RESOURCE GUIDE: Quick Enrollment



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 <u>Academic Policies</u> and <u>Dates & Deadlines</u>.

Accessing the Quick Enrollment Page

Step 1: Navigate to UA							_			
Student Records	Student Center	General Info	Admissions	Transf	er Cre	edit Academics	Finance	s Fina	incial Aid	
landing page and select the Student Services	Student Center									
Center tile.										
	Academics									
Step 2: Use Student ID,	My Class Schedule	e		🐴 Dea	dline	s 😡 D2L				
NetID, or first/last	Shopping Cart Mv Planner			This	Wee	k's Schedule				
name to look up the student record						Class	Sch	edule	Grade Replace	
Chan Di Colont	other academic		~) (>>)	Five Week -		ECON 300-101 Lecture	TBA Online			
Academics tab				Five Week		SOC 325-101 Lecture	TBA Online			
									Weekly Se	
	Torm S	110000000						Edit Term I	Data	
Step 4: Select appropriate term within the correct career	UA200 - The University GRAD - Graduate 2224 - Fall 2022 2222 - Summer 20 2221 - Spring 2022 2214 - Fall 2021 2212 - Summer 20	Fall 2022	Acad Acad	I demic lemic	Eligible to Enroll Yes Primary Program GE Standing Action Da Eligibility Status Da Campus MA	s DEG Gradua ta unavailable ta unavailable NN Univer	te Degree S sity of Arizor	ieeking na - Main		
Step 5: Select Ouick	2211 - Spring 2021	1	▼ Level /	Load		Eduation 10		,		
Enrollment	2201 - Spring 2020 UGRD - Undergradua 2184 - Fall 2018 2181 - Spring 2010 2174 - Fall 2017 2171 - Spring 2011 1	20 0 1 2 3 7		Academic Level - Projected Graduate Academic Level - Term Start Graduate Academic Level - Term End Graduate Approved Academic Load Full Time Academic Load Enrolled Half-Time						
	2164 - Fall 2016		▼ Classe	▼ Classes						
		🖌 En	Enrolled Scopped A Wait Listed							
			C	lass		Description	Units Grading	Grade	Status	
			JOUR 50 (38946)	8-001	Jo (Le	our Theory & Practice ecture)	3.00 Regular Grades A B, C, D, E	,	~	
			PA 597H- (39722)	001	Pu Ma (W	iblic & Nonprof HR anagement /orkshop)	3.00 Regular Grades A B, C, D, E			
	1									



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 Enrollme	nt							
Request ID	000000000				ID		*	i 💼 🚍
Career	Graduate	Institution	UA		Term Fall 2022			Submit
Class Enrollment	Units and Grade Other	Class Info	General Ove	rrides	Class Overrides			
*Action		1	Class Nbr		Section	R	elated 1	Related 2
+ Enroll	~			Q	Pending		Q	Q

Dropping a student from a class

Step 1: Select Drop action

Step 2: Use magnifying glass to select class

Step 3: Click Submit

Quick Enrollmer	nt						
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Class Enrollment	Units and Grade Oth	ner Class Info	General Override	class Over	rides 💷		
*Action			Class Nbr	Section		Related 1	Related 2
+ I Drop		\sim		2 P	ending		

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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 Enrollme	nt				
Request ID	000000000		ID	★ 🏨 🛱	
Career	Career Graduate		Term Fall 2022	Submit	
Class Enrollment	Units and Grade Other	Class Info Genera	I Overrides Class Overrides)	
*Action		Class Nbr	Change To Section	Related 1 Related 2	
+ - Swap Cou	rses ~	Q	Q Pending	Q	

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

UICK Enrolime	n						
Request ID	000000000			ID		*	r 🏙 🖵
Career Graduate Institution UA		Term Fall	Term Fall 2022		Submit		
Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Ov	verrides 💷		. 0
*Action			Class Nbr	Section		Related 1	Related 2
• Normal	Maintenance	~	0	L	Pending		

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 Enrollme	ent						
Request II	0000000000			ID		★ ∰	1 🛱
Caree	r Graduate	Institutio	n UA	Term Fa	all 2022	Subn	nit
Class Enrollment	Units and Grade	Other Class Info	General Overr	ides Class (Overrides		
	Unit Taken Cour Cour	rse Grade Base	Grade Input	Repeat Code	Requirement Designation	Requirement Designation Option	RD Grade
+ -	1.00	1.00 GRD 🔍				No	



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** or phone: 520-621-3113.

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