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.
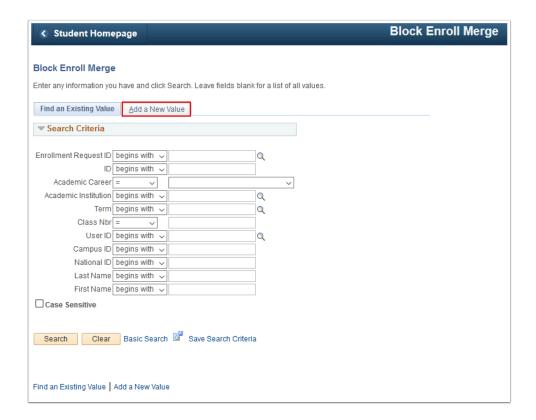
Note: Please see QRGs for **Defining Student Enrollment Blocks** and **Defining Class Enrollment Blocks** for more details on creating groups, students, and enrollment classes.

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.
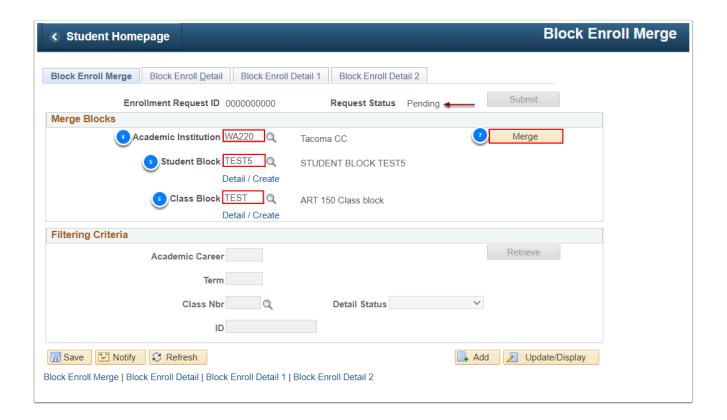
Processing Block Enrollments

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.

3. The **Block Enroll Merge** tab displays.
4. Enter **Academic Institution**.
5. Enter **Student Block**.
6. Enter **Class Block**.

> ℹ **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.

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

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**.

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.

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

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."*

Block Enroll Merge

< Student Homepage

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

Enrollment Request ID 0005726101

Enrollment Request   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 150 01	GRD			
	Beginning Printmaking				
Action Dt	Regular Undergraduate	Grade In	Units Taken 5.00		
Reason					

Request Status Pending   User ID CTC_TMARTIN

Overrides

Access ID   Registrar - All Access
☐ Action Date   ☐ Closed Class   ☐ Grading Basis   ☐ Service Indicator
☐ Appointment   ☐ Class Links   ☐ Permission   ☐ Time Conflict
☐ Career   ☐ Class Units   ☐ Requisites   ☐ Unit Load
☐ Dynamic Dates   ☐ Wait List Okay

Messages   Find | View All   First ◀ 1 of 1 ▶ Last

Message Sequence 1   Severity   Error   Last Update DateTime 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.

> ℹ **Queries**
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> 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.