How to Quick Enroll in PAWS

Using the Quick Enroll screen, you can enroll a student in one or more classes. Please remember: The student must not have any holds, and must be term activated.

The instructions below will show you how to access the Quick Enroll Feature and Enroll Students using the feature:

**Accessing Quick Enroll**

There are two ways to access the Quick Enroll screens.

**ACCESSING QUICK ENROLL VIA STUDENT CENTER**

Search for the student, and when the Student Center displays, make sure that the student has no holds.

- Click on the Academics tab.
- Scroll down to below their list of classes.
- Click on Quick Enrollment.
ACCESSING QUICK ENROLL VIA MAIN MENU

- Go to Main Menu.
- Click on Records and Enrollment.
- Click on Enroll Students.
- Click on the Quick Enroll Link.

- On the next screen, enter the PAWS ID, Career, and term for the student. Then click Add.
ENROLLING A STUDENT IN A CLASS

- Select **Enroll** from the Action drop-down menu.
- Enter the class number of the class into the **Class Nbr** field.
  - Search by clicking on the magnifying glass icon.
- If the class has a related class (for example: lab or conversation hour), put the class numbers in these fields.
- Add an additional row to add another class by clicking on the plus symbol, located at the beginning of each row.
- Click **Submit** to submit your enrollment request.

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**Quick Enrollment**

Request ID: 0000000000
Career: Undergraduate
Institution: TCNJ
Term: 2010 Fall

<table>
<thead>
<tr>
<th>Action</th>
<th>Class Nbr</th>
<th>Section</th>
<th>Related 1</th>
<th>Related 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUS 399</td>
<td>01</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If your enrollment request was submitted successfully, you will receive a success message.

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**Quick Enrollment**

<table>
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<tbody>
<tr>
<td></td>
<td>BUS 399</td>
<td>01</td>
<td>Success</td>
<td></td>
</tr>
</tbody>
</table>

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OVERRIDING AN ERROR MESSAGE

An error message indicates that your Enrollment Request was not processed successfully. Click on the red Errors link to view the error message text. The text will provide details on the error received.

Overrides can be used to resolve some error messages.

There are two types of Overrides:

**General Overrides:**
- Appointment
- Time Conflict
- Requisites

**Class Overrides:**
- Closed Class
- Class Permission

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**Remember: Before you Override**

- Be sure to use the Override feature very carefully.
- Secure the appropriate permission before placing students in closed courses, courses that require permission, or courses for which the requisites have not been met.
- There may be more than one error message associated with an enrollment request. The error messages appear one at a time. Be sure to view the Errors link each time you receive an error message in order to determine the cause of the error, and the proper resolution.

**To Override an Error Message:**

- Select the appropriate Override tab.
- Select the Override type(s) by clicking the checkbox.
- Click Submit