Academic Information Systems

Block Enrollment

7/20/2017
Version 2.0

Block Enrollment

Building on the fundamentals in the Enrollment Request training. Block Enrollment allows users to add, drop, swap, and change grading basis *en masse.* Whenever possible it is recommended students submit enrollment requests themselves, however in certain, unique situations, it may be required for a staff member to submit enrollment requests.

This training manual documents the process by which one submits a block enrollment request.

If you have questions please email Tchad Sanger (cpsanger@ucsc.edu).
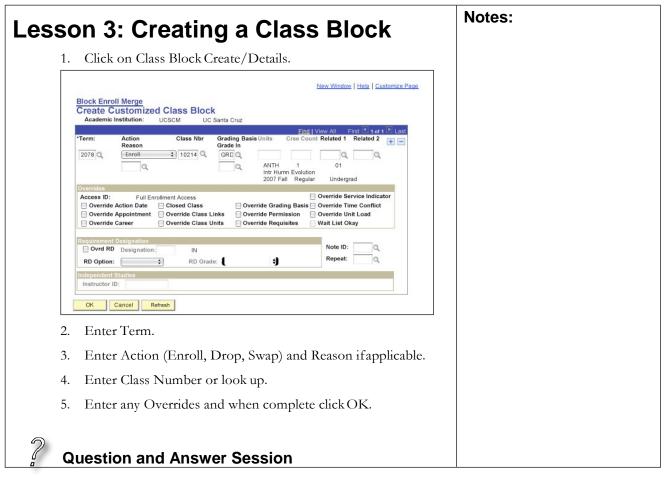
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Module 1: Adding an A Block Enrollment Request

Objectives:
- Navigating to Block Enrollment
- Creating a Student Block
- Creating a Class Block

	Notes:
# Lesson 1: Navigating to Block Enrollment Login to http://my.ucsc.edu and open an AIS session. At the NavBar, click the Navigator Button. Then: 1. Records and Enrollment > Enroll Students > Block Enrollment > Block Enroll Merge 2. Click Add a New Value Tab. ✑ **Question and Answer Session**	

Lesson 2: Creating a Student Block

1. Click on Student Block Create/Details.

2. Add Student ID.

3. Click the Add icon on the right to add additional students.

4. When complete, click OK.

Question and Answer Session

Lesson 3: Creating a Class Block

Notes:

1. Click on Class Block Create/Details.

2. Enter Term.

3. Enter Action (Enroll, Drop, Swap) and Reason if applicable.

4. Enter Class Number or look up.

5. Enter any Overrides and when complete click OK.

Question and Answer Session

Module 2: Merging Blocks and Viewing Results

Objectives:

- Merging Student and Class Blocks
- Viewing Results

	Notes:
## Lesson 1: Merging Student and Class Blocks 1. Click on Merge Blocks. 2. Click Submit. ❓ **Question and Answer Session**	

Lesson 2: Viewing Results

1. Request Status indicates Errors, Success, or Messages.

2. To see Messages, click on "Retrieve."

3. Click on Details to see Messages.

New Window | Help | Customize Page

Block Enroll Merge | Block Enroll Detail | Block Enrl Detail1 | Block Enrl Detail2

Enrollment Request ID: 0002031857

Enrollment Request

Find | View All   First ◄ 1 of 1 ► Last

ID: 9876543   Slug,Sammy   Institution: UC Santa Cruz

Career: Undergraduate   Primary Prog: Undergraduate   Term: 2007 Fall

Seq #	Action	Class Nbr			Grading Basis	Related 1	Related 2	Permission
1	Enroll	10214	ANTH 1	01	GRD			

Intr Humn Evolution
Action Dt   Reason   Regular   Undergrad   Grade In   Units Taken

Request Status: Errors   User ID: CPSANGER

Overrides

Access ID: Full Enrollment Access   ☐ Service Indicator
☐ Action Date   ☐ Closed Class   ☐ Grading Basis   ☐ Time Conflict
☐ Appointment   ☐ Class Links   ☐ Permission   ☐ Unit Load
☐ Career   ☐ Class Units   ☐ Requisites   ☐ Wait List Okay

Messages

Find | View All   First ◄ 1 of 1 ► Last

Message Sequence: 1   Severity: Error   Last Update DateTime: 05/02/08 12:11:14PM
Not Enrolled, Class 10214 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.

Save   Return to Search   Notify   Refresh   Add   Update/Display

Block Enroll Merge | Block Enroll Detail | Block Enrl Detail1 | Block Enrl Detail2

Question and Answer Session