

Correct a Grade Basis for a Non-Graded Individual Student via Enrollment Request and Quick Enroll

Purpose: Use this document to reference how to correct a Grading Basis in ctclink.

Audience: Registration 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.

 The following instructions are intended for students who have **not** received a grade.

Enrollment Request

Navigation: Records and Enrollment > Enroll Students > Enrollment Request

1. The **Enrollment Request** page displays. Click the **Add a New Value** tab.
2. Add the student's EMPLID number to the **ID** field.
3. Enter or look up the **Academic Career** by selecting the looking glass.
4. Enter or look up the **Academic Institution** by selecting the looking glass.
5. Enter or look up the **Term** by selecting the looking glass.
6. Select **Add**.
7. Select the **Action** drop-down menu and choose "**Normal Maintenance**."
8. Enter or look up the **Class Nbr**.
9. Select the **Override Grade Basis** checkbox.
10. Change the **Grading Basis** to the correct basis.
11. Select **Submit**.
12. Process complete.

Video Tutorial

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

View Tutorial Via Panopto

View the external link to [Correct a Grade Basis for a Non-Graded Individual Student via Enrollment Request](#). This link will open in a new tab/window.

Quick Enroll a Student

Navigation: Records and Enrollment > Enroll Students > Quick Enroll a Student

1. The **Quick Enroll a Student** page displays. Click the **Add a New Value** tab.
2. Add the student's EMPLID number to the **ID** field.
3. Enter or look up the **Academic Career** by selecting the looking glass.
4. Enter or look up the **Academic Institution** by selecting the looking glass.
5. Enter or look up the **Term** by selecting the looking glass.
6. Select **Add**.
8. The **Class Enrollment** tab displays.
9. Select "**Normal Maintenance**" from the **Action** drop-down menu.
10. Enter or look up the **Class Nbr**. Students enrolled iclasses will be returned
11. Click the **Class Overrides** tab.
12. Select **the Grading Basis** checkbox.
13. Expand the row by clicking the arrow to the right of the Override tab.
14. Select the looking glass and change the **Grading Basis**.
15. Select **Submit**.
16. Process complete.

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