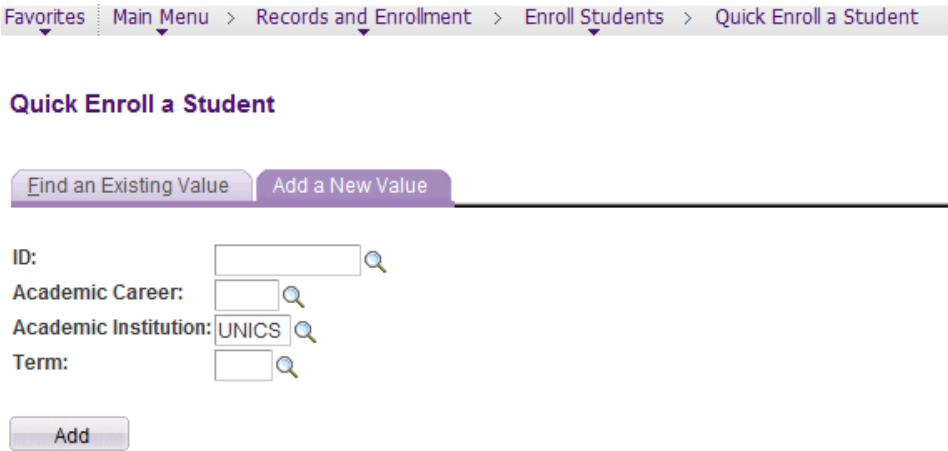

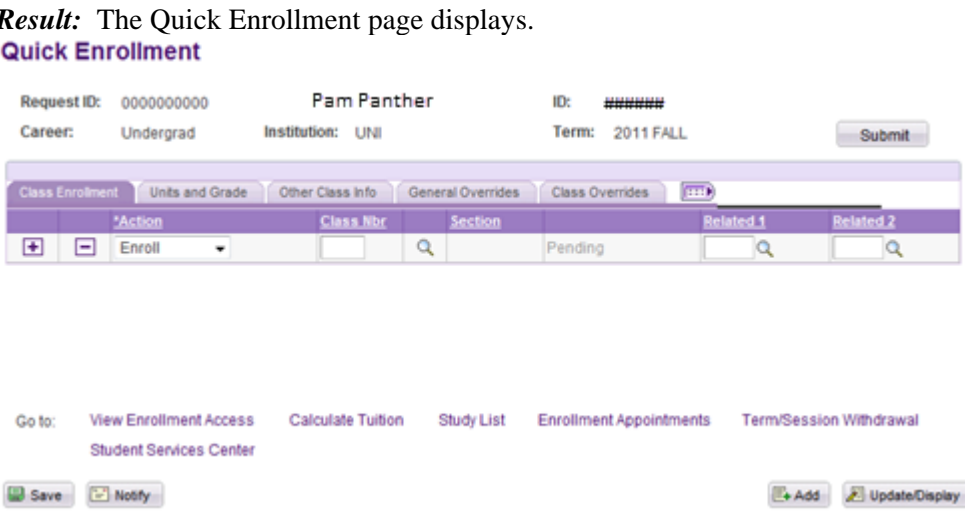
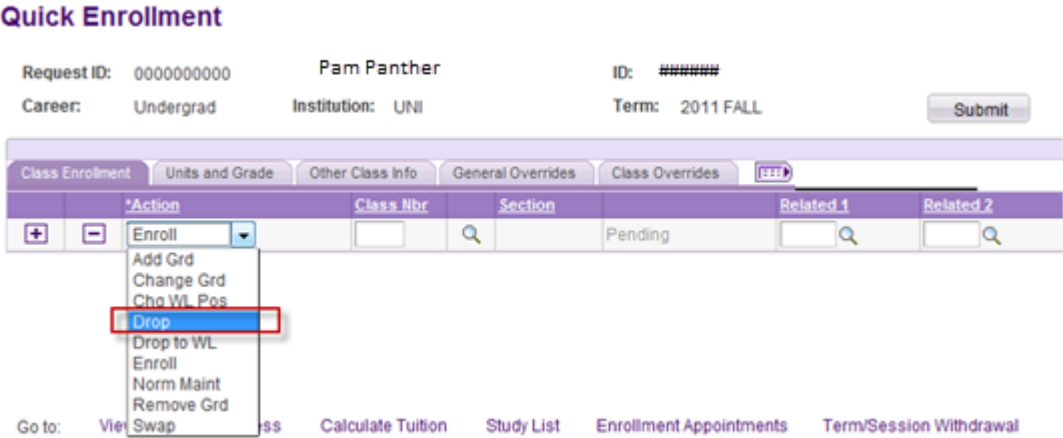



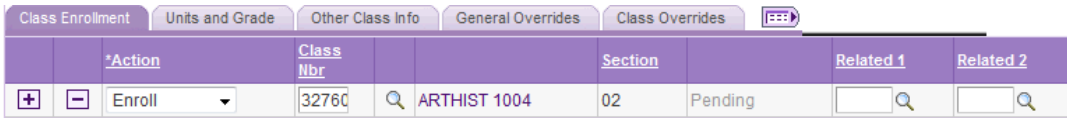


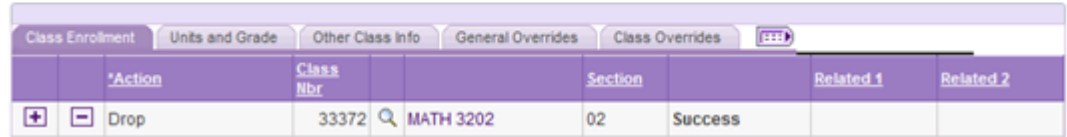
Dropping a Student using Quick Enroll

Purpose: The **Quick Enroll** component enables you to enter, update, and post class enrollment requests for students on a student-by-student basis. The following table describes how to use **Quick Enroll** to drop a student from a class or waitlist.

Step	Action
1.	<p>Navigate to the Quick Enrollment page: Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student</p>  <p>The screenshot shows the breadcrumb trail: Favorites > Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student. Below the title 'Quick Enroll a Student', there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. The form includes fields for ID, Academic Career, Academic Institution (pre-filled with 'UNICS'), and Term, each with a search icon. An 'Add' button is at the bottom.</p>
2.	<p>Complete the following:</p> <ul style="list-style-type: none"> • ID – Enter the student’s ID (six digit U-ID) • Academic Career – Enter graduate or undergraduate • Term – Enter the appropriate term (e.g. 2112 for Fall 2011)
3.	<p>Click the Add button. </p> <p>Result: The Quick Enrollment page displays.</p>  <p>The screenshot shows the 'Quick Enrollment' page for 'Pam Panther'. It displays fields for Request ID (0000000000), Career (Undergrad), Institution (UNI), ID (#####), and Term (2011 FALL), with a 'Submit' button. Below is a table with tabs for 'Class Enrollment', 'Units and Grade', 'Other Class Info', 'General Overrides', and 'Class Overrides'. The 'Class Enrollment' tab is active, showing a table with columns for Action, Class Nbr, Section, Pending, Related 1, and Related 2. The 'Action' dropdown is set to 'Enroll'. At the bottom, there are links for 'View Enrollment Access', 'Calculate Tuition', 'Study List', 'Enrollment Appointments', and 'Term/Session Withdrawal', along with 'Save', 'Notify', 'Add', and 'Update/Display' buttons.</p>



Step	Action																																																															
4.	<p>Select Drop in the <i>Action</i> field.</p> 																																																															
5.	<p>Click the Look up button in the Class Number field.</p> <p>Result: The classes that the student is enrolled or waitlisted for display.</p>  <table border="1" data-bbox="365 1165 1250 1858"> <thead> <tr> <th>Subject</th> <th>Catalog</th> <th>Section/Unit Taken</th> <th>Class Nbr</th> <th>Status</th> <th>Reason</th> <th>Grading Basis</th> <th>Grade</th> <th>Session</th> </tr> </thead> <tbody> <tr> <td>SPED Curr Iss Ed Sev Disabilities Lect/Disc</td> <td>4167</td> <td>01 2.00</td> <td>30674</td> <td>Enrolled</td> <td>Enrolled</td> <td>Graded</td> <td></td> <td>Full Sem</td> </tr> <tr> <td>LITED Mthd Tch Cont Lit Intrm Grd Lect/Disc</td> <td>3116</td> <td>02 3.00</td> <td>30735</td> <td>Enrolled</td> <td>Enrolled</td> <td>Graded</td> <td></td> <td>Full Sem</td> </tr> <tr> <td>CSD Augmentative Communication Lect/Disc</td> <td>4100</td> <td>01 2.00</td> <td>32515</td> <td>Enrolled</td> <td>Enrolled</td> <td>Graded</td> <td></td> <td>Full Sem</td> </tr> <tr> <td>MATH Math Reasoning Tchg II Lect/Disc</td> <td>3202</td> <td>02 3.00</td> <td>33372</td> <td>Enrolled</td> <td>Enrolled</td> <td>Graded</td> <td></td> <td>Full Sem</td> </tr> <tr> <td>SPED Prof Interdisciplin Rel I Lect/Disc</td> <td>4184</td> <td>02 3.00</td> <td>35793</td> <td>Enrolled</td> <td>Enrolled</td> <td>Graded</td> <td></td> <td>Full Sem</td> </tr> <tr> <td>ELEMECML3120 Elem Classroom Management Lect/Disc</td> <td>3120</td> <td>05 3.00</td> <td>36028</td> <td>Enrolled</td> <td>Enrolled</td> <td>Graded</td> <td></td> <td>Full Sem</td> </tr> </tbody> </table>	Subject	Catalog	Section/Unit Taken	Class Nbr	Status	Reason	Grading Basis	Grade	Session	SPED Curr Iss Ed Sev Disabilities Lect/Disc	4167	01 2.00	30674	Enrolled	Enrolled	Graded		Full Sem	LITED Mthd Tch Cont Lit Intrm Grd Lect/Disc	3116	02 3.00	30735	Enrolled	Enrolled	Graded		Full Sem	CSD Augmentative Communication Lect/Disc	4100	01 2.00	32515	Enrolled	Enrolled	Graded		Full Sem	MATH Math Reasoning Tchg II Lect/Disc	3202	02 3.00	33372	Enrolled	Enrolled	Graded		Full Sem	SPED Prof Interdisciplin Rel I Lect/Disc	4184	02 3.00	35793	Enrolled	Enrolled	Graded		Full Sem	ELEMECML3120 Elem Classroom Management Lect/Disc	3120	05 3.00	36028	Enrolled	Enrolled	Graded		Full Sem
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6.	<p>Click the checkbox next to the class you wish to drop.</p> <p>Result: The Class Number, the <i>description</i>, <i>section number</i>, and status of <i>Pending</i> display.</p> 
7.	<p>If the class requires consent to drop, check the Class Permission box on the Class Overrides tab.</p>
8.	<p>Click the Submit button.</p>  <p>Result: The status changes to Success. If there is any reason the drop cannot be processed, the status will show Error. Click the Error link to view details.</p> <p>Quick Enrollment</p> <p>Request ID: 0000090119 Pam Panther ID: ##### Career: Undergrad Institution: UNI Term: 2011 FALL </p> 
9.	<p>Using the links at the bottom of the page, you can access various enrollment-related pages, if needed.</p>