With the Quick Enroll page most of a student’s registration-related transactions can be processed. A student can be added or dropped from a course. Grades and units for a course can be changed. Also students can be added to waitlists from the Quick Enroll page.

**HOW DO I GET TO QUICK ENROLL?**

Navigation to: Records and Enrollment>Enroll Students>Quick Enroll a Student—enter student’s EMPLID, Academic Career and Term for which processing will occur.

**HOW DO I ADD A COURSE IN QUICK ENROLL?**

On the main page, the default is “Enroll” under Action. Enter the Class Nbr (or search under magnifying glass for the course) to be added and click on Submit button. If there are no problems, the page will read “Success”.

**HOW DO I DROP A COURSE IN QUICK ENROLL?**

On the main page, click on Action box and locate “Drop”. Enter the Class Nbr to be dropped (or search under magnifying glass and click the check box next to the course to be dropped). Click on Submit. If there are no errors, the page will read “Success”.

**HOW DO I ADD A STUDENT TO A WAITING LIST?**

Follow the directions above for adding a course. If the class is full there will be an “error” message on the page. Click on the “error” message to make sure class is full. Return to main Quick Enroll page and click on the Class Overrides tab. Under the “Wait List Okay” column, check the box and click on the Submit button. To see the student’s position the waitlist, click on the “messages” link.

**HOW DO I ADD A STUDENT TO A CLASS FROM THE WAITING LIST?**

Follow the directions above for adding a course. After the Class Nbr has been entered, click on the Class Overrides tab. Check the Class Limit box and click on the Submit button.

**HOW DO I ADD A STUDENT TO A CLASS USING PERMISSION NUMBERS?**

Follow the directions above for adding a course. After the Class Nbr has been entered, click on the Other Class Info tab. Enter the Permission Number under the Permission column. Click on Submit.

**HOW DO I ENTER A GRADE FOR A COURSE?**

This process is for entering a grade if there was no previous grade posted. Follow the directions above for adding a course. Under Action, click on the down arrow button to locate Add Grd, enter the Class Nbr and then click on the Units and Grades tab. Enter the grade in the column labeled Grade Input. Click on the Submit button.

**HOW DO I CHANGE A GRADE FOR A COURSE?**

Follow the directions above for adding a course. Under the Action column, locate Change Grd, enter the Class Nbr and click on the Units and Grade Tab. Change the grade by typing over the existing grade. Click on the Other Class Info tab and click on the Create Transcript Note link. Enter the appropriate grade change comment, click on OK and Submit to complete the process.

**HOW DO I CHANGE THE UNITS FOR A COURSE?**

Follow the directions above for adding a course. After entering the Class Nbr, click on the Class Overrides

This information can be found at: [http://www3.csudh.edu/student-affairs/sis/fact-sheets/default.html](http://www3.csudh.edu/student-affairs/sis/fact-sheets/default.html)