

## 9.2 Enrolling Individual Students, Bypassing Enrollment Rules

**Purpose:** Use this document as a reference for enrolling individual students, bypassing enrollment rules in ctcLink.

**Audience:** Student Records staff.

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

- ZD SR High Lev Enroll Inquiry
- ZD SR Super User
- ZZ SR High Level Enrollment

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

**Note:** This should only be done in cases where enrollment changes cannot be processed in another way as it will not trigger connecting processes or warnings and could impact Student Financials and/or Financial Aid.

## Enrolling Individual Students, Bypassing Enrollment Rules

**Navigation:** Menu > Records and Enrollment > Enroll Students > Enrollment

1. The **Enrollment** search page displays.
2. Enter **Search Criteria** to identify your student.
3. Select **Search**.
4. The **Student Enrollment 1** tab displays.
5. If student is already enrolled in other courses, select the Add a New Row [+] icon to add additional courses.
6. Enter **Class Nbr**.
7. Select **Action**. To add a class the action is "Manual Add" however this page can also be used to drop and add grade information.
8. Select **Save**.
9. Select the **Student Enrollment 2** tab.

- Note:** This will bypass all enrollment rules and requirements and should be used only when the action cannot be processed using the Quick Enrollment or Enrollment request pages.

**Student Enrollment 1** | **Student Enrollment 2** | Student Enrollment 3 | Student Enrollment 4 | Last Enrollment Action

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Term 2018 WINTR Career Undergraduate Institution Spokane Falls CC

**Class Details** Find | View All First 2 of 4 Last

\*Class Nbr 3679 Description Art Appreciation (CCN) Component Lecture

Subject ART& Catalog Nbr 100 Class Section 1

Academic Group Visual and Performing Arts Career Undergrad Session Regular

Status Enrolled Reason Enrolled Status Date 12/06/2018

Action Manual Add Reason

**Grading**

☐ Override Grading Basis

\*Grading Basis GRD Graded

Grade In/Official

Repeat Code

**Units**

Units Taken 5.00 Units Earned 5.00

Course Count 1.00 Progress 5.00

Billing Units 5.00 FA Progress 5.00

Go to Term History Enrollment Summary

**Save** Return to Search Notify Refresh

Student Enrollment 1 | Student Enrollment 2 | Student Enrollment 3 | Student Enrollment 4 | Last Enrollment Action

- The **Student Enrollment 2** tab displays. It is used to view and update date information for enrollment transactions.
- Select the **Student Enrollment 3** tab.

- Note:** Enrollment add and drop dates impact Student Financials and Financial Aid. When processing an enrollment using this page, be sure to adjust the date appropriately.

- The **Student Enrollment 3** tab displays.
- Add a **Transcript Note** (if applicable).
- Select the **Student Enrollment 4** tab.
- The **Student Enrollment 4** tab displays.
- Designate **Requirement Designations** and independent study **Instructor ID** if appropriate.
- Select the **Last Enrollment Action** tab.

Student Enrollment 1
Student Enrollment 2
Student Enrollment 3
Student Enrollment 4
Last Enrollment Action

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101001731

Term 2018 WINTR
Career Undergraduate
Institution

Class Nbr 3679
Subject ART&
Academic Group Visual and Performing Arts

Art Appreciation (CCN)
Catalog Nbr 100
Undergrad

Lecture
Class Section 1
Session Regular Academic Session

Status: Enrolled
Reason: Enrolled
Status Date 12/06/2018

Grade Input
Official Grade

Requirement Designation

Designation
RD Option
RD Grade

Independent Studies

Instructor ID

Save
Return to Search
Notify
Refresh

Student Enrollment 1 | Student Enrollment 2 | Student Enrollment 3 | Student Enrollment 4 | Last Enrollment Action

18. The **Last Enrollment Action** tab displays. Use it to view information about the last enrollment action processed on a student's record.
19. Select **Save**.

**Process complete.**

## Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.



**VIDEO COMING SOON!!**

## Video Tutorial via Panopto

[View the external link to Enrolling Individual Students, Bypassing Enrollment Rules. This link will open in a new tab/window.](#)