

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

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.

Notes:



Question and Answer Session

Lesson 2: Creating a Student Block

1. Click on Student Block Create/Details.

Block Enrollment Merge
Create Custom Student Block

Academic Institution: UCSCM UC Santa Cruz

Find | View All | First 1 of 1 | Last

*ID: 9876543 Slug, Sammy Academic Career: UGRD Undergrad

OK Cancel Refresh

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

Notes:

Lesson 3: Creating a Class Block

1. Click on Class Block Create/Details.

Block Enrollment Merge
Create Customized Class Block

Academic Institution: UCSCM UC Santa Cruz

Find | View All | First 1 of 1 | Last

*Term:	Action Reason	Class Nbr	Grading Basis Units	Crse Count	Related 1	Related 2
2078	Enroll	10214	GRD	1	01	

ANTH
Intr Humm Evolution
2007 Fall Regular Undergrad

Overrides

Access ID: Full Enrollment Access Override Service Indicator

Override Action Date Closed Class Override Grading Basis Override Time Conflict

Override Appointment Override Class Links Override Permission Override Unit Load

Override Career Override Class Units Override Requisites Wait List Okay

Requirement Designation

Ovrd RD Designation: IN Note ID:

RD Option: RD Grade: Repeat:

Independent Studies

Instructor ID:

OK Cancel Refresh

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

Notes:

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.

The screenshot shows the 'Block Enrollment Merge' web application. At the top, there are navigation tabs: 'Block Enrollment Merge', 'Block Enrollment Detail', 'Block Enrollment Detail1', and 'Block Enrollment Detail2'. Below the tabs, the 'Enrollment Request ID' is 0000000000 and the 'Request Status' is 'Pending'. A 'Submit' button is visible. The main section is titled 'Merge Blocks' and contains three input fields: 'Academic Institution' (with 'UCSCM' and 'UC Santa Cruz' displayed), 'Student Block', and 'Class Block'. A yellow 'Merge' button is highlighted with a red box. Below this section is the 'Filtering Criteria' section, which includes fields for 'Academic Career', 'Term', 'Class Nbr', and 'EmpID', along with a 'Retrieve' button. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The page footer includes the text 'Block Enrollment Merge | Block Enrollment Detail | Block Enrollment Detail1 | Block Enrollment Detail2'.

2. Click Submit.



Question and Answer Session

Notes:

Lesson 2: Viewing Results

Notes:

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

The screenshot shows the 'Block Enrollment Merge' interface. At the top, there are navigation tabs: 'Block Enrollment Merge', 'Block Enrollment Detail', 'Block Enrl Dgtail1', and 'Block Enrl Detail2'. Below the tabs, the 'Enrollment Request ID' is 0002031857 and the 'Request Status' is 'Errors', which is highlighted with a red box. A 'Submit' button is next to it. The 'Merge Blocks' section includes fields for 'Academic Institution' (UC Santa Cruz), 'Student Block', and 'Class Block', with a 'Merge' button. The 'Filtering Criteria' section has fields for 'Academic Career', 'Term', 'Class Nbr', and 'EmpID', with a 'Retrieve' button highlighted with a red box. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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

The screenshot shows the 'Block Enrollment Merge' interface with a table of enrollment records. The table has columns: 'Seq #', 'ID', 'Name', 'Term', 'Career', 'Class Nbr', 'Action', 'Status', and 'DETAIL'. The first record is: Seq # 1, ID 1010661, Name Reid, Theodore, Term 2078, Career UGRD, Class Nbr 10214, Action Enroll, Status Errors, and a 'DETAIL' link. The 'DETAIL' link is highlighted with a blue box. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Seq #	ID	Name	Term	Career	Class Nbr	Action	Status	DETAIL
1	1010661	Reid, Theodore	2078	UGRD	10214	Enroll	Errors	DETAIL

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: 9676543 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	GRD			
	Action Dt	Reason	Grade In	Units Taken		
		INTR HUMAN EVOLUTION Regular Undergrad				

Request Status: Errors User ID: CPSANGER

Overrides

<input type="checkbox"/> Access ID: Full Enrollment Access	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Grading Basis	<input type="checkbox"/> Service Indicator
<input type="checkbox"/> Action Date	<input type="checkbox"/> Class Links	<input type="checkbox"/> Permission	<input type="checkbox"/> Time Conflict
<input type="checkbox"/> Appointment	<input type="checkbox"/> Class Units	<input type="checkbox"/> Requisites	<input type="checkbox"/> Unit Load
<input type="checkbox"/> Career			<input type="checkbox"/> 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.

[Block Enroll Merge](#) | [Block Enroll Detail](#) | [Block Enrl Detail1](#) | [Block Enrl Detail2](#)



Question and Answer Session