



Group Enrollment (Add/Drop)

You can enroll multiple students into one course and drop the same students from another course, as a group using the Enrollment Block page. Using the group enrollment and drop method reduces the time required to individually quick enroll students into a course and then drop them from another course. The process flow includes:

- Create Class Block
- Create Student Block
 - Merge the Class Block and Student Block
 - Submit the Enrollment Block Request
 - Retrieve the results (if necessary, fix errors and resubmit)



- Make sure the additional section is added before following these instructions
- Print the class rosters for the sections involved in this process

Create Class Block	
1.	Navigate to Records and Enrollments > Enroll Students > Block Enrollment > Create Class Block
2.	<p>On the Find an Existing Value page (Figure 1), enter your search criteria to retrieve a class block and click the Search button.</p> <p>If you receive the message “no matching values were found”, perform the following steps:</p> <ul style="list-style-type: none"> • Click the Add a New Value tab (Figure 2), • In the Academic Institution, enter <i>BKCOMP</i> • In the Class Enrollment Block, enter a 5 character name for your class block, such as <i>M140</i> for Math 140. Make a note of this name; you will use it again in a later step. • Click the Add button.
3.	<p>When the Block Enrollment Classes page appears,</p> <ul style="list-style-type: none"> • In the Description, type a meaningful description, such as <i>Math 140</i>.
4.	<p>In the Term,</p> <ul style="list-style-type: none"> • Enter your desired term, such as <i>2138</i>, or use the icon to search for one.
5.	<p>In the Action, select Enroll</p>

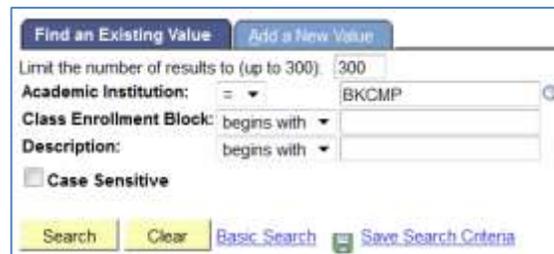


Figure 1: Find an Existing Value

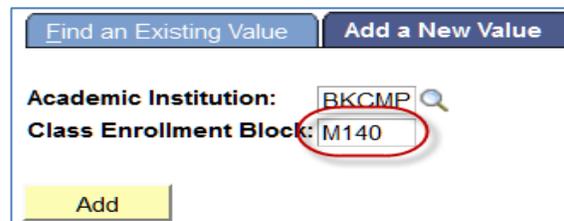
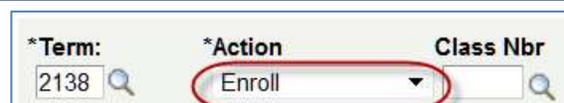
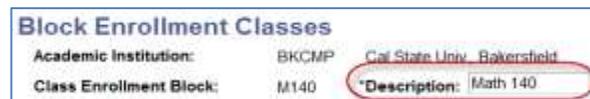
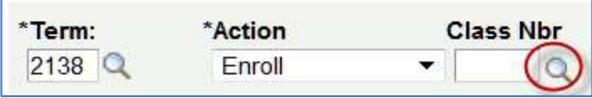
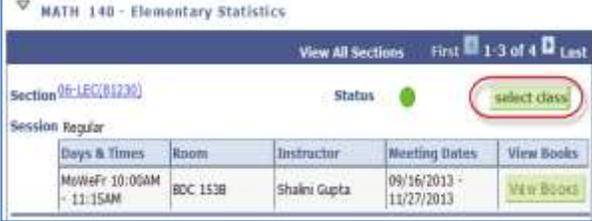
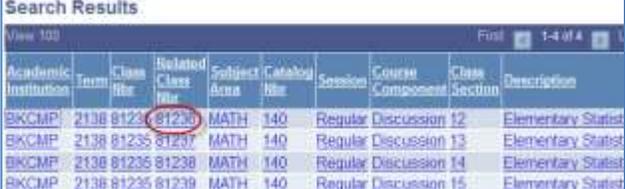


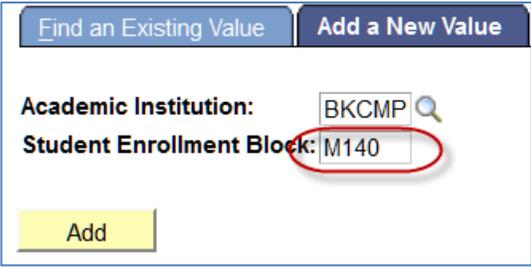
Figure 2: Add a New Value





<p>6. In the Class Nbr, click the  icon to search for one.</p> <p>* If you know the Class Nbr, you can enter it.</p>	
<p>7. On the Enter Search Criteria page,</p> <ul style="list-style-type: none"> In the Course Subject, select your course, such as <i>Mathematics</i> In the Course Number, type the course catalog number, such as <i>140</i> Click  	
<p>8. From the search results, click the  button for the desired class.</p>	
<p>9. (Optional). In the Related1, click the  icon to search for the related class number for the associated component, such as a lab, activity, discussion, etc.</p>	
<p>10. From the search results, click the link for the desired class.</p>	
<p>11. In the Drop if Enroll, enter the class number (CRN) of the course from which you would like to drop the student, such as <i>81237</i>.</p>	
<p>12. In the Overrides section, you can select the enrollment overrides for your enrollment request, such as Class Permission, Class Limit, etc. by clicking the appropriate check box.</p> <p><i>Please note: You cannot override some service indicators, such as Accounting or Financial Aid holds.</i></p>	
<p>13. Click the  button</p>	



Create Student Block	
1.	Navigate to the Records and Enrollment > Enroll Students > Block Enrollment > Create Student Block
2.	<p>On the Find an Existing Value page (Figure 1), enter your search criteria to retrieve a student block and click the Search button.</p> <p>If you receive the message “no matching values were found”, perform the following steps:</p> <ul style="list-style-type: none"> Click the Add a New Value tab (Figure 2), In the Academic Institution, enter <i>BKCOMP</i> In the Student Enrollment Block, enter the same name that you used for your class block, such as <i>Math 140</i>. Click the Add button.
	 <p>Figure 3: Find an Existing Value</p>  <p>Figure 4: Add a New Value</p>
3.	<p>When the Block Enrollment Students page appears,</p> <ul style="list-style-type: none"> In the Description, enter the same description that you used earlier, such as <i>Math 140</i>
	
4.	<p>In the next section, perform the following steps:</p> <ul style="list-style-type: none"> In the ID, enter the desired student’s CSUB ID or use the search icon to search for it. In the Academic Career, enter the student’s academic career, such as <i>UGRD</i>, or use the search icon to search for it. Click the + button to add information for another student Repeat this step, until all students are added.
	
5.	When you are satisfied with your entries, click the Save button.
6.	Click the Add Merge Process link
	



7. When the **Block Enroll Merge** page opens, perform the following steps:

- In the **Student Block**, enter the student block name that you created earlier, such as *M140*, or use the icon to search for it.
- In the **Class Block**, enter the class block name that you created earlier, such as *M140*, or use the icon to search for it.



8. Click the **Merge** button.



9. Click the **Submit** button



10. In the **Filtering Criteria** section, click the **Retrieve** button



11. The **Block Enroll Detail** page appears. To view errors or messages, click the **Detail** link. If you receive errors, you will need to take the appropriate actions and resubmit the request, using Quick Enroll or modifying your Student Block.

Seq #	ID	Name	Term	Career	Class Nbr	Action	Status	DETAIL
1	000000052	Washington, George	2138	UGRD	81235	Enroll	Errors	DETAIL