



How to Block Enroll in PAWS

There are three steps to the Block Enroll Process:

- **Create Class Block**
- **Create Student Block**
- **Block Enroll Merge**

Below are step-by-step instructions on how to complete the Block Enroll Process:

1. Create Class Block

Navigate: Records and Enrollment > Enroll Students > Block Enrollment > Create Class Block

- Add a New Value
- Select Term, Action, and Class Nbr
- Under Overrides, check off: Appointment, Closed Class, Class Permission, Service Indicator, Requisites
- Select Save

The screenshot shows the 'Block Enrollment Classes' form in the PAWS system. The form is titled 'Block Enrollment Classes' and includes the following fields and sections:

- Academic Institution:** TCNJ1 The College of New Jersey
- Class Enrollment Block:** IDS10
- *Description:** IDS 102 - 10 Spring 2010
- Navigation:** Find | View All | First | 1 of 1 | Last
- *Term:** 1104
- *Action:** Enroll
- Class Nbr:** 43226
- Grading Basis:** PNP
- Units:** 0.00
- Crse Count:** 1.00
- Related 1:** [Search]
- Related 2:** [Search]
- Reason Drop if Enroll:** [Search]
- Grade In:** [Search]
- IDS:** 102
- 10:** INFORMATION LITERACY PROFICIEN
- 1-REG ACAD Undergrad**
- Transcript Note ID:** [Search]
- Repeat Code:** [Search]
- Instructor ID:** [Search]
- Overrides:**
 - Access ID:** Full Access
 - Action Date
 - Appointment
 - Dynamic Dates
 - Career
 - Closed Class
- Class Links
- Class Units
- Grading Basis
- Class Permission
- Service Indicator
- Requisites
- TimeConflict
- Unit Load
- Wait List Okay

- Requirement Designation:**
- Ovrdr Requirement Designation
- Requirement Designation Option: [Dropdown]
- Requirement Designation: [Search]
- Requirement Designation Grade: [Dropdown]
- Go to:** [Add Merge Process](#) [Class Block Defaults](#)
- Buttons:** Save, Notify, Refresh, Add, Update/Display

2. Create Student Block

Navigate: Records and Enrollment > Enroll Students > Block Enrollment > Create Student Block

1. Add a new value.
2. Input list of students.
3. Save.

Block Enrollment Students

Academic Institution: TCNJ1 The College of New Jersey
Student Enrollment Block: IDS10 *Description: IDS 102 -10 Spring 2010

Find | View All First 1-4 of 4 Last

*ID		*Academic Career	
<input type="text" value="123456"/>	Mary Henry	<input type="text" value="UGRD"/>	Undergrad
<input type="text" value="999888"/>	Ayana Highsmith	<input type="text" value="UGRD"/>	Undergrad
<input type="text" value="234567"/>	Kaci Jackson	<input type="text" value="UGRD"/>	Undergrad
<input type="text" value="999999"/>	Wesley Cooper	<input type="text" value="JGRD"/>	

Go to: [Add Merge Process](#)

3. Block Enroll Merge

Navigate: Records and Enrollment > Enroll Students > Block Enrollment > Block Enroll Merge

1. Add a New Value.
2. Select the Student Block (created in Step Two) and the Class Block (created in Step One).
3. Click Merge.
4. To review your request before submitting it, select Retrieve button.
5. To process the merge, select Submit.

The screenshot shows a web application interface for 'Block Enroll Merge'. At the top, there are tabs: 'Block Enroll Merge', 'Block Enroll Detail', 'Block Enrl Detail1', and 'Block Enrl Detail2'. Below the tabs, the 'Enrollment Request ID' is 0000175205 and the 'Request Status' is 'Pending'. A 'Submit' button is highlighted with a red box. Below this is the 'Merge Blocks' section, which contains three rows of data. The first row is for 'Academic Institution' with value 'TCNJ1' and text 'The College of New Jersey', with a 'Merge' button highlighted in red. The second row is for 'Student Block' with value 'IDS10' and text 'IDS 102 -10 Spring 2010', with a 'Detail / Create' link. The third row is for 'Class Block' with value 'IDS10' and text 'IDS 102 - 10 Spring 2010', with a 'Detail / Create' link. Below the 'Merge Blocks' section is the 'Filtering Criteria' section, which contains four search fields: 'Academic Career', 'Term', 'Class Nbr', and 'EmplID', each with a magnifying glass icon. A 'Retrieve' button is highlighted in red. At the bottom of the interface, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.