Academic Information Systems

Block Enrollment

7/20/2017 Version 2.0



Block Enrollment

Building on the fundamentals in the Enrollment Request training. Block Enrollment allows users to add, drop, swap, and change grading basis *en masse*. Whenever possible it is recommended students submit enrollment requests themselves, however in certain, unique situations, it may be required for a staff member to submit enrollment requests.

This training manual documents the process by which one submits a block enrollment request.

If you have questions please email Tchad Sanger (cpsanger@ucsc.edu).

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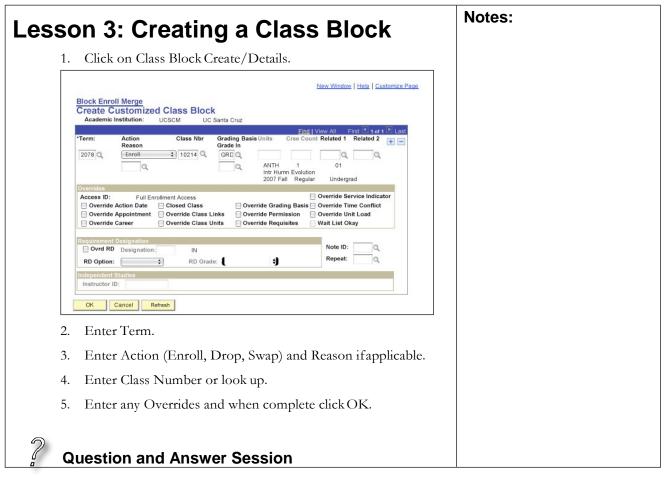
Module 1: Adding an A Block Enrollment Request

Objectives:

- Navigating to Block Enrollment
- Creating a Student Block
- Creating a Class Block

Lesson 1: Navigating to Block Enrollment	Notes:
Login to <u>http://my.ucsc.edu</u> and open an AIS session. At the NavBar, click the Navigator Button. Then:	
 Records and Enrollment > Enroll Students > Block Enrollment > Block Enroll Merge 	
2. Click Add a New Value Tab.	
New Window Hole Customize Page Flock Enroll Merge Block Enroll Detail Block Enroll Detail Block Enroll Detail Marge Blocks Octomer Control Request Status: Pending Submit Marge Blocks Octomer Control Octomer Control Submit Marge Blocks Octomer Control Octomer Control Submit Marge Blocks Octomer Control Octomer Control Submit Student Block: Octomer Control Octomer Control Submit Outside Control Octomer Control Octomer Control Submit Filtering Criteria Octomer Control Retrieve Retrieve Term: Octail Status: Implifice Submit Implific: Octail Status: Implifice Submit Block Enroll Merge Block Enroll Detail Block Enrol Detail Block Enro	
Question and Answer Session	

Click on Student Block Create/Details	
	New Window Help Customize Page
lock Enroll Merge reate Custom Student Block	
Academic Institution: UCSCM UC Santa Cruz	
*ID *Academic Career 9876543 Q Slug,Sammy UGRD UGRD Undergrad	Eind View All First 🔄 t of t 🗈 Last
CK Cancel Refresh	
Add Student ID.	
. Click the Add icon on the right to add	additional students.
When complete, click OK.	



Module 2: Merging Blocks and Viewing Results

Objectives:

- Merging Student and Class Blocks
- Viewing Results

			Notes:
Lesson 1: N	lerging Stu	dent and Class	
Blocks			
DIUCKS			
1. Click on M	Merge Blocks.		
		New Window Help Customize Page	
Block Enroll Merge	llock Enroll Detail Y Block Enri Detail1 Y Block En	ri Dețail2	
Enrollment Request ID:	0000000000 Request Status:	Pending Submit	
Merge Blocks Academic Institution:	UCSCM UC Santa Cruz		
Student Block:		Merge	
	Detail / Create		
Class Block:	Q Detail / Creato		
Filtering Criteria			
Academic Career:		Retrieve	
Term:			
Class Nbr:	Q Detail Status:	ŧ	
EmpliD:			
Save Save 🕞 Notify	Refresh	E.Add Dydate/Display	
Block Enroll Merge Block E	nroll Detail Block Enri Detail1 Block Enri Detail2		
2. Click Sub	mit.		
2			
Question a	nd Answer Sessi	on	

esson 2: Viewing Results	Notes:
1. Request Status indicates Errors, Success, or Messages.	
New Window Help. Customize Page	
Block Enroll Merge Block Enroll Detail Block Enroll Detail Block Enroll Detail Enrollment Request ID: 0002031857 Request Status: Errors Submit Marge Blocks Block status: Errors Submit	
Academic Institution: UC Santa Cruz Student Block: Merge Detail / Create	
Class Block: Detail / Create	
Academic Career: Term: Class Nbr: Detail Status: Class Nbr:	
EmpliD:	
Block Erroll Merge Block Erroll Detail Block End Detail Block End Detail 2 2. To see Messages, click on "Retrieve."	
New Window Help. Customize Page	
Block Enroll Merge Block Enroll Detail Block Enrol Detail Block Enrol Detail Block Enrol Detail Block Enrollment Request ID: 0002031857	
Customize Find View All First (S) i of 1 Firs	
Save Action to Search E Notify C Refresh Excel Laboratoria Compared to the Search Refresh	
Block Enroll Merge Block Enroll Detail Block Enri Detail1 Block Enri Detail2	
3. Click on Details to see Messages.	

New Window Help Customize Page
Block Enroll Merge Block Enroll Qetail Block Enrol Detail Block Enrol Detail Block Enrol Detail Block Enroll Petail
Enrollment Request ID: 0002031857
Enrollment Request Eind View All First (1 or 1) Last
ID: 9876543 Slug,Sammy Institution: UC Santa Cruz
Career: Undergraduate Primary Prog: Undergraduate Term: 2007 Fail
Seq # Action Class Nbr Grading Basis Related 1 Related 2 Permission
Action Dt. Reason Intr Humn Evolution Crastella Units Taken
Regular Undergrad Undergrad Undergrad
Request Status: Errors User ID: CPSANGER
Overrides
Access ID: Full Enrollment Access Service Indicator
Appointment Class Links Permission Unit Load
Career Class Units Requisites Wait List Okay
Messages Eind New All First 1 of 1 * Last
Message Sequence: 1 Severity: Error Last Update DateTime: 05/02/08 12:11:14PM Not Enrolled, Class 10214 Full (14404.7)
The requested enrollment add was not processed. The enrollment limit for the specified class has been reached.
If available, choose the Wattlist Ok option and resubmit the request.
Save Return to Search 🖸 Notify 🖉 Refeash 📑 Add 🖉 Update/Display
Block Erroll Merge Block Enrol Detail Block Enri Detail 1 Block Enri Detail2
Question and Answer Session