SAN DIEGO COMMUNITY COLLEGE DISTRICT

Job Aid

ADMINISTRATIVE REINSTATEMENT INTO A DROPPED COURSE

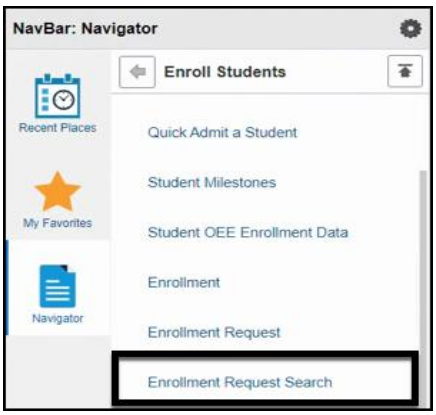
INSTRUCTIONS

This Job Aid will go over the process necessary to administratively reinstate a student into a course they dropped or have been dropped from. The class instructor must agree to the reinstatement before the student can be re-enrolled into the class section.

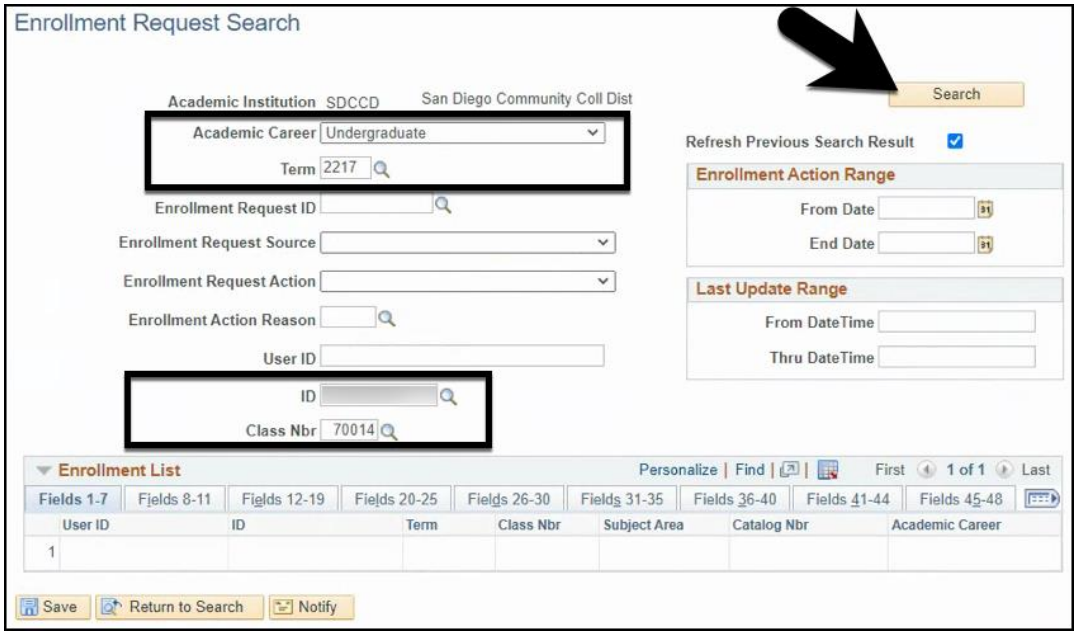
Students with the below service indicators (SIs) should not be reinstated into the class.

- A28 – City Policy 3100 Violation
- A29 – Mesa Policy 3100 Violation
- A30 – Miramar Policy 3100 Violation
- A37 – City Dean's Hold
- A38 – Mesa Dean's Hold
- A39 – Miramar Dean's Hold
- A43 – Restricted State Hold
- C09 – CE Policy 3100 Violation
- S04 – Vice Chan of Student Services
- S12 – Deceased Student
- S40 – Fraud

STEP	Instructions
1)	Click on and navigate to: **Records and Enrollment → Enroll Students → Enrollment Request Search**



STEP	Instructions
2)	Enter the **Academic Career**, **Term**, Student **ID** Number, and **Class Nbr**. Then, click the **Search button.**



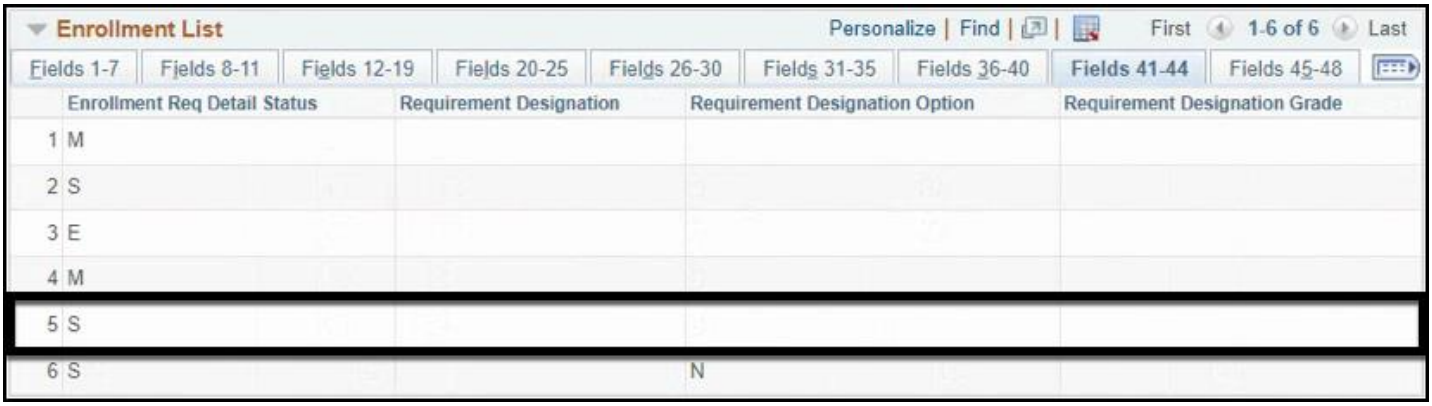
STEP	Instructions
3)	Locate the first successful enrollment transaction and date for the class number. **Note:** The date on the first successful enrollment transaction will be used as the Action Date when the student is reinstated into the class section. In this case, the date is 08/19/2021. **Tip:** Write down the date or have it ready for reference for the next steps!

	Enrollment Request ID	Last Update DateTime	Enrollment Request Source	Enrollment Req Detail Sequence
1	0002251717	08/19/2021 10:56:54AM	Self-Service Enrollment	1
2	0002251796	08/19/2021 11:03:44AM	Self-Service Enrollment	1
3	0002251801	08/19/2021 11:04:25AM	Self-Service Enrollment	1
4	0002251813	08/19/2021 11:05:03AM	Self-Service Enrollment	1
5	0002257016	08/19/2021 11:24:56PM	Wait List Engine	145
6	0002267810	08/22/2021 1:58:54PM	Quick Enroll	1

Enrollment List — Personalize | Find | First 1-6 of 6 Last

Fields 1-7 | Fields 8-11 | Fields 12-19 | Fields 20-25 | Fields 26-30 | Fields 31-35 | Fields 36-40 | Fields 41-44 | Fields 45-48

	Enrollment Request Action	Enrollment Action Reason	Enrollment Action Date	Units Taken	Course Count	Repeat Code	Grade Input	Grading Basis
1	Enroll			1.00	1.00			GRD
2	Drop			1.00				GRD
3	Enroll			1.00	1.00			GRD
4	Enroll			1.00	1.00			GRD
5	Enroll from Wait List		08/19/2021	1.00	1.00			GRD
6	Drop	DNVX		1.00	1.00			GRD

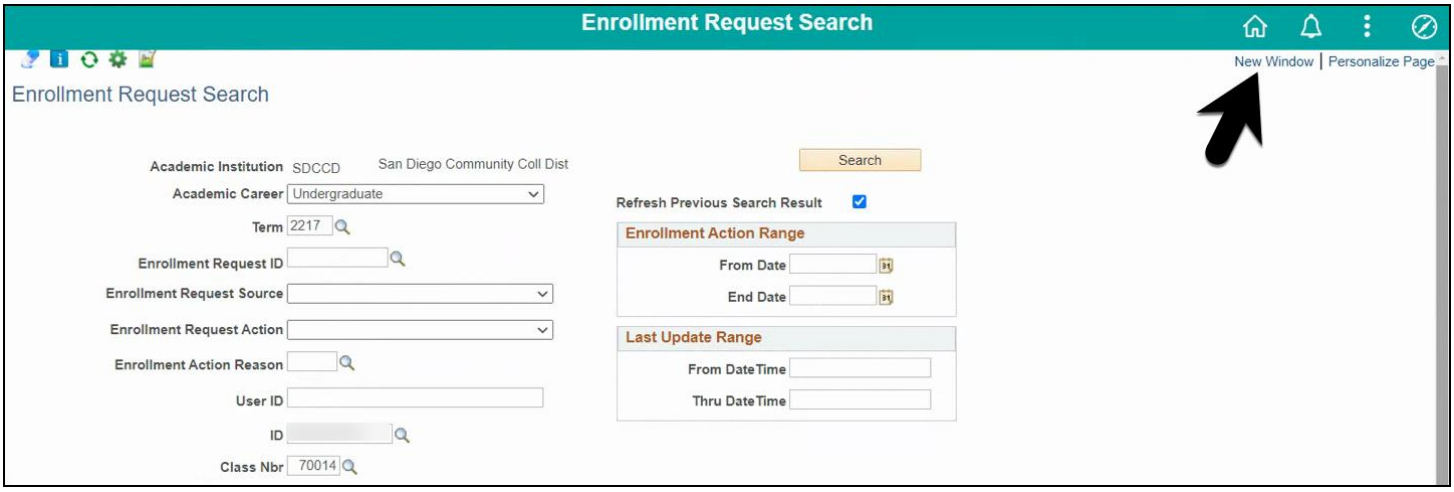


Enrollment List — Personalize | Find | First 1-6 of 6 Last

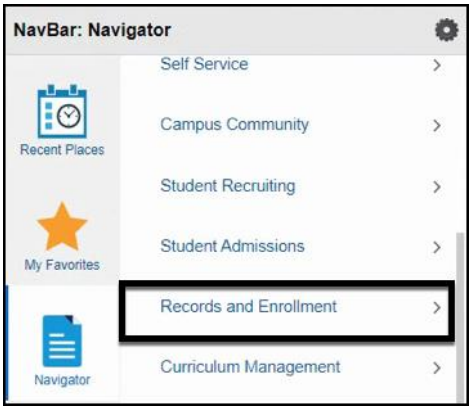
Fields 1-7 | Fields 8-11 | Fields 12-19 | Fields 20-25 | Fields 26-30 | Fields 31-35 | Fields 36-40 | Fields 41-44 | Fields 45-48

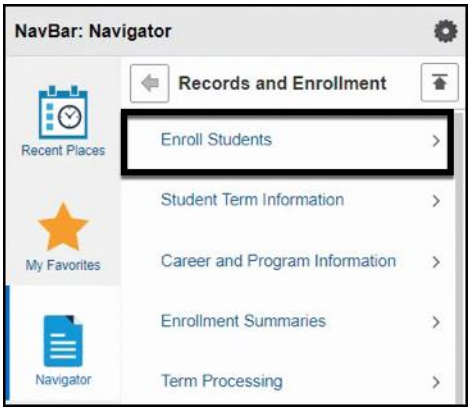
	Enrollment Req Detail Status	Requirement Designation	Requirement Designation Option	Requirement Designation Grade
1	M			
2	S			
3	E			
4	M			
5	S			
6	S		N	

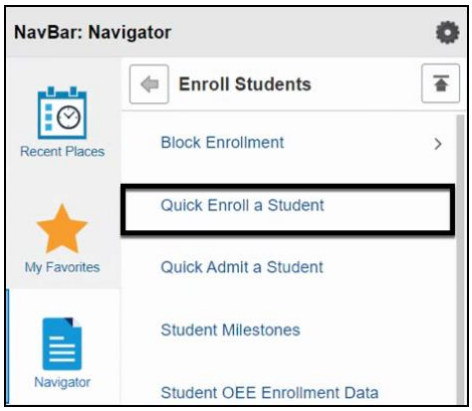
STEP	Instructions
4)	Click the **New Window link** to open a new page in Campus Solutions.



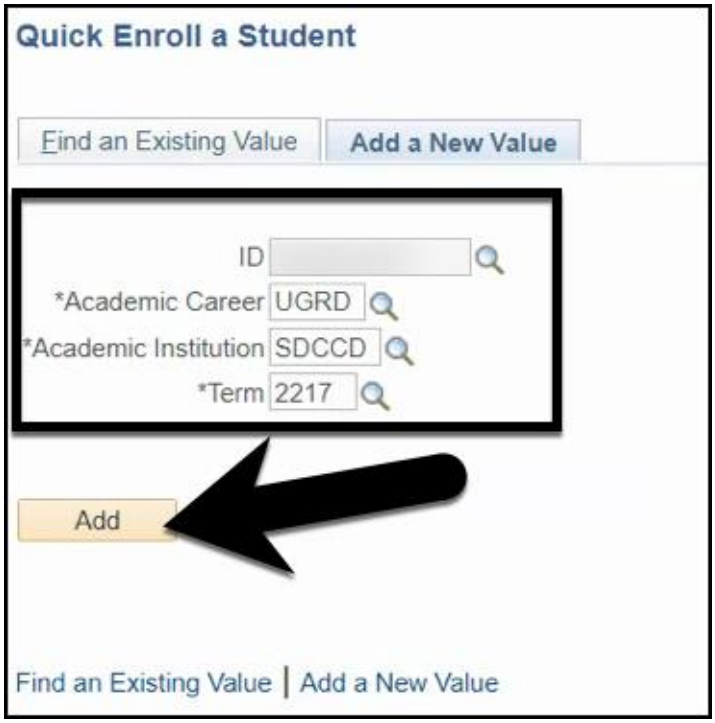
STEP	Instructions
5)	Click on and Navigator navigate to: **Records and Enrollment → Enroll Students → Quick Enroll a Student**



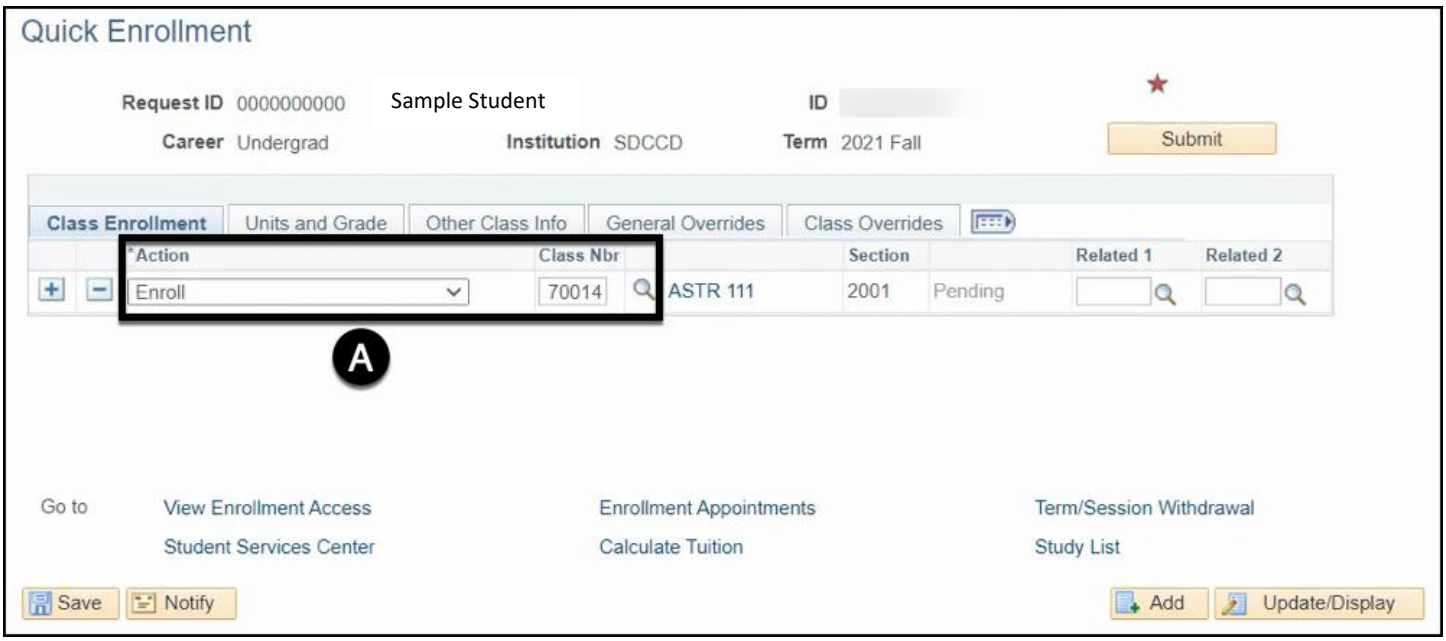




STEP	Instructions
6)	Enter the Student **ID** Number, **Academic** Career, and **Term**. Then, Click the **Add button**.

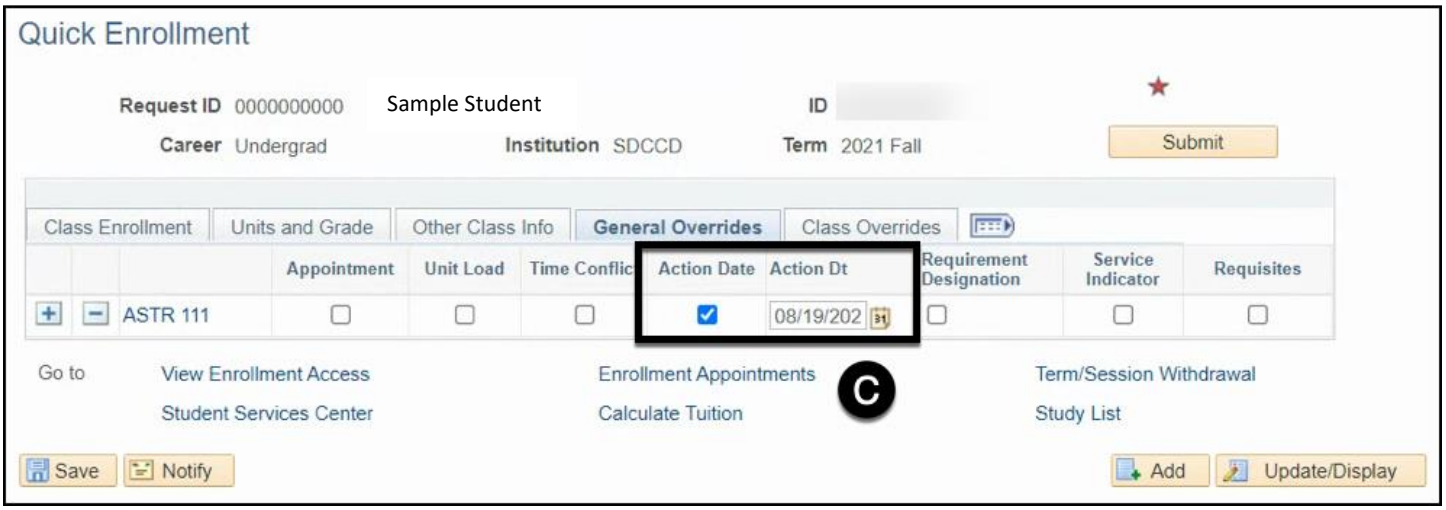


STEP	Instructions
7A)	**Class Enrollment** Tab – select the **'Enrollment' Action** and enter the **Class Nbr**.

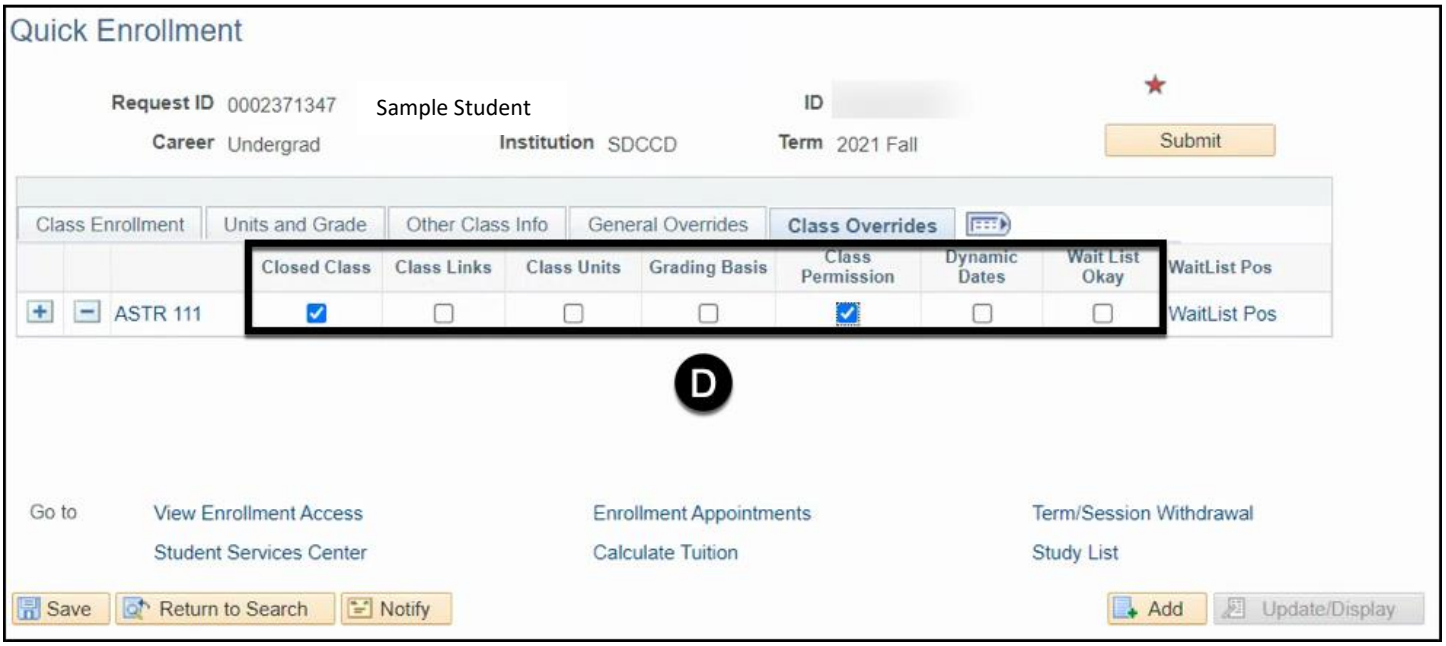


STEP	Instructions
7B)	**Other Class Info** Tab – select or enter the **'FREI'** Enrollment **Action Reason**.

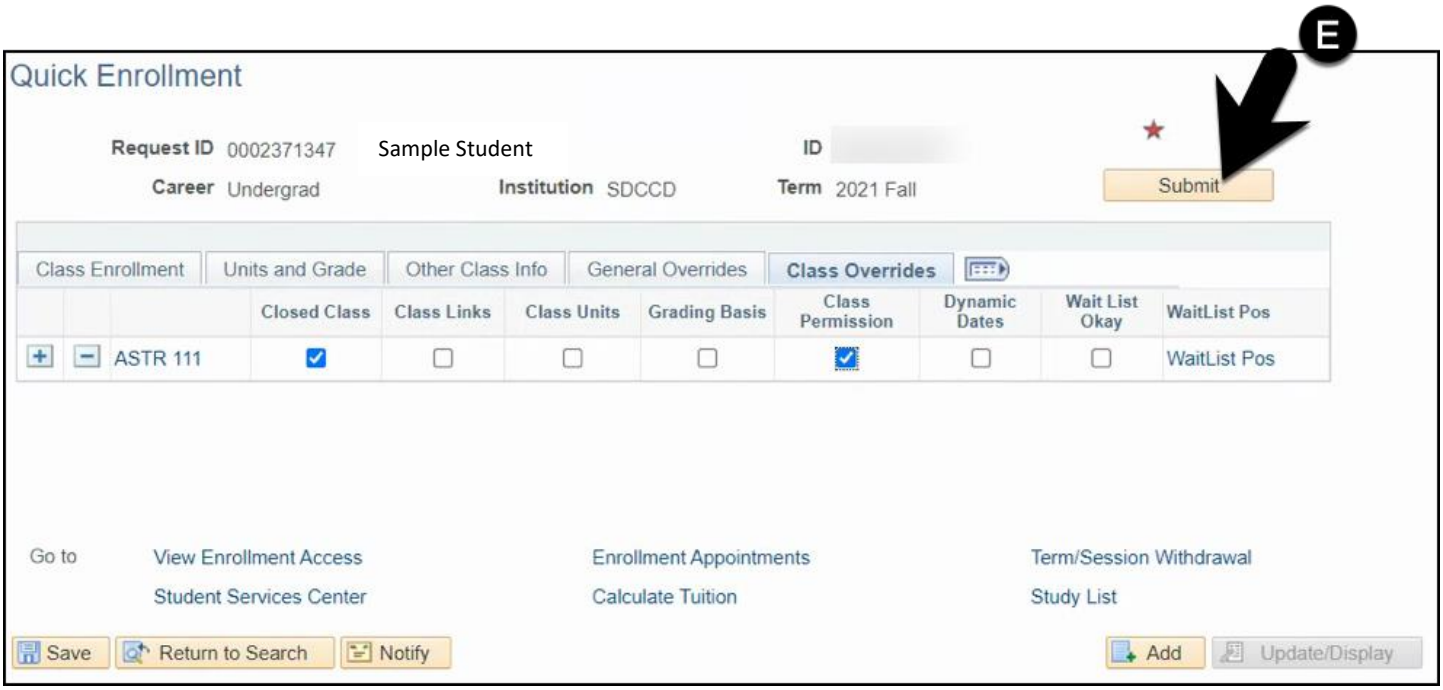
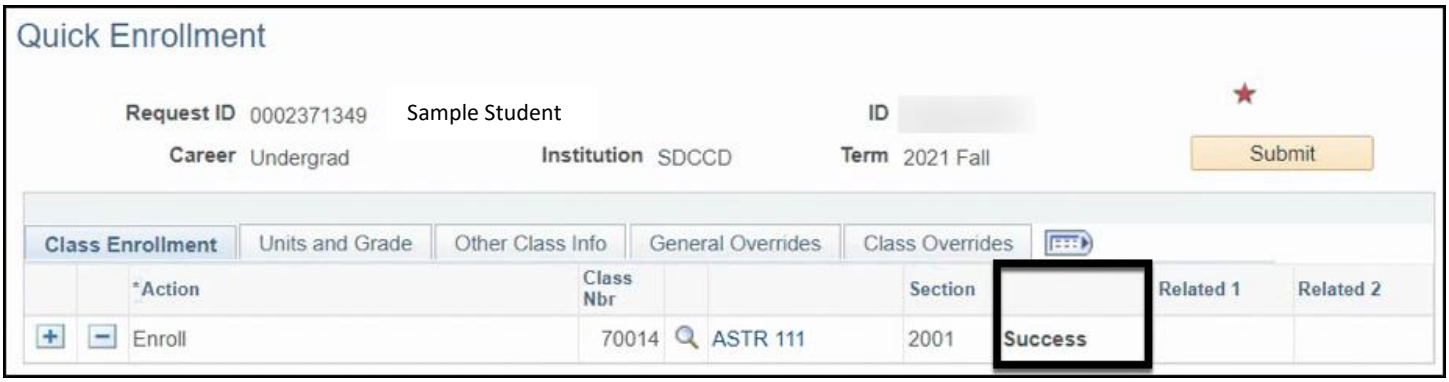
STEP	Instructions
7C)	**General Overrides** Tab – click the **Action Date check box** and enter the date you located in Step 3 into the **Action Dt** field.



STEP	Instructions
7D)	**Class Overrides** Tab – click the **Closed Class and Class Permission check boxes**, if needed.



STEP	Instructions
7E)	Click the **Submit button** to process the enrollment transaction.



STEP	Instructions
8)	Confirm that the reinstatement was successful. You should receive a **'Success'** message on the **Class Enrollment** Tab.