

Understanding Enrollment Overrides



You can use the **Quick Enroll** component to enroll students in classes and to override certain restrictions that may stop the student from being able to enroll in the class.

Navigate to the Quick Enroll screen using the following navigation:

Records and Enrollment > Enroll Students > Quick Enroll a Student

In the Quick Enroll component there are two tabs, **Class Overrides** and **General Overrides**, that contain various checkboxes.

The General Overrides tab contains such overrides as Appointment, Career, and Service Indicator, and others. The Class Overrides tab contains such overrides as Closed Class, Class Permission, and others.

These checkboxes are explained in detail below. Note that your security access determines which of these overrides is available to you.

General Overrides tab:

- 1. Appointment:** Use this override if you wish to enroll the student outside of his or her enrollment appointment.
- 2. Unit Load:** Use this override if you want to allow the student to enroll in more units than is typically permitted.
- 3. Time Conflict:** Use this override if you wish to enroll the student in two classes that take place at the same time.
- 4. Action Date:** Use this override and date field to back or future date the enrollment action.
- 5. Requirement Designation:** Use this to override the requirement designation for this enrollment row.
- 6. Career:** Use this override to allow the student to enroll in a class outside of their Academic Career.
- 7. Service Indicator:** Use this override to enroll the student in a class even if they have a hold on their record prohibiting enrollment.
- 8. Requisites:** Use this override to bypass a prerequisite on the course.

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides
+	-	Enroll		Pending

Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Requirement Designation	Career	Service Indicator	Requisites
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Class Overrides Tab:

- 1. Closed Class:** Use this override to enroll the student in a class that has met its enrollment limit and has closed.
- 2. Class Links:** Use this override to bypass any required additional class sections for this class.
- 3. Class Units:** Use this checkbox to override the **Units Taken** field value for both fixed and variable unit classes.
- 4. Grading Basis:** Use this override if you wish to change the grading basis used to grade this student for the class. Note that you will need to use the **Grade Base** field in the **Units and Grade** tab to select the new basis after you select this checkbox.
- 5. Class Permission:** Use this override to indicate that the student has received a permission for this class. Note that this is the override you should select to indicate that the student has received Departmental Consent, if the class requires Departmental Consent.
- 6. Note:** you can alternatively enter the permission number given to the student by the department in the **Permission Number** field on the **Other Class Info** tab to indicate departmental consent.
- 7. Wait List Okay:** Use this override to place the student on the waitlist for a closed class.