Quick Enrollment is the page in UAccess where users with enrollment access can complete enrollment transactions such as Enroll (add), Drop, Swap (add/drop), and Normal Maintenance (change enrolled units and/or grading basis). In most cases, students will complete enrollment through their UAccess Student Center. However, some enrollment transactions require departmental review and action. This resource guide is for the department enroller performing those functions within Quick Enroll. All enrollment transactions must adhere to Academic Policies and Dates & Deadlines.

### Accessing the Quick Enrollment Page

**Step 1:** Navigate to UA Student Records landing page and select the Student Services Center tile.

**Step 2:** Use Student ID, NetID, or first/last name to look up the student record.

**Step 3:** Select Academics tab.

**Step 4:** Select appropriate term within the correct career.

**Step 5:** Select Quick Enrollment.
Enrolling (adding) a student in a class

**Step 1:** Select the **Enroll** action

**Step 2:** Enter the **class number** and any required secondary class components such as labs or discussions in the **Related 1/2** fields for the class being added

**Step 3:** Click **Submit**

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Dropping a student from a class

**Step 1:** Select **Drop** action

**Step 2:** Use **magnifying glass** to select class

**Step 3:** Click **Submit**
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**Swapping** (adding and dropping) enrollment for a student

**Step 1:** Select **Swap Courses** action

**Step 2:** Select class to drop: use magnifying glass to select class to drop under **Class Nbr**

**Step 3:** Select class to add: enter class number under **Change To** and any required secondary class components such as labs or discussions in the **Related 1/2** fields

**Step 4:** Click **Submit**

![Quick Enrollment interface with Swapping actions highlighted]

**Performing Normal Maintenance** (change enrolled units and/or grading basis) for class enrollment

**Step 1:** Select **Normal Maintenance** action

**Step 2:** Use magnifying glass to select class to adjust in **Class Nbr** field

**Step 3:** Select **Units and Grade** tab

**Step 4:** Adjust units by entering appropriate units in **Unit Taken** field

**Step 5:** Change grading basis by selecting magnifying glass and choosing Regular Grades or Elective Pass Fail in **Grade Base** field

**Step 6:** Click **Submit**

![Quick Enrollment interface with Normal Maintenance actions highlighted]
Upon clicking submit, a **status notification** will appear. There are three types of statuses:

- **Success**: This means the enrollment transaction was completed
- **Error**: This means the enrollment transaction was not successful. Click the red error link to see why the enrollment was not successful
- **Messages**: This means the enrollment transaction was successful but there is additional information that you and/or the student should be aware of. Click the yellow messages link to see the additional information

**Need More Help? Please Contact Us!**

If you need more help or have questions on how to use the Quick Enroll tile, please contact the Office of the Registrar via email: **reghelp@arizona.edu** or phone: **520-621-3113**.

For more information, visit our website: **https://www.registrar.arizona.edu**