

## 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







Tenrollment List

User ID

1

STEP	Instructions	
2)	Enter the Academic Career, Term, Student ID Number, button.	and Class Nbr. Then, click the Search
	Enrollment Request Search	Search
	Academic Career Undergraduate	Refresh Previous Search Result
	Enrollment Request IDQ	From Date
	Enrollment Request Action v	Last Update Range
	Enrollment Action Reason	From DateTime
	User ID	Thru DateTime

Personalize | Find | 🖉 | 📑 First 🕢 1 of 1 🛞 Last

Academic Career

Catalog Nbr

ID

Class Nbr 70014 Q

ID

🔚 Save 🔯 Return to Search 🔛 Notify

Q

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

 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

Term Class Nbr Subject Area

The Enrollm	nent List				Persona	alize   Find   🖟	🛛   🔜 🛛 First	🛞 1-6 of 6 🛞	Last
Eields 1-7	Fields 8-11	Fields 12-19	Fields 20-25	Fields 26-30	Fields 31-35	Fields 36-40	Fields <u>4</u> 1-44	Fields 45-48	
Enrollm	nent Request ID	Last Up	date DateTime	Enrollme	nt Request Source	e Enr	rollment Req Detail	Sequence	
1 000225	51717	08/19/2	021 10:56:54AM	Self-Ser	vice Enrollment				1
2 000225	51796	08/19/2	021 11:03:44AM	Self-Ser	vice Enrollment				1
3 000225	51801	08/19/2	021 11:04:25AM	Self-Ser	vice Enrollment				1
4 000225	51813	08/19/2	021 11:05:03AM	Self-Ser	vice Enrollment				1
5 000225	57016	08/19/2	021 11:24:56PM	Wait List	Engine				145
6 000226	57810	08/22/2	021 1:58:54PM	Quick Er	nroll				1



### Job Aid

<ul> <li>Enrollment List</li> </ul>				Perso	nalize   Find   🕼	9  🔜	First 🚯 1-6	of 6 🛞 Last
Fields 1-7 Fjelds 8-11	Fields 12-19	Fields 20-25	Fields 26-30	Fields 31-35	Fields <u>3</u> 6-40	Fields 41-	44 Fields 4	5-48
Enrollment Request Action	Enrollment Action Reason	Enrollmer	t Action Date	Units Taken	Course Count	Repeat Code	Grade Input	Grading Basis
1 Enroll				1.00	1.00	Q		GRD
2 Drop				1.00		Q		GRD
3 Enroll				1.00	1.00	Q		GRD
4 Enroll				1.00	1.00	Q		GRD
5 Enroll from Wait List		08/19/202	21	1.00	1.00	Q		GRD
6 Drop	DNVX			1.00	1.00	Q		GRD

Tenrollm	nent List				Person	alize   Find   🕼	First	🚯 1-6 of 6 🙆	Last
Eields 1-7	Fjelds 8-11	Fields 12-	19 Fields 20-25	Fields 26-30	Fields 31-35	Fields <u>3</u> 6-40	Fields 41-44	Fields 45-48	
Enrollm	ent Req Detail St	atus	Requirement Designa	tion Requi	rement Designatio	on Option	Requirement De	signation Grade	
1 M									
2 S									
3 E									
4 M									
5 S		- Kir I		y.					
6 S		15		N					

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

	Enrollment Request Search	ŵ Δ : Ø
I O I I O III O IIII O IIII O IIIIIIIII		New Window   Personalize Page
Academic Institution SDCCD San Diego Community Coll Dist Academic Career Undergraduate	Search Refresh Previous Search Result Enrollment Action Range	•
Enrollment Request ID Q	From Date	
Enrollment Request Action	Last Update Range From DateTime Thru DateTime	
ID Q Class Nbr 70014 Q		





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

Eind an Existing Value	Add a New Value
ID *Academic Career UGR *Academic Institution SDC *Term 2217	
Add	



STEP	Instructions					
7A)	Class Enrollment T	ab – select the <b>'Enrollr</b>	nent' Action and en	ter the <b>Class I</b>	Nbr.	
Quick I	Enrollment					;
	Request ID 0000000000 Career Undergrad	Sample Student Institution SDCC	ID D Term 2021 Fall		* Submit	
Class E	Enrollment Units and Grad	e Other Class Info Genera	al Overrides Class Overrid	les 💷		
	*Action	Class Nbr	Section	Re	lated 1 Related 2	
+ -	Enroll	✓ 70014 Q	ASTR 111 2001	Pending	a a	
Go to	View Enrollment Access Student Services Center	Enrollm Calcula	ient Appointments ite Tuition	Term/S Study L	ession Withdrawal	
Save	Notify				Add Dpdate/D	isplay

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

Quick Enrollme Request IE Caree	o 000000000 v Undergrad	Sample Student	on SDCCD	ID Term 20	021 Fall		* Submit
Class Enrollment	Units and Grade Permission	Other Class Info Drop if Enroll	General Overrides	Class (	Overrides Action Rea	Ison	
🛨 🖃 ASTR 111			Q		FREI	Q	Create Transcript Note
Go to View E Studer	Enrollment Access		Enrollment Appointm Calculate Tuition	ents	B		Term/Session Withdrawal Study List
Save Notify							Add // Update/Display



# 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.

Quick Enrollme	nt								
Request ID Career	0000000000 Undergrad	Sample Studer	nt stitution SD	CCD	ID Term 2021 F	all	* Su	ıbmit	
Class Enrollment	Units and Grade	Other Class I	nfo Gene	eral Override	s Class Over	ides 📖			
	Appointmen	nt Unit Load	Time Conflic	Action Date	Action Dt	Requirement Designation	Service Indicator	Requisites	
🛨 🖃 ASTR 111					08/19/202				
Go to View Er Student	nrollment Access t Services Center		Enro Calci	Ilment Appoir ulate Tuition	tments C	Te	erm/Session Wi udy List	thdrawal	Display

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

Ca	st ID 0002371347	Sample Stude	nt Istitution SD	CCD	ID Term 2021 Fall		,	Submit
Class Enrollmer	t Units and Gr	ade Other Class	Info Gene	ral Overrides	Class Overrides			
	Closed C	lass Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos
+ - ASTR	111 🔽							WaitList Pos
				D				
								1920 - D
Go to Vie	ew Enrollment Acc	ess	Enro	Ilment Appointm	ents	т	erm/Session	Withdrawal



Job Aid

STEP	Instruc	tions							
7E)	Click th	ne Submit bu	<b>tton</b> to pro	ocess the	enrollmen	t transaction			
									A
Quick	Enrollme	nt							
	Pequest ID	0000074047	Sampla Studa	nt		ID		3	*
	Career	Undergrad	Ir	istitution SD	CCD	Term 2021 Fall			Submit
Class E	Inrollment	Units and Grade	Other Class	Info Gene	eral Overrides	Class Overrides			
		Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos
+ -	ASTR 111								WaitList Pos
Go to	View Er Studen	nrollment Access t Services Center		Enro Calc	ulment Appointm ulate Tuition	ents	T	Ferm/Session Study List	Withdrawal
🔚 Save	Return	to Search	Notify						Add Update/Display

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

uick En	rollmei	nt									
Request ID 0002371349			Sample Student			ID			*		
	Career	Undergrad	Ins	titution	SDC	CD	Term	2021 Fall		S	ubmit
Class Enr	ollment	Units and Gra	de Other Class	Info	Gene	ral Overrides	Cla	ss Overrid	les 📖		
*	Action			Class Nbr				Section		Related 1	Related 2
+ - E	nroll			70014	Q	ASTR 111		2001	Success		