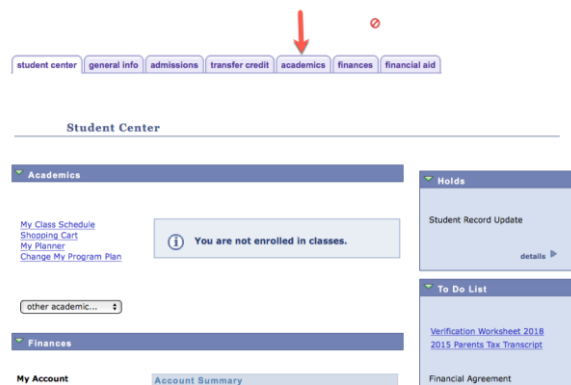
Step	Action
2.	Check that the student is active in the correct program.

Quick Enrollment/Enrollment Request

FSCJ Florida State College at Jacksonville

Step	Action
3.	In the Term Summary area, click on the desired **term**, and confirm that they are eligible to enroll. If not, then they need to be Term Activated (see the Term Activation training document on the Campus Solutions training website). Click **Quick Enrollment**.

Step	Action
4.	The Action will default to **Enroll**. (If you need to drop a student from a class, you would choose "Drop" in the Action dropdown. NOTE: You should not use the "Swap" option on the quick enrollment screen unless both the class that you are adding and the class that you are dropping are exactly the same courses and neither have met yet.) Enter the 4-digit **Class Number**. (NOTE: In PeopleSoft the class number is unique to a class offering for a specific term. Class numbers will be reused every term.)

If you do not know the class number, you can perform a class search by clicking the magnifying glass. In the class search you can enter in the subject and course number for the class you are looking for and hit the search button.

You can look through the class sections to determine the class that the student would like to enroll in.

Once you have found the section you want to enroll the student in you can click on the select button. You will be taken back to the quick enroll screen and the class number will populate in the class number field.

Step	Action
5.	Click the **Other Class Info** tab to enter an **Action Reason** for why you are enrolling the student in the class (click the magnifying glass to see the Action Reason options).

Action Reason Options

View 100		First ◄ 1-14 of 14 ► Last
Enrollment Action Reason	**Description**	
ADME	Admin Approved Exception	
ADMF	Admin Approved - Full Class	
ADML	Admin Approved - Late Enrollme	
AUD	Audit	
CONV	Registration req due to conv	
DEPT	Department Consent Required	
INST	Instructor consent	
JOB	Required for job	
NACT	Non term activated career	
NPP	Non primary plan course	
PREQ	Pre-requisite requirement	
TRNS	Transient Enrollment	
TRSF	Required for transfer	
UNIT	Unit limit override	

Step	Action
6.	If an override is required for the class, click the **General Overrides** tab or the **Class Overrides** tab, and check the box for the appropriate override(s). Alternatively, you can click the **Show All Columns** icon to see all overrides.

If you need to back date an enrollment (such as when you are enrolling a student after the start of the session), then click the **General Overrides** tab and select the **Action Date** field and enter the date prior to the start of the term. (See the training document on *Enrolling a Student On or After the Start of the Session* to learn more about backdating enrollments).

Also, you can override pre-requisites on the **General Overrides** tab by checking the **Requisites** box. Be sure to confirm that the student has completed the pre-requisites before using this ovrride.

If a class requires departmental permission (such as in the case of selective), click the **Class Overrides** tab and check the **Class Permission** box.

Also on the **Class Overrides** tab, you can override the student into a closed class by checking the **Closed Class** box. Be sure to have instructor/Dean permission before doing so.

Step	Action
7.	Click **Submit**.

Quick Enrollment

Request ID:	0000000000		ID:	
Career:	Credit	Institution: FSCJ1	Term: Fall 2017	Submit

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

		*Action	Class Nbr		Section		Related 1	Related 2
+	−	Enroll	1234	ATT 2824	1	Pending		

Step	Action
8.	If the enrollment request went through without any errors you will see a **Success** link populate next to the section field on the class enrollment tab. If the enrollment request went through but returned a **Messages** link, the system has enrolled the student, but there are warnings that you need to review. Remember, messages are warnings, but the enrollment has gone through. If there are errors in the enrollment request you will see an **Errors** link, which means that the enrollment did not go through. Click on the link to see more information. After reviewing the errors you can return to the enrollment request and provide the appropriate override. Click the submit button to re-submit the request.

Quick Enrollment

Request ID:	0000053032		ID:	
Career:	Credit	Institution: FSCJ1	Term: Fall 2017	Submit

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

		*Action	Class Nbr		Section		Related 1	Related 2
+	−	Enroll	1234	ATT 2824	1	**Success**		

Step	Action
9.	Navigate back to the term summary area on the Academics tab and validate that the student is enrolled in classes.

▽ **Classes**

✔ Enrolled   ⊗ Dropped   ⚠ Wait Listed

Class	Description	Units	Grading	Grade	Status
ASC 1010-1 (1020)	FOUNDATION AIR TRNSP (Lecture)	3.00	Traditional A-F		✔
ASC 2870-1 (1048)	AVIATION SAFETY (Lecture)	3.00	Traditional A-F		✔
ATT 2823-1 (1228)	ATC NON-RADAR (Lecture)	3.00	Traditional A-F		✔
ATT 2824-1 (1234)	AIR TRAFF CONT RADAR (Lecture)	3.00	Traditional A-F		✔
ATT 2891-1 (1242)	AVIATION OP CAPSTONE (Lecture)	3.00	Traditional A-F		✔

Enrollment Request

To enroll a student via the Enrollment Request screen, navigate to **Main Menu > Records and Enrollment > Enroll Students > Enrollment Request**.

As with the Quick Enrollment screen, the Action defaults to Enroll. Enter the Action Reason and Class Number. NOTE: Action reasons let others know why you enrolled the student after the class started. You do not need to use an Action Reason if you are enrolling the student before the class starts.

If the enrollment needs to be backdated check the "Override Action Date" box and enter the Action Date. Select any overrides that are necessary, then click Submit. While you are entering the enrollment request, the status will be Pending. The status will change to Success if the enrollment request goes through with no messages or errors. If there are any messages or errors, they will display at the bottom of the screen.

Please do not put a Transcript Note on the Enrollment Request screen, as this will actually display on the student's transcript. This link comes standard with PeopleSoft, but the College is not using it at this time.

IMPORTANT NOTE: If a student withdraws from a class in Summer A, then wants to register for it in Summer C, they would have to submit a Help Desk ticket to be added to the class.