
The following explains how the Quick Enroll function enables staff to switch one class for another class on behalf of the student. This is referred to as "swapping" classes.

1. Click the [Records and Enrollment](#) link.
2. Click the [Enroll Students](#) link.
3. Click the [Quick Enroll a Student](#) link.
4. Enter the student's ID number. Click
the [Look up Academic Career](#) button.
5. Click the [Undergrad](#) link.
6. Click the [Look up Term](#) button.
7. Any previous, current and future terms will be listed. Select the applicable term **2187 F18**

Swap Classes on Students Behalf

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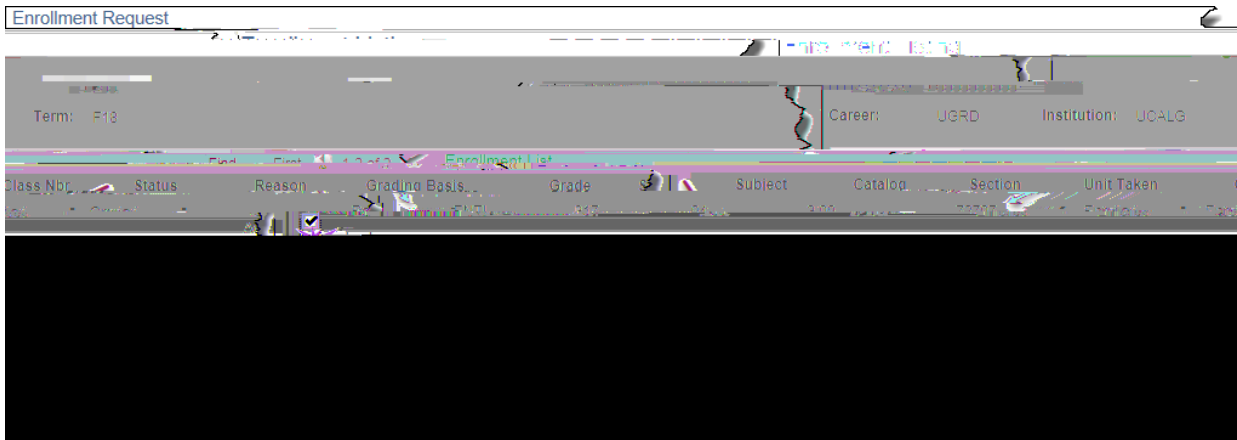


8. **Note:** Once a successful action has been processed, use **Find an Existing Value** to look up and

- Click the Look up tool for the class number the student is already enrolled in. Click the **Search** button.



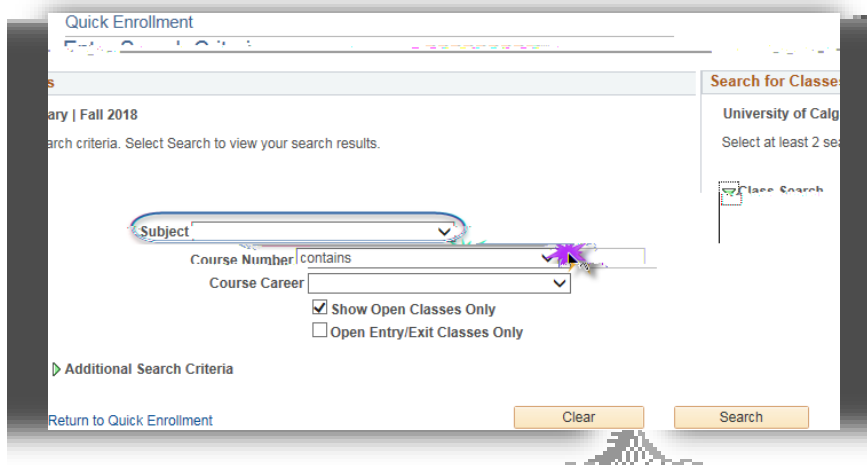
- For this example the student is enrolled in class 72707 (ENTI 317 Lecture 04) as well as 76152 (Tutorial 04). **Uncheck** the Enrollment List checkbox the student wishes to swap from. Click the **Enrollment Select** button.



- The class number selected (swapping from) displays. Click the **Change To** Look up for the class the student wishes to change to (swap for). Click the **Enter Search Criteria** button.



- Search for Classes displays. To search for a specific class click on the subject list for a complete list. Click the **Subject** list.



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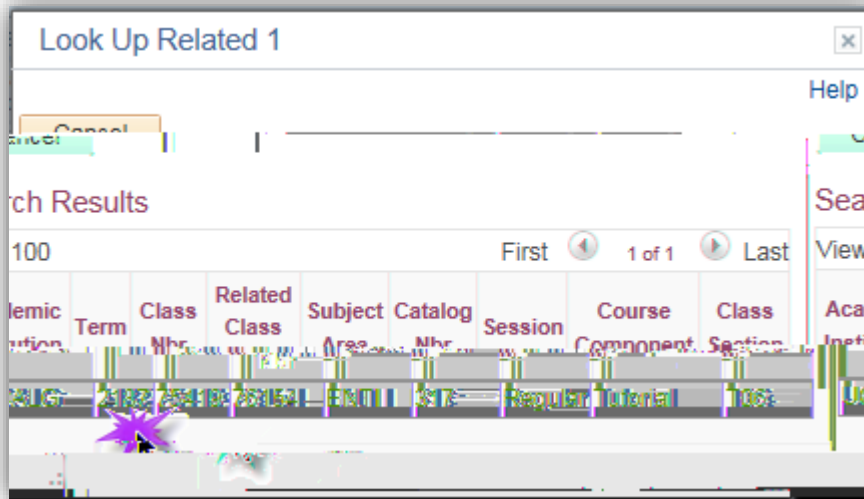


15.

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21. For this example the related tutorial can also be selected. Click anywhere on the link.

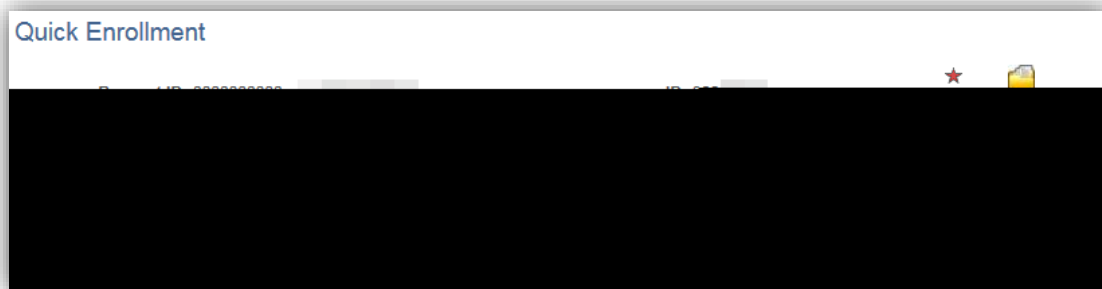


The screenshot shows a search results window titled "Look Up Related 1". It displays a table with search results. The table has columns for Academic Term, Class Mbr, Related Class, Subject Area, Catalog Mbr, Session, Course Component, and Class Section. A single row is visible with the following data: AUG, 242, 241B, 241A, ENVI, 241, Regular Tutorial, 106. A purple star icon is overlaid on the "Regular Tutorial" text in the Course Component column.

Academic Term	Class Mbr	Related Class	Subject Area	Catalog Mbr	Session	Course Component	Class Section
AUG	242	241B	241A	ENVI	241	Regular Tutorial	106

22. Once the class numbers have been selected for the swap, including any related components you can submit the quick enrolment request. Click the **Submit** button.

Submit



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