



**Background**

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

	Class	Schedule	Grade Replace
Five Week - First	ECON 300-101 Lecture	TBA Online	
Five Week - First	SOC 325-101 Lecture	TBA Online	

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

**Step 5:** Select **Quick Enrollment**

Class	Description	Units	Grading	Grade	Status
JOUR 508-001 (38946)	Jour Theory & Practice (Lecture)	3.00	Regular Grades A, B, C, D, E		✓
PA 597H-001 (39722)	Public & Nonprof HR Management (Workshop)	3.00	Regular Grades A, B, C, D, E		✓



**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**

Quick Enrollment

Request ID 0000000000      ID [redacted]  
Career Graduate      Institution UA      Term Fall 2022      **Submit**

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
+ -	*Action Enroll		Class Nbr [input] 🔍	Section Pending	Related 1 [input] 🔍	Related 2 [input] 🔍	

**Dropping a student from a class**

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

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

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

Quick Enrollment

Request ID 0000000000      ID [redacted]  
Career Graduate      Institution UA      Term Fall 2022      **Submit**

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
+ -	*Action Drop		Class Nbr [input] 🔍	Section Pending	Related 1	Related 2	



**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

Request ID 0000000000 ID [redacted]  
 Career Graduate Institution UA Term Fall 2022

Submit

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides
*Action Swap Courses	Class Nbr <input type="text"/>	Change To <input type="text"/>	Section Pending	Related 1 <input type="text"/>

**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

Quick Enrollment

Request ID 0000000000 ID [redacted]  
 Career Graduate Institution UA Term Fall 2022

Submit

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

**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

Request ID 0000000000 ID [redacted]  
 Career Graduate Institution UA Term Fall 2022

Submit

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides
Unit Taken 1.00	Course Count 1.00	Grade Base GRD	Grade Input	Repeat Code



### Status Notification

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](mailto:reghelp@arizona.edu) or phone: 520-621-3113.

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