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](image)

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

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

   ![Classes](image)

   - Enrolled
   - Dropped
   - Wait Listed

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Units</th>
<th>Grading</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 492-H002 (1499)</td>
<td>Special Problems (Lecture)</td>
<td>2.00</td>
<td>Graded</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>ENG 202-H002 (10210)</td>
<td>World Literature (Lecture)</td>
<td>3.00</td>
<td>Graded</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Pth 472-H001 (4266)</td>
<td>Intern Bus Fin (Lecture)</td>
<td>3.00</td>
<td>Graded</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>

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

   ![Quick Enrollment](image)

   - Request ID: 0000000000
   - Career: Undergrad
   - Institution: USM

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

   ![Quick Enrollment](image)
Staff & Faculty: Quick Enroll
SOAR 9.0

5. Enter the **Course Subject** code, like ENG or MAT.
6. Enter the **Course Number**, such as 101 or 102.
7. Select the appropriate **Campus**.
8. Click the **Search** button.

9. **NOTE:** Click the **View All Sections** option to browse ALL class sections. SOAR defaults to show only the first 3 options.

10. Click the **select class** button for the section you wish to register.
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:**
   1. **Appointment:** use when registering a student outside the enrollment appointment window.
   2. **Service Indicator:** use when the student has indicators impacting registration.
   3. **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.

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.