QUICK ENROLL A STUDENT: OTHER LINKS

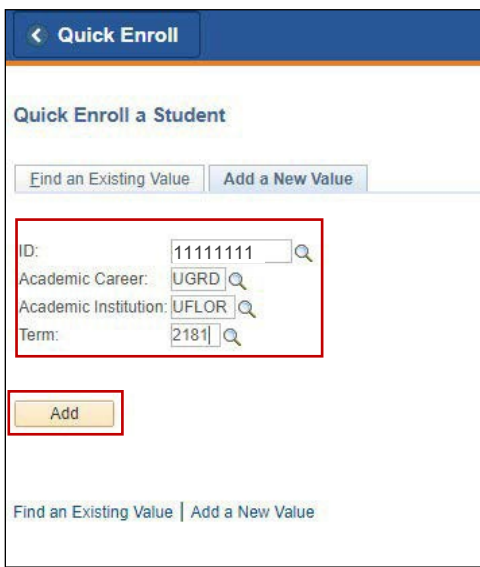This instruction guide will highlight other pertinent links on the Quick Enroll a Student page.

NAVIGATION

Use the following navigation to navigate to the Quick Enroll a Student Page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Records and Enrollment**
5. Click **Enroll Students**
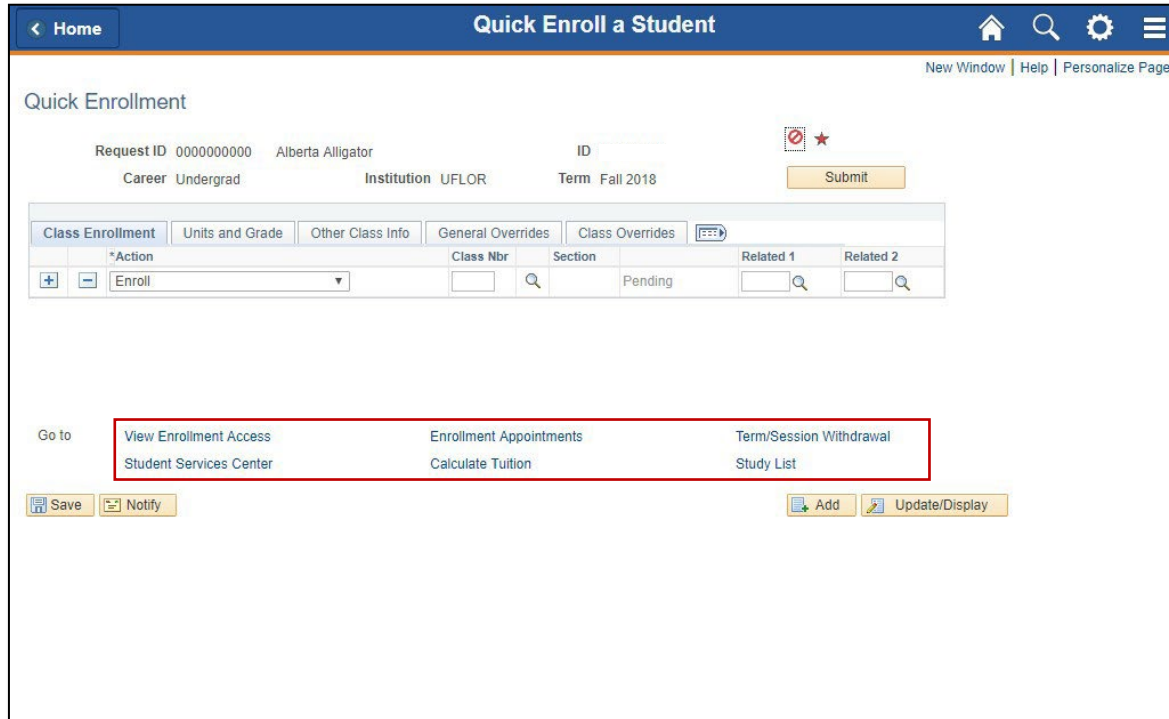6. Click **Quick Enroll a Student**
7. Click **Add New Value**

PROCESS

Use the following steps to view other registration-related links for a student:

1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

5. Notice there are several links at the bottom of the page. In this instruction guide we will review View Enrollment Access, Enrollment Appointments, Student Services Center, and Study List.

VIEW ENROLLMENT ACCESS

1. Click the **View Enrollment Access** link
2. Here, you can view your enrollment access
3. Click the **Return** button to return to the Quick Enroll a Student page

STUDENT SERVICES CENTER

1. Click the **Student Services Center** link
2. On the **Academics** tab you can view the student's **Student Program/Plan summary** and the **Term Summary**

3. The courses a student is registered for will have a **green check mark** next to them

4. **Scroll** down to view more information

5. Here you can see the total number of units a student is currently taking. They will show as In Progress until a grade is entered.

6. Click the **Quick Enrollment** link to return to the Quick Enroll a Student page

ENROLLMENT APPOINTMENTS

1. Click the **Enrollment Appointments** link
2. Here, you can see the Students Enrollment Appointments

3. Click the **Quick Enroll** button at the top left of the screen to return to the search page

STUDY LIST

1. Click the **Study List** link
2. Here, you can view the student's Class Schedule
3. Click the **Cancel** button to return to the Quick Enroll a Student page