Enrolling a Student in a Class

To enroll a student in a class:

1. Log into the portal at http://canelink.miami.edu
2. On the Admin Home tab, using the Main Menu navigation at the top of the page, navigate to Records and Enrollment > Enroll Students > Quick Enroll a Student
3. Enter the student's empID in the ID field. You can also use the magnifying glass to locate the student by name.
4. Use the magnifying glasses to enter the student's Career, Institution (MIAMI), and Term for which you will be enrolling the student.
5. Click Add.
6. On the Quick Enroll screen, note that the Enrollment Action is set to Enroll.
7. If you know the class number, enter it into the Class Nbr field. If you don’t know this number, click the magnifying glass to access the Class Search.
8. On the Class Search page, enter the Subject (or use the Select Subject button to search for the code) and Course Number.
9. The drop-down menu next to Course Number allows you to select different search parameters for the course number; for example, you can select Between in this menu to enter a range of course numbers. Other options in this menu are contains, greater then or equal to, or less than or equal to.
10. If you want to narrow results further, you can expand the Additional Search Criteria section.
11. Note that if you are looking for a closed class for waitlisting, you should uncheck the Show Open Classes Only checkbox.
12. Click Search.
13. In this example only one class section was found.

14. Review the class sections and click the Select button for the class section you will enroll the student in.

15. You will be returned to the Quick Enroll screen.

16. If you know prior to submitting the enrollment that you will need to use an override (for example, to override a prerequisite) use the Course Overrides and/or Class Overrides tab. To learn more about overrides, see the Understanding Enrollment Overrides tip sheet.

17. Click Submit.

18. If the enrollment was successful, you will see the word Success.

19. You can click the Study List link to view the student's current classes.

20. If the enrollment was not successful, a red Errors link will appear. Click this link to determine what error was received.

21. In this example, the student had a hold that blocked all enrollment activity. Other errors include too many units, student does not meet requisites, and others. If appropriate, you can return to Quick Enroll, click the correct override, and submit the enrollment until you receive Success.

22. Note that CaneLink does not display all errors at once. Each error comes up upon submitting and must be corrected separately with each transaction.