Quick Enroll

Quick Enroll is used anytime we make a change to a student's Enrollment on their behalf. Many times, you will use quick enroll to enroll a student in a class under special circumstances such as adding students into their first classes prior to Orientation. Many of these circumstances will require you to override the enrollment. See the list of overrides and when they are used below

1. Navigation: Records and Enrollment>Enroll Students>Quick Enroll a Student
2. Add a new Value tab
    a. Enter NSHE ID, Career, Institution, and Term

    b. Click Add

i. Select the Enrollment Action (add, drop, swap, etc.)

ii. Enter the class number or use the magnifying glass to look up the class

iii. Click on the Override Tab (General or Class) to select your override
   1. Adjust the Units and Grade tab where applicable
c. Click Submit

Overrides

Overrides are processed on Quick Enroll by Registrar Staff or Academic Advisors (with restrictions)

1. Appointment: The enrollment Appointment is assigned based on a student's academic level
   a. The override is located on the General Override Tab
   b. Checking this override allows a user to enroll a student before their enrollment appointment begins
      i. This is most commonly used for new freshman who are enrolled by their advisor prior to New Student Orientation
2. Unit Load: UNLV considers 12 semester credits as the minimum full-time undergraduate credit load. The maximum credits allowed during a regular session are 17 for freshman and 18 for sophomore, junior, senior, and post-bacc levels. Undergraduate non-degree seeking students are limited to a maximum of 8 credits per semester with the exception of those students enrolled in a UNLV-affiliated study abroad program, where they can enroll in 18
   a. The override is found on the General Override Tab
   b. Students who wish to enroll in more than the maximum number of credits may do so with permission from their academic advisor. The unit load can also be overridden in Quick Enroll; usually when the overload is part of another request or petition
      i. The most common use for the Unit Load override is for Summer Overloads and are only processed by the Registrar's Office after the Advisor has granted approval on the Credit Overload Petition
3. Time Conflict: If meeting times for two classes overlap students can obtain permission from one of the instructors for a time conflict
   a. The override is found on the General Override Tab
   b. The student must agree on an arrangement with one or both of the professors to arrive late, leave early, or make up the work on another day. The student needs this arrangement in writing (either on the General Petition, a Memo on letterhead, or a printed email from an @unlv.edu email address) and will bring the documentation to the Registrar's Office
      i. Use the Time Conflict override to enroll the student in the class
4. Action Date: MyUNLV records the date any action was done on a student record. There are instances when we would need to override the action date (CBE, Offsets, Withdrawals, etc.)
   a. The override is found on the General Override Tab
   b. These actions are processed in Quick Enroll by clicking the Action Date override and changing the date (the field will become editable once you check the override).
      i. When processing Offsets use the first day of classes for each term as the new action date in case additional errors come up or more intervention is

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needed since the system will not allow you to make changes prior to the action date you chose

5. Requirement Designation: There are five areas of General Education every student must fulfill in order to obtain a degree from UNLV: English, Constitutions, Mathematics, Natural Science, and a Distribution Requirement which satisfies Social Science, Humanities, and Fine Arts; meaning a student will have to take a class from the two areas that their major does NOT fall into (i.e. A History major does not have to take the Humanity)
    a. The override is found on the General Override Tab
    b. This override will force a course to satisfy a designation. This is a Degree Audit function and will be handled by a member of the Progression and Completion unit when applicable
6. Career: Students enrolling in a course outside of their career, particularly undergraduates taking a graduate course are not usually permitted
    a. The override is found on the General Override Tab
    b. The student can obtain permission from the department to register in these classes
        i. This permission is typically granted through the class/course permissions page however it can also be overridden in Quick Enroll; usually as part of another request or petition
7. Service Indicator: Students may have a variety of holds from different departments. MyUNLV lists a student's holds in the Student Center and provides a brief statement of what the hold is and who to contact regarding the hold.
    a. The override is found on the General Override Tab
    b. You should only ever override a service indicator that belongs to the Registrar's Office unless you have permission from the office that owns the hold
8. Requisites: Many courses have requisite coursework, classes a student must take prior (Pre) or at the same time (Co) as the class they are trying to enroll in. Requisites can also require certain test scores, academic level, or major
    a. The override is found on the General Override Tab
    b. If a student does not meet these requisites or they satisfied them at another institution and feels they should be allowed to take the class they will need permission from the department to enroll in the class without errors
        i. If you are processing a petition you may override the requisite even if it is not expressly written on the petition (the approval to add the class assumes Faculty Senate has also approved of the requisite waiver)
9. Closed Class: classes will close once the maximum capacity has been reached and there is no waitlist available. Students wishing to obtain permission to join a full class must speak to the department offering the course. Verbal or written permission from the professor alone will not suffice
    a. This override is found on the Class Overrides Tab

    b. This is typically granted in course and class permissions but can also be overridden in Quick Enroll; usually as part of another request or petition

10. Class Links: This override is used to separate linked sections of a class (like a lecture from a lab). You will be given written permission to process these enrollment transactions
    a. This override is found on the Class Overrides Tab
    b. This override is most commonly used when a student wants to re-take a class in a summer session that they performed poorly in during an earlier session (or enroll in a modular section of a course they have already received a W for)
        i. PeopleSoft assumes the Summer Term is one long session and will not allow a student to enroll in a class they already completed in the same term
        ii. These students will need to come to the Registrar's Office to have the class added; in these cases they will not need written consent

11. Class Units: Each class is assigned as a fixed or variable unit class. The variable unit courses are given ranges of units a student must select when they register (usually 1-3 units)
    a. This override is found on the Class Overrides Tab
    b. In the case when a student enrolls in the wrong number of units or is allowed to take a different number of units than those assigned to the course, the units are overridden by clicking the Class Units box and changing the number of units on the Units and Grade tab in Quick Enroll

12. Grading Basis: Each class is assigned a grading basis which dictates what grades an instructor can give for a class (letter grades, Pass/Fail, Satisfactory/Unsatisfactory etc.)
    a. This override is found on the Class Overrides Tab
    b. Clicking the override for Grading Basis allows you to change the type of grade a student will receive for a class
        i. This will also require you to enter a new grading basis on the Units and Grades tab. This is most often used when changing a class from credit to audit

13. Class Permission: Students who need permission to register in a course that requires department consent to enroll in will be assigned that permission on the Course/Class permissions page
    a. This override is found on the Class Overrides Tab
    b. It can also be overridden in Quick Enroll; usually as part of another request or petition

14. Dynamic Dates: Modular and mid-semester courses have different deadlines than regular term courses
    a. This override is found on the Class Overrides Tab
    b. To waive one of those deadlines, click the override for Dynamic Dates
        i. This is a rare override; generally we would use the Action Date override in favor of Dynamic Dates for a late Add/Drop/Swap

15. Waitlist ok: Each course has the option to include a waitlist
    a. This override is found on the Class Overrides Tab
    b. Clicking this override will put a student on the waitlist for any class you quick enroll them in that is full

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