Academic Information Systems
Block Enrollment

7/6/08
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

Lesson 1: Navigating to Block Enrollment

Login to [http://my.ucsc.edu](http://my.ucsc.edu) with your User ID and Password and open an AIS session.

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

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

### 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.

![Image of Request Status]

2. To see Messages, click on “Retrieve.”

![Image of Retrieve]

3. Click on Details to see Messages.
# Question and Answer Session

![Image of Block Enrollment system interface]