





# ADMINISTRATIVE REINSTATEMENT INTO A DROPPED COURSE

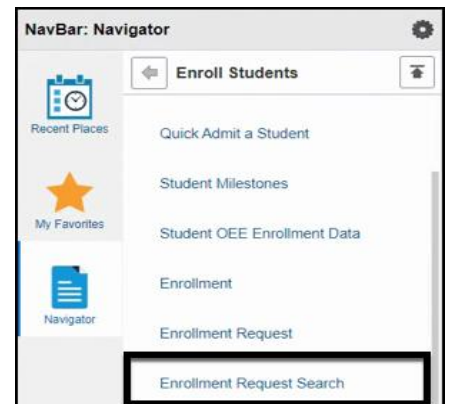
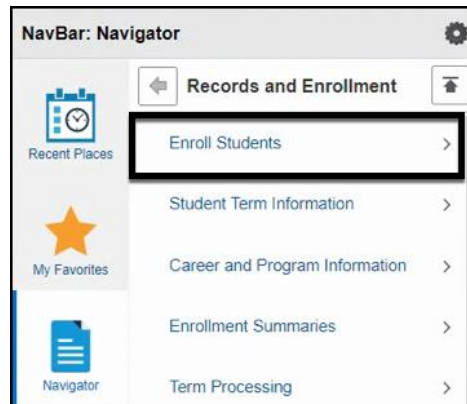
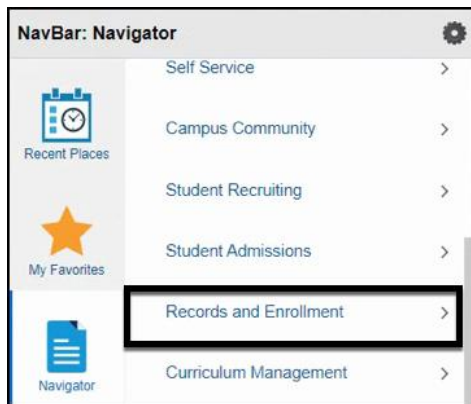
## INSTRUCTIONS

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: <b>Records and Enrollment → Enroll Students → Enrollment Request Search</b>





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

Enrollment Request Search

Academic Institution SDCCD San Diego Community Coll Dist

Academic Career Undergraduate

Term 2217

Enrollment Request ID

Enrollment Request Source

Enrollment Request Action

Enrollment Action Reason

User ID

ID

Class Nbr 70014

Search

Refresh Previous Search Result

**Enrollment Action Range**

From Date

End Date

**Last Update Range**

From DateTime

Thru DateTime

Enrollment List

Personalize | Find | First 1 of 1 Last

User ID	ID	Term	Class Nbr	Subject Area	Catalog Nbr	Academic Career
1						

Save Return to Search Notify

STEP	Instructions
3)	<p>Locate the first successful enrollment transaction and date for the class number.</p> <p><b>Note:</b> 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.</p> <p><b>Tip:</b> Write down the date or have it ready for reference for the next steps!</p>

Enrollment List

Personalize | Find | First 1-6 of 6 Last

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								
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	<input type="text"/>		GRD	
2 Drop			1.00		<input type="text"/>		GRD	
3 Enroll			1.00	1.00	<input type="text"/>		GRD	
4 Enroll			1.00	1.00	<input type="text"/>		GRD	
5 Enroll from Wait List		08/19/2021	1.00	1.00	<input type="text"/>		GRD	
6 Drop	DNVX		1.00	1.00	<input type="text"/>		GRD	

Enrollment List			
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 <b>New Window</b> link to open a new page in Campus Solutions.

**Enrollment Request Search**

Enrollment Request Search
Search

Academic Institution: SDCCD San Diego Community Coll Dist

Academic Career: Undergraduate

Term: 2217

Enrollment Request ID:

Enrollment Request Source:

Enrollment Request Action:

Enrollment Action Reason:

User ID:

ID:

Class Nbr: 70014

Refresh Previous Search Result

**Enrollment Action Range**

From Date:

End Date:



**Last Update Range**

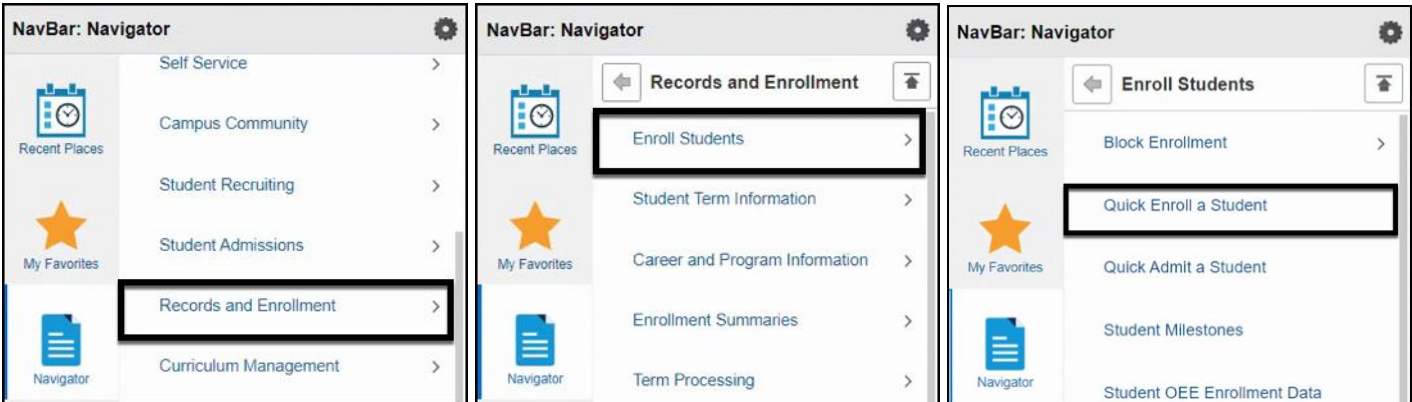
From DateTime:

Thru DateTime:

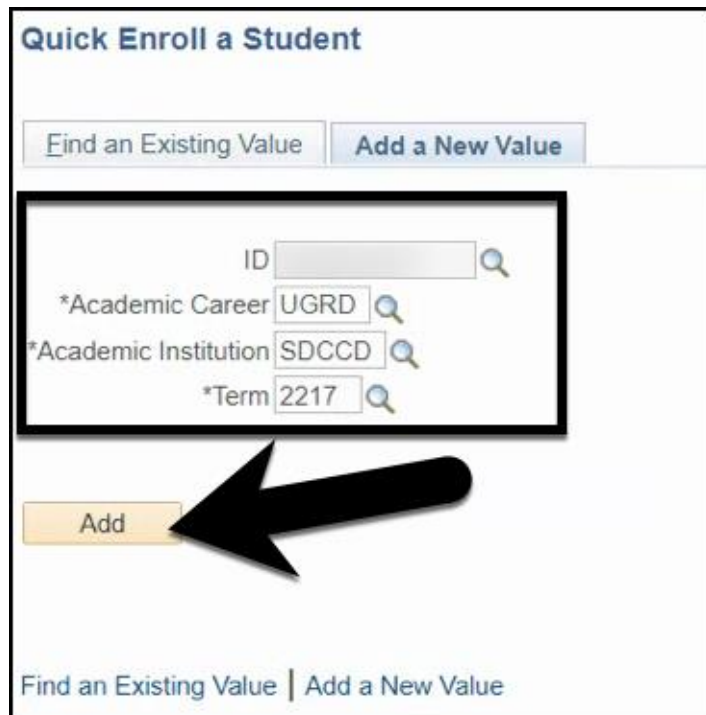
New Window | Personalize Page



STEP	Instructions
5)	Click on  and  navigate to: <b>Records and Enrollment → Enroll Students → Quick Enroll a Student</b>



STEP	Instructions
6)	Enter the Student ID Number, <b>Academic Career</b> , and <b>Term</b> . Then, Click the <b>Add button</b> .





STEP	Instructions
7A)	<b>Class Enrollment</b> Tab – select the ‘ <b>Enrollment</b> ’ Action and enter the <b>Class Nbr.</b>

Quick Enrollment

Request ID 0000000000 Sample Student ID  ★

Career Undergrad Institution SDCCD Term 2021 Fall Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
Action	Class Nbr	Section	Related 1	Related 2			
Enroll	70014	ASTR 111 2001 Pending	<input type="text"/>	<input type="text"/>			

**A**

Go to [View Enrollment Access](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)  
[Student Services Center](#) [Calculate Tuition](#) [Study List](#)

Save Notify Add Update/Display

STEP	Instructions
7B)	<b>Other Class Info</b> Tab – select or enter the ‘ <b>FREI</b> ’ Enrollment Action Reason.

Quick Enrollment

Request ID 0000000000 Sample Student ID  ★

Career Undergrad Institution SDCCD Term 2021 Fall Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
Permission	Drop if Enroll	Ind Study Instructor	Action Reason				
ASTR 111	<input type="text"/>	<input type="text"/>	FREI	Create Transcript Note			

**B**

Go to [View Enrollment Access](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)  
[Student Services Center](#) [Calculate Tuition](#) [Study List](#)

Save Notify Add Update/Display





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

Quick Enrollment

Request ID 0000000000 Sample Student ID [redacted] ★

Career Undergrad Institution SDCCD Term 2021 Fall Submit

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides					
		Appointment	Unit Load	Time Conflic	Action Date	Action Dt	Requirement Designation	Service Indicator	Requisites
+ -	ASTR 111	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/19/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Go to [View Enrollment Access](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)  
[Student Services Center](#) [Calculate Tuition](#) [Study List](#)

Save Notify Add Update/Display

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

Quick Enrollment

Request ID 0002371347 Sample Student ID [redacted] ★

Career Undergrad Institution SDCCD Term 2021 Fall Submit

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides					
		Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos
+ -	ASTR 111	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WaitList Pos


Go to [View Enrollment Access](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)  
[Student Services Center](#) [Calculate Tuition](#) [Study List](#)


Save Return to Search Notify Add Update/Display





STEP	Instructions
7E)	Click the <b>Submit button</b> to process the enrollment transaction.


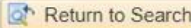



Quick Enrollment

Request ID 0002371347    Sample Student    ID [redacted]    

Career Undergrad    Institution SDCCD    Term 2021 Fall    

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides				
		Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos
		ASTR 111	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WaitList Pos


Go to    View Enrollment Access    Enrollment Appointments    Term/Session Withdrawal  
 Student Services Center    Calculate Tuition    Study List

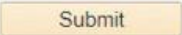
    






STEP	Instructions
8)	Confirm that the reinstatement was successful. You should receive a <b>'Success'</b> message on the <b>Class Enrollment</b> Tab.

Quick Enrollment

Request ID 0002371349    Sample Student    ID [redacted]    

Career Undergrad    Institution SDCCD    Term 2021 Fall    

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
*Action	Class Nbr	Section	Related 1	Related 2			
		Enroll	70014  ASTR 111	2001	<b>Success</b>		

