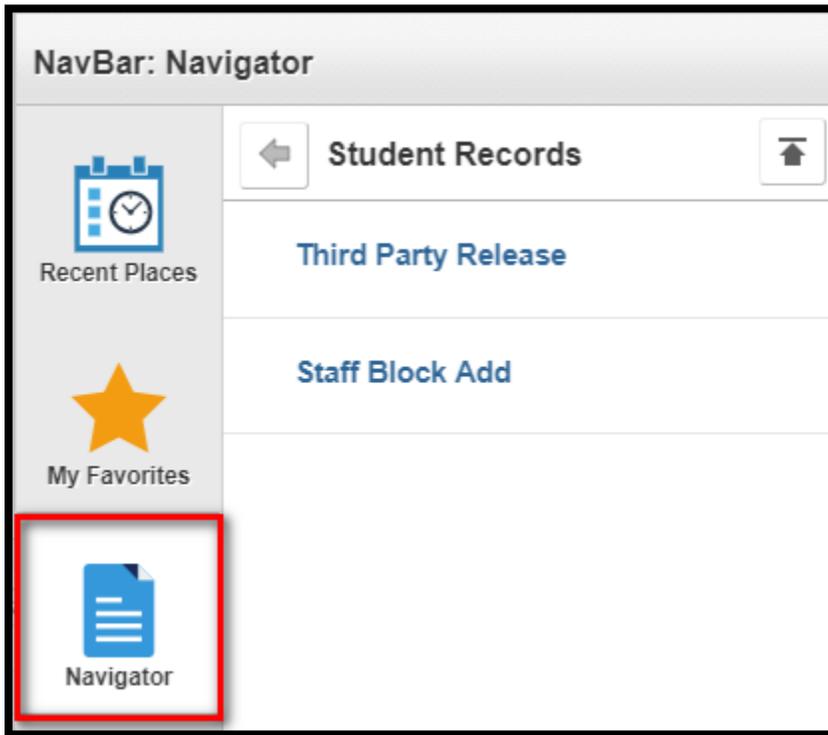
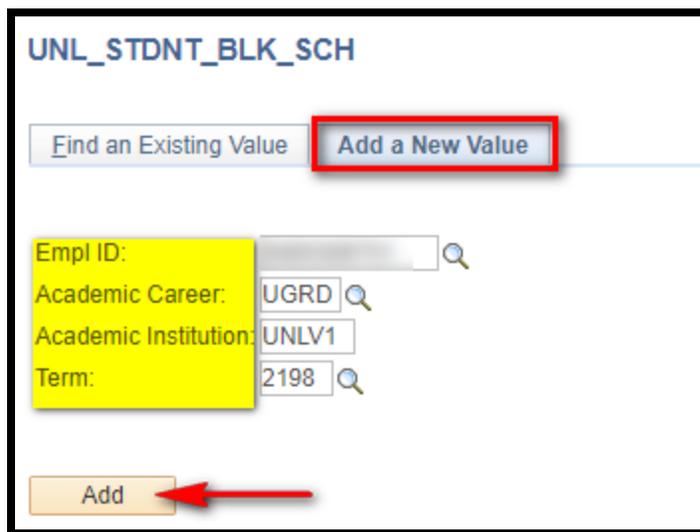


The Staff Block Add feature is used to search all possible combinations of sections for a given student schedule. It allows advisors to select a from a list of all possible combinations of the desired classes with no time conflicts and then imports the schedule directly into Quick Enroll to be added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

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



- 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

**UNL\_STDNT\_BLK\_SCH**

Find an Existing Value    Add a New Value

Empl ID:

Academic Career:

Academic Institution:

Term:

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

Term 2198

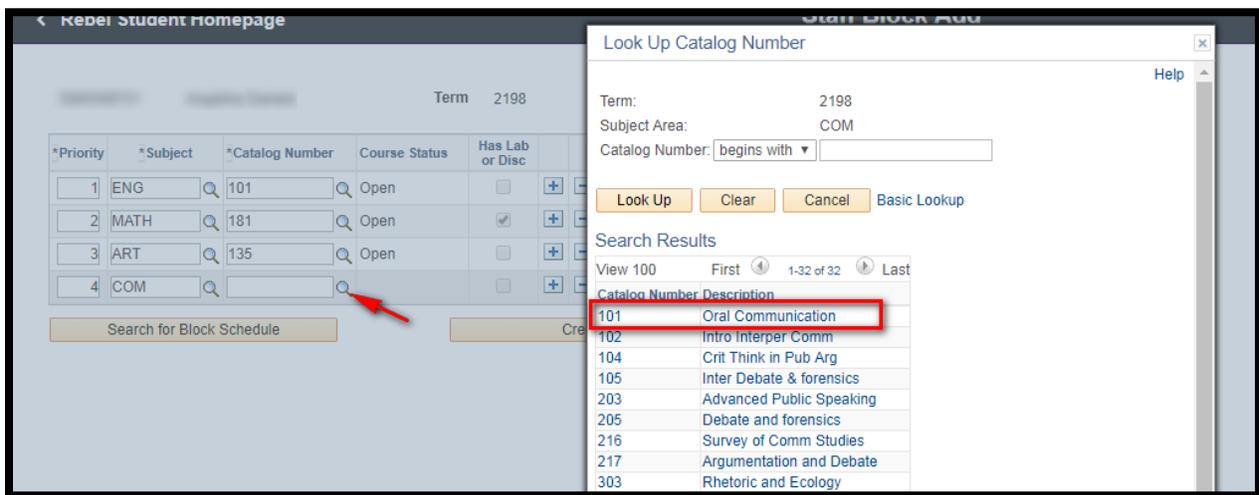
*Priority	*Subject	*Catalog Number	Course Status	Has Lab or Disc	
1	ENG	101	Open	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
2	MATH	181	Open	<input checked="" type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
3	ART	135	Open	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
4	COM			<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

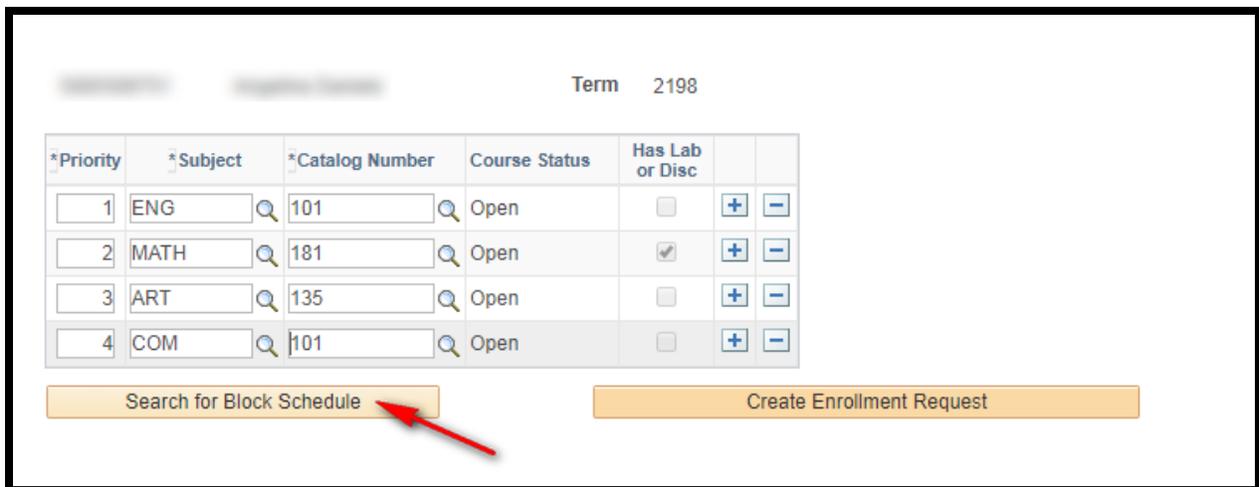
Click the plus (+) sign to add or minus (-) to remove rows

- 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



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



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

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

Possible Schedules																				
Class	Status	Sub	Cat	Section	Description	LEC	Start Date	End Date	Start	End	Mo	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 Supplem
84710	Open	MATH	181	1028	Calculus I	LEC	08/26/2019	12/07/2019	2:30PM	3:45PM	X		X					BHS-133	Sadanand Verma	In Person Supplem
84912	Open	MATH	181	1030	Calculus I	DIS	08/26/2019	12/07/2019	4:00PM	5:15PM					X			CBC-C133		In Person Supplem
81764	Open	ART	135	1001	Photography I	LEC	08/26/2019	12/07/2019	8:30AM	11:15AM	X		X					HFA-277		In Person Supplem
88503	Waitlist	COM	101	1034	Oral Communication	LEC	08/26/2019	12/07/2019										WEB-BASED	Sarah Schiffman	Web-based

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

Possible Schedules																				
Class	Status	Sub	Cat	Section	Description	LEC	Start Date	End Date	Start	End	Mo	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 Supplem
84710	Open	MATH	181	1028	Calculus I	LEC	08/26/2019	12/07/2019	2:30PM	3:45PM	X		X					BHS-133	Sadanand Verma	In Person Supplem
84912	Open	MATH	181	1030	Calculus I	DIS	08/26/2019	12/07/2019	4:00PM	5:15PM					X			CBC-C133		In Person Supplem
81764	Open	ART	135	1001	Photography I	LEC	08/26/2019	12/07/2019	8:30AM	11:15AM	X		X					HFA-277		In Person Supplem
88503	Waitlist	COM	101	1034	Oral Communication	LEC	08/26/2019	12/07/2019										WEB-BASED	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

**Quick Enrollment**

Request ID 0005028895      ID [REDACTED]      ★

Career Undergrad      Institution UNLV      Term 2019 Fall      Submit

*Action		Class Nbr	Section	Related 1	Related 2
+	-	88125	ENG 101 1088	Pending	
+	-	84912	MATH 181 1030	Pending	
+	-	81764	ART 135 1001	Pending	
+	-	88503	COM 101 1034	Pending	

Go to [View Enrollment Access](#)      [Enrollment Appointments](#)      [Term/Session Withdrawal](#)  
[Student Services Center](#)      [Calculate Tuition](#)      [Study List](#)

Save    Return to Search    Notify      Add    Update/Display

- i. Your security will determine the enrollment abilities

- 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 ID                      ★

Career Undergrad Institution UNLV Term 2019 Fall Submit

*Action		Class Nbr	Section	Related 1	Related 2
<input type="checkbox"/> + <input type="checkbox"/> -	Enroll	88125	ENG 101 1088	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
<input type="checkbox"/> + <input type="checkbox"/> -	Enroll	84912	MATH 181 1030	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
<input type="checkbox"/> + <input type="checkbox"/> -	Enroll	81764	ART 135 1001	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
<input type="checkbox"/> + <input type="checkbox"/> -	Enroll	88503	COM 101 1034	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

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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

Term 2198

*Priority	*Subject	*Catalog Number	Course Status	Has Lab or Disc
1	PSY	210	Open	<input checked="" type="checkbox"/>
2	MUS	133*	Open	<input type="checkbox"/>

**Current Enrollment**

Subject	Catalog	Description	
ART	135	Photography I	Lecture
MATH	181	Calculus I	Lecture
MATH	181	Calculus I	Discussion

**Possible Schedules**

Class	Status	Sub	Cat	Section	Description	Start Date	End Date	Start	End	Mo	Tu	We	Th	Fr	Sa	Su	Classroom	Instructor
81764	Open	ART	135	1001	Photography I	LEC	08/26/2019	12/07/2019	8:30AM	11:15AM	X	X					HFA-277	
84710	Open	MATH	181	1028	Calculus I	LEC	08/26/2019	12/07/2019	2:30PM	3:45PM	X	X					BHS-133	Sadanand Verma
84912	Open	MATH	181	1030	Calculus I	DIS	08/26/2019	12/07/2019	4:00PM	5:15PM			X				CBC-C133	
89002	Open	PSY	210	1010	Intro Statistical Methods	LEC	08/26/2019	12/07/2019	10:00AM	11:15AM	X	X					BEH-110	Jennifer John Buck
84849	Open	PSY	210	1009	Intro Statistical Methods	LAB	08/26/2019	12/07/2019									WEB-BASED	Russell Hurburt
81282	Open	MUS	133*	1001	History of the Beatles	LEC	08/26/2019	12/07/2019	7:00PM	9:45PM	X						HFA-147	Larry Pellegrino

- 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

Quick Enrollment

Request ID 0005028895 ID [redacted] ★

Career Undergrad Institution UNLV Term 2019 Fall Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides		Class Overrides				
		Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Requirement Designation	Career	Service Indicator	Requisites
<input type="checkbox"/>	ENG 101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	MATH 181	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ART 135	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	COM 101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Save Return to Search Notify Add Update/Display

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

Quick Enrollment

Request ID 0005028895 ID [redacted] ★

Career Undergrad Institution UNLV Term 2019 Fall Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides					
		Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos	
<input type="checkbox"/>	ENG 101	<input type="checkbox"/>	WaitList Pos							
<input type="checkbox"/>	MATH 181	<input type="checkbox"/>	WaitList Pos							
<input type="checkbox"/>	ART 135	<input type="checkbox"/>	WaitList Pos							
<input type="checkbox"/>	COM 101	<input type="checkbox"/>	WaitList Pos							

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Save Return to Search Notify Add Update/Display

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

Quick Enrollment

Request ID 0005028895 ID [REDACTED] ★

Career Undergrad Institution UNLV Term 2019 Fall Submit

*Action		Class Nbr	Section		Related 1	Related 2
<a href="#">+</a>	Enroll	88125	ENG 101 1088	Errors	<a href="#">🔍</a>	<a href="#">🔍</a>
<a href="#">+</a>	Enroll	84912	MATH 181 1030	Errors	<a href="#">🔍</a>	<a href="#">🔍</a>
<a href="#">+</a>	Enroll	81764	ART 135 1001	Success		
<a href="#">+</a>	Enroll	88503	COM 101 1034	Errors	<a href="#">🔍</a>	<a href="#">🔍</a>

Seq # 5 Class Nbr 88503 COM 101 Section 1034 Oral Communication

Enrollment Request Action Enroll

Message Severity **Error**

Message Text

Not Enrolled, Class 88503 Full. (14640,7)

The requested enrollment add was not processed. The enrollment limit for the specified class has been reached.

If available, choose the Waitlist Ok option and resubmit the request.

[Return](#)

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

Quick Enrollment

Request ID 0005028895 ID [REDACTED] ★

Career Undergrad Institution UNLV Term 2019 Fall Submit

*Action		Class Nbr	Section		Related 1	Related 2
<a href="#">+</a>	Enroll	88125	ENG 101 1088	Errors	<a href="#">🔍</a>	<a href="#">🔍</a>
<a href="#">+</a>	Enroll	84912	MATH 181 1030	Success		
<a href="#">+</a>	Enroll	81764	ART 135 1001	Success		
<a href="#">+</a>	Enroll	88503	COM 101 1034	Messages		

**Messages are successful, but include additional information**

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[Student Services Center](#) [Calculate Tuition](#) [Study List](#)

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

i. Common messages include Waitlist position and conditionally satisfied prerequisites