How to Quick Enroll in PAWS

Using the Quick Enroll screen, you can enroll a student in one or more classes.
Please remember: The student must not have any holds, and must be term activated.

The instructions below will show you how to access the Quick Enroll Feature and Enroll Students using the feature:

Accessing Quick Enroll

There are two ways to access the Quick Enroll screens.

ACCESSING QUICK ENROLL VIA STUDENT CENTER

Search for the student, and when the Student Center displays, make sure that the student has no holds.
- Click on the **Academics** tab.
- Scroll down to below their list of classes.
- Click on **Quick Enrollment**.

ACCESSING QUICK ENROLL VIA MAIN MENU

- Go to Main Menu.
- Click on Records and Enrollment.
- Click on Enroll Students.
- Click on the Quick Enroll Link.
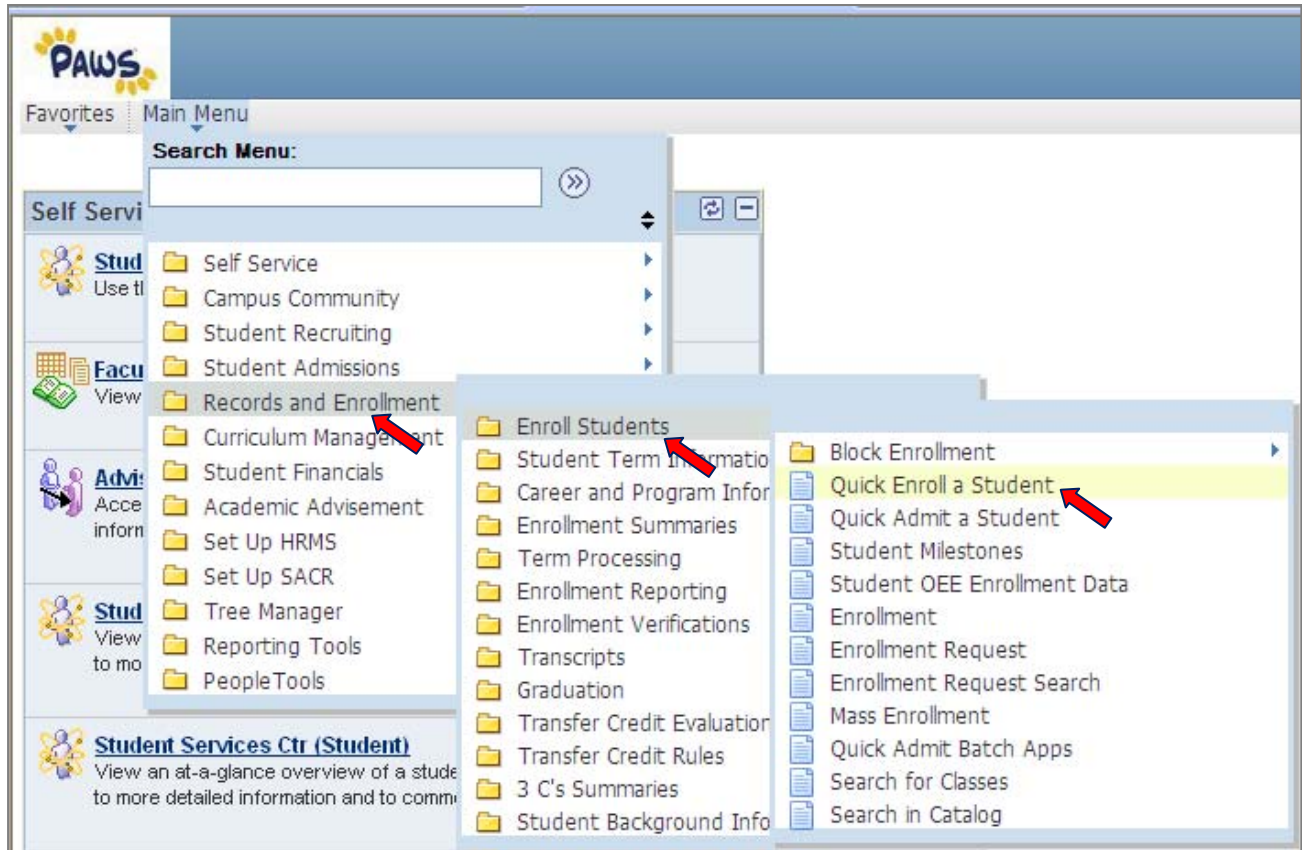
- On the next screen, enter the PAWS ID, Career, and term for the student. Then click **Add.**

ENROLLING A STUDENT IN A CLASS

- Select **Enroll** from the Action drop-down menu.
- Enter the class number of the class into the **Class Nbr** field.
    - o   Search by clicking on the magnifying glass icon.
- If the class has a related class (for example: lab or conversation hour), put the class numbers in these fields.
- Add an additional row to add another class by clicking on the plus symbol, located at the beginning of each row.
- Click **Submit** to submit your enrollment request.

Quick Enrollment

| Request ID: | 0000000000 | Amy Academics | | ID: | 208844 | | |
| Career: | Undergraduate | Institution: TCNJ | | Term: | 2010 Fall | | Submit |

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides		
*Action	Class Nbr		Section		Related 1	Related 2
➕ ➖ Enroll ▾	81158 🔍 BUS 399		01 Pending		🔍	🔍

If your enrollment request was submitted successfully, you will receive a success message.

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides		
*Action	Class Nbr		Section		Related 1	Related 2
➕ ➖ Enroll	81158 🔍 BUS 399		01 Success			

OVERRIDING AN ERROR MESSAGE

An error message indicates that your Enrollment Request was not processed successfully. Click on the red **Errors** link to view the error message text. The text will provide details on the error received.

Overrides can be used to resolve some error messages.

There are two types of Overrides:

General Overrides:

Appointment
Time Conflict
Requisites

Class Overrides:
Closed Class
Class Permission

> **Remember: Before you Override**
>
> - Be sure to use the Override feature very carefully.
> - Secure the appropriate permission before placing students in closed courses, courses that require permission, or courses for which the requisites have not been met.
> - There may be more than one error message associated with an enrollment request. The error messages appear one at a time. Be sure to view the Errors link each time you receive an error message in order to determine the cause of the error, and the proper resolution.

To Override an Error Message:

- Select the appropriate Override tab.
- Select the Override type(s) by clicking the checkbox.
- Click Submit