

# Enrolling a Student in a Variable Credit Class



To enroll a student in a variable credit class:

1. Log into the portal at <http://canelink.miami.edu>
2. On the **Admin Home** tab, using the **Main Menu** navigation at the top of the page, navigate to **Records and Enrollment > Enroll Students > Quick Enroll a Student**
3. Enter the student's emplID in the **ID** field. You can also use the magnifying glass to locate the student by name.
4. Use the magnifying glasses to enter the student's **Career**, **Institution** (MIAMI), and **Term** for which you will be enrolling the student.
5. Click **Add**.
6. On the **Quick Enroll** screen, note that the **Enrollment Action** is set to **Enroll**.
7. Use the magnifying glass to locate the variable credit class using the **Class Search** function. To learn more about this refer to the **Enrolling a Student in a Class** tip sheet.
8. Click the **Units and Grade** tab.
9. The **Unit Taken** box will be available to enter the correct value. It will always default to the lowest value, so adjust accordingly.
10. Click **Submit**.
11. Ensure that the **Enrollment Status** returns with **Success**. If there are errors, review as needed.

Quick Enroll a Student

Find an Existing Value | Add a New Value

ID:

Academic Career: UGRD

Academic Institution: MIAMI

Term: 2158

Add

Find an Existing Value | Add a New Value

Quick Enrollment

Request ID: 0000000000

Career: Undergrad Institution: Miami Term: FA 2015

Submit

Class Enrollment	Units and Grade	Class Search	Section	Related 1	Related 2
<input type="checkbox"/>	Enroll	<input type="text"/>	Pending	<input type="text"/>	<input type="text"/>

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

Student Services Center

Save Notify Add Update/Display

Quick Enrollment

Request ID: 0000000000

Career: Undergrad Institution: Miami Term: FA 2015

Submit

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides	Requirement Designation	Requirement Designation Option	RD Grade
<input type="checkbox"/>	BUS 100	3.00	GRD	<input type="text"/>	<input type="text"/>	No	