

9.2 Processing Block Enrollments

Purpose: Use this document as a reference for processing block enrollments in ctcLink.

Audience: All staff.

 You must have at least one of these local college managed security roles:

- ZD SR Enroll Students
- ZD SR Super User
- ZZ SR Enroll Students

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Note: Please see QRGs for [Defining Student Enrollment Blocks](#) and [Defining Class Enrollment Blocks](#) for more details on creating groups, students, and enrollment classes.

OEE Classes: The start date field is not available with Block Enrollment. To enroll students in OEE classes, use the [Enrollment Request](#) or [Quick Enrollment](#) processes.

Processing Block Enrollments

Navigation: NavBar > Navigator > Records and Enrollment > Enroll Students > Block Enrollment > Block Enroll Merge

1. The **Block Enroll Merge** search page displays.
2. Select the **Add a New Value** tab.

[Student Homepage](#)

Block Enroll Merge

Block Enroll Merge

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)

Search Criteria

Enrollment Request ID

begins with

ID

begins with

Academic Career

=

Academic Institution

begins with

Term

begins with

Class Nbr

=

User ID

begins with

Campus ID

begins with

National ID

begins with

Last Name

begins with

First Name

begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

- The **Block Enroll Merge** tab displays.
- Enter **Academic Institution**.
- Enter **Student Block**.
- Enter **Class Block**.

Note: the **Detail/Create** links under each section allow the user to create an ad-hoc student block. Ad-hoc student and class blocks cannot be saved for future use.

- Select **Merge** to merge students and class blocks. **Report Status** will remain **"Pending."**

Student Homepage

Block Enroll Merge

Block Enroll Merge

Block Enroll Detail

Block Enroll Detail 1

Block Enroll Detail 2

Enrollment Request ID

0000000000

Request Status

Pending

Submit

Merge Blocks

Academic Institution

WA220

Tacoma CC

Merge

Student Block

TEST5

STUDENT BLOCK TEST5

Detail / Create

Class Block

TEST

ART 150 Class block

Detail / Create

Filtering Criteria

Academic Career

Term

Class Nbr

Detail Status

ID

Retrieve

Save

Notify

Refresh

Add

Update/Display

Block Enroll Merge

Block Enroll Detail

Block Enroll Detail 1

Block Enroll Detail 2

8. Select **Retrieve** if you want to ensure all students are listed before submitting.
9. Click on the Block Enroll Merge tab to select **Submit**.

Block Enroll Merge

Block Enroll Merge

Block Enroll Merge

Block Enroll Detail

Block Enroll Detail 1

Block Enroll Detail 2

Enrollment Request ID

0005726101

Request Status

Errors

Submit

Merge Blocks

Academic Institution

WA220

Tacoma CC

Merge

Student Block

Detail / Create

Class Block

Detail / Create

Filtering Criteria

Academic Career

Term

Class Nbr

Detail Status

ID

Retrieve

Review list of students

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

Block Enroll Merge

Block Enroll Detail

Block Enroll Detail 1

Block Enroll Detail 2

10. Select **Submit** to process the enrollments.
11. If the **Request Status** is "**Success**," this process is completed.
12. If the **Request Status** is "**Errors**," select **Retrieve** to view errors.

Block Enroll Merge
Block Enroll Merge

Block Enroll Merge
Block Enroll Detail
Block Enroll Detail 1
Block Enroll Detail 2

Enrollment Request ID 0005726101
Request Status Errors
Submit

Merge Blocks

Academic Institution WA220 Tacoma CC Merge

Student Block
Detail / Create

Class Block
Detail / Create

Filtering Criteria

Academic Career
Term
Class Nbr
ID

Retrieve

Detail Status

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display

Block Enroll Merge | Block Enroll Detail | Block Enroll Detail 1 | Block Enroll Detail 2

13. The **Block Enroll Detail** tab displays.
14. Select **Detail** to view the error messages specific to one student.

Block Enroll Merge
Block Enroll Merge

Block Enroll Merge
Block Enroll Detail
Block Enroll Detail 1
Block Enroll Detail 2

Enrollment Request ID 0005726101

Seq #	ID	Name	Term	Career	Class Nbr	Action	Status	DETAIL
1	201297267	Nidless, Francis	2207	UGRD	1145	Enroll	Errors found	DETAIL
2	201335605	Nidless, Francis	2207	UGRD	1145	Enroll	Errors found	DETAIL
3	201340376	Nidless, Francis	2207	UGRD	1145	Enroll	Errors found	DETAIL
4	201340505	White, Toni	2207	UGRD	1145	Enroll	Errors found	DETAIL
5	201340658	Murray, Scout	2207	UGRD	1145	Enroll	Errors found	DETAIL
6	201697346	Fisher, Nevada	2207	UGRD	1145	Enroll	Errors found	DETAIL
7	201697398	Edwards, Jaden	2207	UGRD	1145	Enroll	Errors found	DETAIL
8	201697426	Cooper, Mackenzie	2207	UGRD	1145	Enroll	Errors found	DETAIL

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display

Block Enroll Merge | Block Enroll Detail | Block Enroll Detail 1 | Block Enroll Detail 2

15. The **Block Enroll Detail 1** tab displays.
16. As errors are resolved, select the **Block Enroll Merge** tab and repeat step 8 until the **Request Status** is **"Success."**

Student Homepage
Block Enroll Merge

Block Enroll Merge
Block Enroll Detail
Block Enroll Detail 1
Block Enroll Detail 2

Enrollment Request ID 0005726101

Find | View All | First 1 of 1 Last

ID 201297267
Nidless, Francis

Institution Tacoma CC

Career Undergraduate
Primary Prog Academic
Term 2020 FALL

Enrollment

Seq #	Action	Class Nbr	Grading Basis	Related 1	Related 2	Permission
1	Enroll	1145 ART Beginning Printmaking Regular	150 Undergraduate	01	GRD	

Action Dt
Reason

Request Status Pending
User ID CTC_TMARTIN

Overrides

Access ID	Registrar - All Access			
<input type="checkbox"/> Action Date	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Grading Basis	<input type="checkbox"/> Service Indicator	
<input type="checkbox"/> Appointment	<input type="checkbox"/> Class Links	<input type="checkbox"/> Permission	<input type="checkbox"/> Time Conflict	
<input type="checkbox"/> Career	<input type="checkbox"/> Class Units	<input type="checkbox"/> Requisites	<input type="checkbox"/> Unit Load	
<input type="checkbox"/> Dynamic Dates			<input type="checkbox"/> Wait List Okay	

Messages

Message Sequence	Severity	Last Update DateTime
1	Error	12/31/20 12:48:59PM

A Required Related Class (component LAB) must also be Selected. (14640,88)
There is an additional component required for enrollment that is missing.

Save
Return to Search
Previous in List
Next in List
Notify
Refresh

Add
Update/Display

Block Enroll Merge | Block Enroll Detail | Block Enroll Detail 1 | Block Enroll Detail 2

17. Process complete.

Queries

To access the most up-to-date query information, visit dataservicesmetalink.sbctc.edu. In addition, discover the best methods for finding queries and reports by visiting [Recommended Methods for Searching Queries and Reports](#).