

## Quick Enroll

**Navigation:** Home > Campus Community > Student Services Ctr (Student) >>> Academics Tab

1. Click on the **academics tab** and scroll down the page until you see the class grid.

Seymour Eagle ID: 768542

student center admissions **academics** transfer credit finances financial aid general info

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2. Under the class grid, click the **Quick Enrollment** link.

Classes

Enrolled
  Dropped
  Wait Listed

Class	Description	Units	Grading	Grade	Status
<a href="#">CMS 492-H002 (1690)</a>	Special Problems (Lecture)	2.00	Graded		✓
<a href="#">ENG 203-H002 (10310)</a>	World Literature (Lecture)	3.00	Graded		✓
<a href="#">FIN 472-H001 (4266)</a>	Intern Bus Fin (Lecture)	3.00	Graded		✓

[Quick Enrollment](#)

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3. **OPTION 1:** Enter the class registration number if you know it.

### Quick Enrollment

Request ID: 0000000000 Seymour Eagle  
Career: Undergrad Institution: USM

Class Enrollment Units and Grade Other Class Info

*Action	Class Nbr
<input type="button" value="+"/> <input type="button" value="-"/> Enroll	1234

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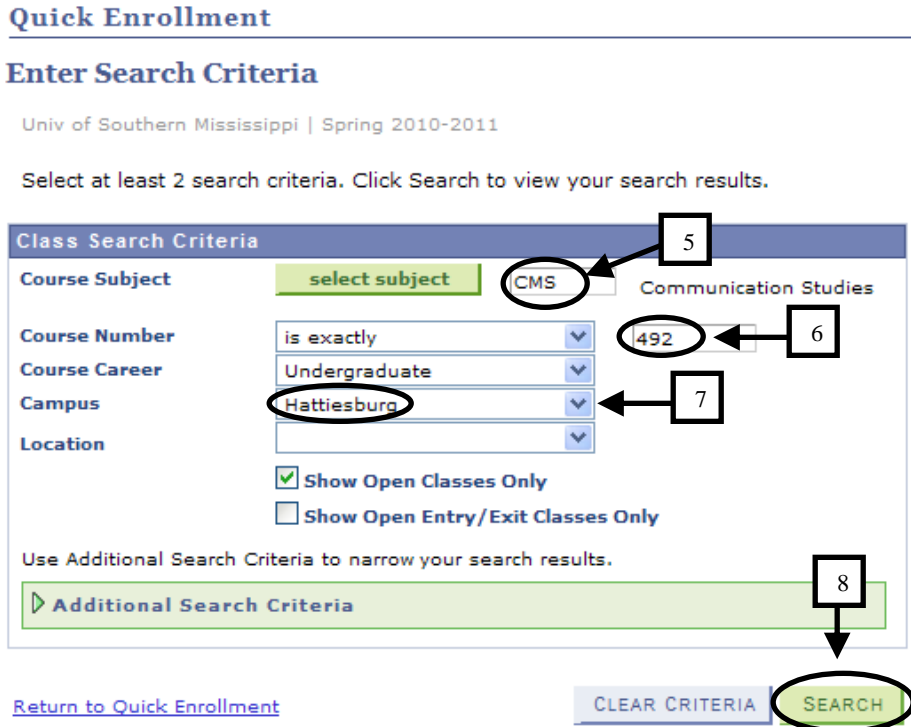
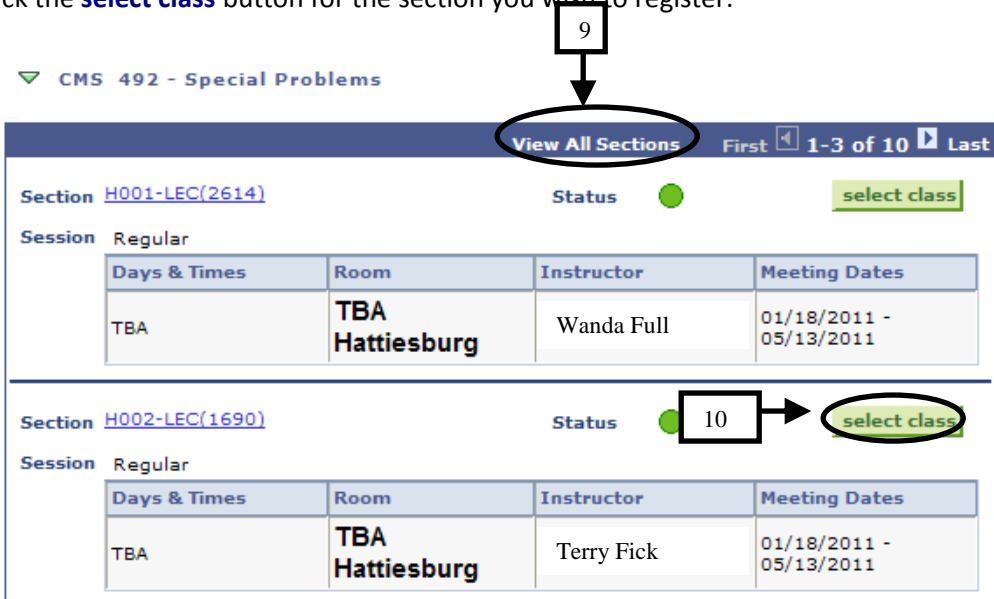
4. **OPTION 2:** Search for class by clicking on the magnifying glass.

### Quick Enrollment

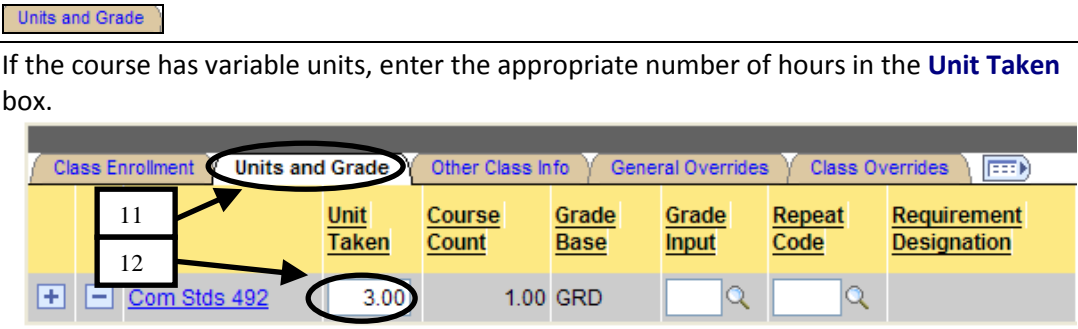
Request ID: 0000000000 Seymour Eagle  
Career: Undergrad Institution: USM

Class Enrollment Units and Grade Other Class Info Gen

*Action	Class Nbr
<input type="button" value="+"/> <input type="button" value="-"/> Enroll	<input type="text"/> <input type="button" value="🔍"/>

5.	Enter the <b>Course Subject</b> code, like ENG or MAT.
6.	Enter the <b>Course Number</b> , such as 101 or 102.
7.	Select the appropriate <b>Campus</b> .
8.	<p>Click the <b>Search</b> button.</p> 
9.	NOTE: Click the <b>View All Sections</b> option to browse ALL class sections. SOAR defaults to show only the first 3 options.
10.	<p>Click the <b>select class</b> button for the section you wish to register.</p> 

11. Click on the **Units and Grade** tab.



12. If the course has variable units, enter the appropriate number of hours in the **Unit Taken** box.

13. Click the **General Overrides** tab.

14. **Most Commonly-Used Overrides:**

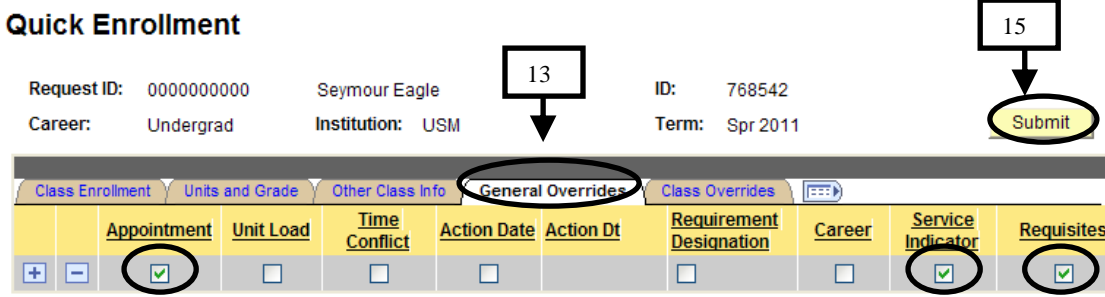
- Appointment:** use when registering a student outside the enrollment appointment window.
- Service Indicator:** use when the student has indicators impacting registration.
- Requisites:** use when student is not required to take the requisite.

\*Numbers 2 & 3 should ONLY be used when permission is granted.

15. Click the **Submit** button.

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 Career: Undergrad    Institution: USM    Term: Spr 2011



16. **Success** = the student is registered for the class

**Error** = the student is NOT registered for the class; click on Error link and take appropriate steps to solve the issue.

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Request ID: 0002306358    Seymour Eagle    ID: 768542  
 Career: Undergrad    Institution: USM    Term: Spr 2011

