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The Staff Block Add feature is used to search all possible combinations of sections for a given student schedule. It allows advisors to select a from a list of all possible combinations of the desired classes with no time conflicts and then imports the schedule directly into Quick Enroll to be added to a student's schedule.

1. Use the Navigator to go to>LV Customizations>Student Records>Staff Block Add

NavBar: Nav	igator	
	Student Records	
Recent Places	Third Party Release	
+	Staff Block Add	
My Favorites		
Navigator		

a. Fill in the student's ID, Career, UNLV1 and the term that you want to create a schedule for student

UNL_STDNT_BLK_SCH
Find an Existing Value Add a New Value
Empl ID: Academic Career: Academic Institution: Term: UNLV1 2198
Add

i. Click Add



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b. If Staff Block Add has been used on the student previously, please select the link, this will take you to build a new schedule in the selected term

UNL_STDNT_BLK_SCH
Find an Existing Value Add a New Value
Empl ID: Image: Career: Academic Career: UGRD Image: Career: Academic Institution: UNLV1 Term: 2198 Image: Career:
Add
The value you tried to add already exists.
Select it below if you'd like to update it, or specify a new value in the fields above.
Search Results
View All First 🕙 1 of 1 🕑 Last
Empl ID Academic Career Academic Institution Term
UGRD UNLV1 2198

i. Enter the courses you wish to add

						Ter	m	2198				
1	*Priority	2 *Subject	3	*Catalog Number	4	Course Status	5)	Has Lab or Disc				6
	1	ENG	Q	101	۹	Open			+		-	
	2	MATH	Q	181	2	Open		1	+	1	-1	
	3	ART	Q	135	2	Open			+		-	Click the plus (+) sign to add or minus (-) to remove
	4	COM	Q		2				+)	-	rows
[:	Search for Blo	ock S	Schedule		[Cre	eat	e Enrollment Request

Priority: Is the level of importance of the course. For example, if you wanted to build the schedule around ENG 101, set the priority of ENG 101 to 1 and the other courses in the order of required priority. (Required field)

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- 2. **Subject:** Either type the subject or use the look up to find an active subject in the selected registration term. (Required field)
- 3. **Catalog Number:** Either type the catalog number or use look up to find an active catalog number in the selected registration term. (Required field)
- 4. **Course Status:** The status of selected course, this includes all the sections of the course.
- 5. **Has a Lab or a Disc:** Informational purposes only, if checked the course has a Laboratory or Discussion associated with it.
- 6. The Plus or minus box: To add or delete a row.
- c. You can type in the class subject and catalog number or use the magnifying glass to lookup

<	кере	i Student	Hor	nepage						Stall DIVEN AUG			
						_		_		Look Up Catalog Number		×	
										н	elp		
						Term	2198			Term: 2198			
										Subject Area: COM			
	*Priority	* Subject	t	*Catalog Numb	ег	Course Status	Has Lab or Disc			Catalog Number: begins with 🔻			
	1	ENG	Q	101	Q	Open		+		Look Up Clear Cancel Basic Lookup			
	2	MATH	Q	181	Q	Open	A state of the	ł					
	3	ART	Q	135	Q	Open		ł		Search Results View 100 First (1-32 of 32) Last			
	4	COM	Q		Q	_		H	3 6	Catalog Number Description			
		0		D. I I. I.					-	101 Oral Communication			
		Search for B	lock \$	Schedule					Cre	102 Intro Interper Comm			
										104 Crit Think in Pub Arg			
										105 Inter Debate & forensics			
										203 Advanced Public Speaking			
										205 Debate and forensics			
										216 Survey of Comm Studies			
										217 Argumentation and Debate			
										303 Rhetoric and Ecology			

d. After selecting courses, click the Search for Block schedule box

Priority	* Subject		*Catalog Number	Course Status	Has Lab or Disc			
1	ENG	Q	101 Q	Open		+	-]
2	MATH	Q	181 Q	Open	A	+	-]
3	ART	Q	135 Q	Open		+	-]
4	COM	Q	101 Q	Open		+	-]

i. This shows all of the possible schedule options that you can chose from

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1. You can see the class status, start/end dates, days/times, location, and instructor

	Class	Status	Sub	Cat	Section	Description		Start Date	End Date	Start	End N	lo Tu	We	Th	Fr Sa	Su Classroom	Instructor	Instruction Type
	88126	Open	ENG	101	1093	Composition I	LEC	08/26/2019	12/07/2019	11:30AM	2:15PM				x	CBC-C317		In Person Supple
	84710	Open	MATH	181	1028	Calculus I	LEC	08/26/2019	12/07/2019	2:30PM	3:45PM	Х		Х		BHS-133	Sadanand Verma	In Person Supple
	84912	Open	MATH	181	1030	Calculus I	DIS	08/26/2019	12/07/2019	4:00PM	5:15PM				х	CBC-C133		In Person Supple
	81764	Open	ART	135	1001	Photography I	LEC	08/26/2019	12/07/2019	8:30AM	11:15AM X	(х			HFA-277		In Person Supple
	88503	Waitlist	COM	101	1034	Oral Communication	LEC	08/26/2019	12/07/2019							WEB-BASE	D Sarah Schiffman	Web-based
								_										
0	Class	Status	Sub	Cat	Section	Description		Start Date	End Date	Start	End M	lo Tu	We	Th	Fr Sa	Su Classroom	Instructor	Instruction Type
	88125	Open	ENG	101	1088	Composition I	LEC	08/26/2019	12/07/2019	8:30AM	11:15AM				x	CBC-C142		In Person Supple
	84710	Open	MATH	181	1028	Calculus I	LEC	08/26/2019	12/07/2019	2:30PM	3:45PM	Х		х		BHS-133	Sadanand Verma	In Person Supple
	84912	Open	MATH	181	1030	Calculus I	DIS	08/26/2019	12/07/2019	4:00PM	5:15PM				x	CBC-C133		In Person Supple
	81764	Open	ART	135	1001	Photography I	LEC	08/26/2019	12/07/2019	8:30AM	11:15AM X	(х			HFA-277		In Person Supple

ii. Select the schedule by clicking the radio button and then click Create Enrollment Request button

Search	h for Block	Schedule				Create Enrollment Re	quest	-	_									
ossible Scl	hedules																	
0	Class	Status	Sub	Cat	Section	Description		Start Date	End Date	Start	End M	/lo Tu	We	Th F	r Sa	Su Classroom	Instructor	Instruction Type
	88126	Open	ENG	101	1093	Composition I	LEC	08/26/2019	12/07/2019	11:30AM	2:15PM)	< .	CBC-C317		In Person Suppl
	84710	Open	MATH	181	1028	Calculus I	LEC	08/26/2019	12/07/2019	2:30PM	3:45PM	х		х		BHS-133	Sadanand Verma	In Person Suppl
	84912	Open	MATH	181	1030	Calculus I	DIS	08/26/2019	12/07/2019	4:00PM	5:15PM)	(CBC-C133		In Person Suppl
	81764	Open	ART	135	1001	Photography I	LEC	08/26/2019	12/07/2019	8:30AM	11:15AM)	(х			HFA-277		In Person Suppl
	88503	Waitlist	COM	101	1034	Oral Communication	LEC	08/26/2019	12/07/2019							WEB-BASE	D Sarah Schiffman	Web-based
0	Class	Status	Sub	Cat	Section	Description		Start Date	End Date	Start	End M	/lo Tu	We	Th F	r Sa	Su Classroom	Instructor	Instruction Type
	88125	Open	ENG	101	1088	Composition I	LEC	08/26/2019	12/07/2019	8:30AM	11:15AM)	<	CBC-C142		In Person Supple
	84710	Open	MATH	181	1028	Calculus I	LEC	08/26/2019	12/07/2019	2:30PM	3:45PM	х		Х		BHS-133	Sadanand Verma	In Person Supple
	84912	Open	MATH	181	1030	Calculus I	DIS	08/26/2019	12/07/2019	4:00PM	5:15PM)	<	CBC-C133		In Person Supple
	81764	Open	ART	135	1001	Photography I	LEC	08/26/2019	12/07/2019	8:30AM	11:15AM)	(х			HFA-277		In Person Supple
	88503	Waitlist	COM	101	1034	Oral Communication	LEC	08/26/2019	12/07/2019							WEB-BASE	D Sarah Schiffman	Web-based

1. This adds the selected schedule to Quick Enroll

2. Complete the normal Quick Enroll process

a. Verify the classes are correct and click Submit

Request ID 000 Career Un	-	Institution UNLV	ID Term 2019 Fall	* Submit 🛁	
Class Enrollment	nits and Grade Other Cla	ass Info General Overri	des Class Overrides	3	
*Action		Class	Section	Related 1 Related 2	
+ – Enroll	*	88125 Q ENG 10	1 1088 Pending	g (2
+ Enroll	*	84912 🔍 MATH 1	B1 1030 Pending	g Q	2
+ – Enroll	٣	81764 Q ART 135	5 1001 Pending	g 🔍 🔍 🖸	2
+ – Enroll	¥	88503 Q COM 10	1 1034 Pending	g Q	2
3o to View Enroll	ment Access	Enrollment Appo	intments	Term/Session Withdrawal	
Student Se	rvices Center	Calculate Tuition	1	Study List	

i. Your security will determine the enrollment abilities

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- ii. Keep in mind: The status of classes can change and the classes selected are not guaranteed to be available when enrolling
- b. The status message(s) will tell you if the classes were added successfully

Quick Enrollment					
Request ID 0005028895 Career Undergrad	Institution UN	LV	ID Term 2019 Fall	* Subr	nit
Class Enrollment Units and Grade Other	Class Info Gen	eral Overrides	Class Overrides)	
*Action	Class Nbr		Section	Related 1	Related 2
+ - Enroll •	88125	ENG 101	1088 Errors	Q	
+ - Enroll •	84912	MATH 181	1030 <u>Errors</u>	Q	
+ Enroll	81764	ART 135	1001 Success		
+ - Enroll •	88503	COM 101	1034 Errors	Q	Q
Go to View Enrollment Access	Enrol	Iment Appointme	ents	Term/Session Withd	Irawal
Student Services Center	Calcu	late Tuition		Study List	
🖷 Save 🔯 Return to Search 🔛 Notify				Add	😕 Update/Display

3. Additional info/Important Reminders:

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- a. There is no career restriction on selecting courses; a schedule could be created using UGRD and GRAD level courses, the enforcement of career level courses for undergrad students will come from Quick Enroll.
- b. If the student already has enrollment for the term, it will be displayed on the right side of the screen when you look up the class blocks

Priority	* Sub	ject	*Catalog Number	Co	urse Statu:	B Has		Current			escription		1						
4	PSY		210	Q OF		4		ART	135	-			1.00						
											hotography I		Lec						
2	MUS	Q	133*	QO	en		+ -	MATH	181	-	alculus I		Lec						
								MATH	181	1 Ca	alculus I		Discu	ssion					
	e Sched													-				-	
	[Class	Status	Su		Section	Description		1.50	Start Date						h Fr	Sa Su	Classroom	Instructor
		Class 81764	Open	ART	135	1001	Photography I			08/26/2019	12/07/2019	8:30AM	11:15AM X		x		Sa Su	HFA-277	
		Class 81764 84710	Open Open	ART MAT	135 H 181	1001 1028	Photography I Calculus I		LEC	08/26/2019 08/26/2019	12/07/2019 12/07/2019	8:30AM 2:30PM	11:15AM X 3:45PM			:	Sa Su	HFA-277 BHS-133	Instructor Sadanand Verma
		Class 81764 84710 84912	Open Open Open	ART MAT MAT	135 H 181 H 181	1001 1028 1030	Photography I Calculus I Calculus I		LEC DIS	08/26/2019 08/26/2019 08/26/2019	12/07/2019 12/07/2019 12/07/2019	8:30AM 2:30PM 4:00PM	11:15AM X 3:45PM 5:15PM	X	X	x	Sa Su	HFA-277 BHS-133 CBC-C133	Sadanand Verma
)		Class 81764 84710 84912 89002	Open Open Open Open	ART MAT MAT PSY	135 H 181 H 181 210	1001 1028 1030 1010	Photography I Calculus I Calculus I Intro Statistical Methods		LEC DIS LEC	08/26/2019 08/26/2019 08/26/2019 08/26/2019	 12/07/2019 12/07/2019 12/07/2019 12/07/2019 12/07/2019 	8:30AM 2:30PM	11:15AM X 3:45PM		x	x	Sa Su	HFA-277 BHS-133 CBC-C133 BEH-110	Sadanand Verma Jennifer John Buck
		Class 81764 84710 84912	Open Open Open	ART MAT MAT	135 H 181 H 181	1001 1028 1030	Photography I Calculus I Calculus I		LEC DIS LEC LAB	08/26/2019 08/26/2019 08/26/2019	12/07/2019 12/07/2019 12/07/2019 12/07/2019 12/07/2019 12/07/2019	8:30AM 2:30PM 4:00PM	11:15AM X 3:45PM 5:15PM	X	X	x	Sa Su	HFA-277 BHS-133 CBC-C133 BEH-110	Sadanand Verma

- i. It will also be included in the class blocks when you search
- ii. Only the new (unenrolled) classes will show in quick enroll

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c. You may need to use the overrides in order to complete the enrollment

Quick Er	nrollme	nt										
R		0005028895 Undergrad		Institutio	n UNLV	1	ID Ferm 2019 Fall	* Submit				
Class Enro	ollment	Units and Grad	e Other	Class Info	General Ov	errides	Class Overrides					
		Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Requirement Designation	Career	Service Indicator	Requisites		
+ - E	NG 101											
+ - M	IATH 181											
+ - Al	RT 135											
+ - c	OM 101											
Go to		nrollment Access t Services Cente to Search			Enroliment Calculate T		ents		n/Session Wit dy List			

i. Common overrides include pre-requisites and the Waitlist option d. You can select the Waitlist option in Quick Enroll on the Class overrides tab

Career Undergrad	Institution UNLV	ID Term 2019 Fall	★ Submit		
lass Enrollment Units and Grade Oth	ner Class Info General Overrides	Class Overrides			
Closed Class Class	Links Class Units Grading Basis	Class Dynamic Permission Dates	Wait List Okay WaitList Pos		
ENG 101			WaitList Pos		
MATH 181			WaitList Pos		
ART 135			WaitList Pos		
COM 101			WaitList Pos		
o to View Enrollment Access Student Services Center	Enrollment Appoint Calculate Tuition	ments	Term/Session Withdrawal Study List		

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e. If you receive errors, you can click the link to see the error message

Request ID 0005028	3895			ID			*	
Career Undergra	ad Ir	nstitution (JNL	/ Term	2019 Fall		Sub	mit
	nd Grade Other Clas	Class	ene	ral Overrides Cla	ss Overrid	les 💷		
*Action		Nbr			Section		Related 1	Related 2
+ - Enroll	Ŧ	88125	Q	ENG 101	1088	Errors	Q	Q
+ – Enroll	T	84912	Q	MATH 181	1030	Errors	Q	Q
+ – Enroll		81764	Q	ART 135	1001	Success		
+ - Enroll	Ŧ	88503	Q	COM 101	1034	Errors	Q	Q
							•	
Se Enrollment Request Acti Message Sever Message Te	rity Error	add was not pro	ocesse		101 the specified		tion 1034 Oral (ned.	Communication

f. If you receive messages, the transaction was successful but there is additional information

Quick Enrol	ment								
Reque	st ID 0005028895				ID			*	
Ca	reer Undergrad	Instituti	on U	NLV	Term	2019 Fall		Subr	nit
Class Enrollm	units and Grade	Other Class Info	Ge	ener	ral Overrides Cl	ass Overrid	les 💷		
*Actio	i de la companya de l	Clas				Section		Related 1	Related 2
+ – Enrol		▼ 88	125	Q	ENG 101	1088	Errors	Q	Q
+ - Enroll		8	4912	Q	MATH 181	1030	Success		
+ - Enroll		8	1764	Q	ART 135	1001	Success	Messag	es are sful, but include
+ - Enroll		8	8503	Q	COM 101	1034	<u>Messages</u>		nal information
Go to View Enrollment Access Enrollment Appointments Term/Session Withdrawal							Irawal		
St	udent Services Center		Cal	cula	ite Tuition		Stu	dy List	
🔚 Save 🛛 🕅 F	eturn to Search 🖹 Not	tify						Add 📕	Update/Display

i. Common messages include Waitlist position and conditionally satisfied prerequisites

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