The Staff Block Add feature is used to search all possible combinations of sections for a given student schedule. It allows advisors to select 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

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

   i. Click Add
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.

![](image)

i. Enter the courses you wish to add.

![](image)

1. **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)
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

   ![Image of Look Up Catalog Number]

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

   ![Image of Search for Block Schedule]

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

Updated 5.3.2019
1. You can see the class status, start/end dates, days/times, location, and instructor

   ![Schedule Screenshot]

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

2. This adds the selected schedule to Quick Enroll

   a. Complete the normal Quick Enroll process

   i. Verify the classes are correct and click Submit

   ![Quick Enrollment Screenshot]

   i. Your security will determine the enrollment abilities

Updated 5.3.2019
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

3. Additional info/Important Reminders:
   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

   i. It will also be included in the class blocks when you search
   ii. Only the new (unenrolled) classes will show in quick enroll
c. You may need to use the overrides in order to complete the enrollment

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

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

i. Common messages include Waitlist position and conditionally satisfied prerequisites.