

Block Enrollment by Upload File

Special Registrations and/or Desk Registrations may be processed using the Block Enrollment option within PeopleSoft. The Upload File option allows staff to load student block and class block information using a file.

Records and Enrollment > Enroll Students > UM Upload File, Mass Enroll Std

Note: This process will not allow for overrides to be done in a block. If you need to override permission, action date, etc., you may consider using the other option of setting up the Course Block and having the overrides repeat for all students in the Student Block.

While this process will enroll the students in classes, the Optional Fees and Student Hospitalization Insurance processes will need to be addressed individually through the Enrollment Request component. Procedures for these are on pages 13-15 of the Block Enrollment documentation.

Upload File of Enrollments

Records and Enrollment > Enroll Students > UM Upload File, Mass Enroll Std

Upload Enroll Um

Upload file for Enrollment

User ID:

Institution: Univ of Minnesota, Twin Cities

Term: Fall 2007

INSTRUCTIONS:

1. Select an Institution and a Term.
2. Press Upload to upload your file of enrollments:
File must contain emplid, stdnt career, and class number.
No more than 250 enrollments can be processed with one file.
3. Repeat step 2 until all upload errors have been corrected
4. After successful upload, press Submit:
Pressing Submit will transfer you to the Block Enrollment page where you can continue to process the students as you would for a standard Block Enrollment.


Enrollment Request Detail

Notify

Add

1. Select an Institution and a Term.
2. Press Upload to upload your file of enrollments. File must contain emplid, student career, and class number. No more than 250 enrollments with each file.

The page at <https://psoft.umn.edu:11202> says:

 Warning (28000,119)

If the file is not formatted correctly, enrollments will NOT be uploaded.

Examples of correctly formatted files are .csv or .txt files that are comma or tab delimited, or .xls files, with 7 character student id number in the first column, 4 character career in the 2nd column, and 5 digit class number in the 3rd column.

OK

3. If errors occur, repeat Step 2.

Upload file for Enrollment

User ID: G-ANDE

 Upload Summary

✓ 5 out of 5 enrollment records in the file were successfully uploaded.

Next Steps • Press Submit to enroll these students in the specified classes.

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Enrollment Request Detail						
Enrollment Request Detail 1						
EmplID	Class Nbr	Academic Career	Academic Institution	Term	Enrollment Request Action	Enrollment Req Detail Sequence
Student ID# appears here	42639	GRAD	UMNTC	1079	E	1
	42639	GRAD	UMNTC	1079	E	2
	42639	GRAD	UMNTC	1079	E	3
	42639	GRAD	UMNTC	1079	E	4
	42639	GRAD	UMNTC	1079	E	5

After successful upload, click Submit. Pressing Submit will transfer you to the Block Enrollment page where you can continue to process the students just as you would for a standard Block Enrollment.

Note: You will not be able to make any overrides here. If you need to override information such as action date, permission, etc, you will need to process this block enrollment by setting up and merging a class block and a student block.

[Block Enroll Merge](#) | [Block Enroll Detail](#) | [Block Enrl Detail1](#) | [Block Enrl Detail2](#)

Enrollment Request ID: 0014100810 **Request Status:** Pending

Merge Blocks

Academic Institution:	<input type="text" value="UMNTC"/>	Univ of Minnesota, Twin Cities	<input type="button" value="Merge"/>
Student Block:	<input type="text"/>		
		Detail / Create	
Class Block:	<input type="text"/>		
		Detail / Create	

Filtering Criteria

Academic Career:	<input type="text"/>	<input type="button" value="Retrieve"/>
Term:	<input type="text"/>	
Class Nbr:	<input type="text"/>	Detail Status: <input type="text"/>
EmpID:	<input type="text"/>	

[Block Enroll Merge](#) | [Block Enroll Detail](#) | [Block Enrl Detail1](#) | [Block Enrl Detail2](#)

Block Enroll - Submit

1. With the Request Status at Pending, click on Submit button to register students. (The Merge button will be grayed out.)
2. If request status returns with Success, all classes have been posted.
3. If request status returns with Errors, click on the Retrieve button, to bring you to the Block Enroll Detail page to view the errors.

Resolving Error Messages

During the Submit process, errors may occur and/or messages may be generated.

1. If the request status returns with Errors, click on the Retrieve button on the Block Enroll Merge page to bring you to the Block Enroll Detail page. This page allows the identification of errors and/or messages associated with each enrollment.

The screenshot displays the 'Block Enroll Merge' interface. At the top, there are navigation tabs: 'Block Enroll Merge', 'Block Enroll Detail', 'Block Enrl Detail1', and 'Block Enrl Detail2'. Below the tabs, the 'Enrollment Request ID' is 0014100810 and the 'Request Status' is 'Errors'. A yellow 'Submit' button is visible. The 'Merge Blocks' section includes fields for 'Academic Institution' (UMNTC, Univ of Minnesota, Twin Cities), 'Student Block', and 'Class Block', each with a 'Detail / Create' link. A 'Merge' button is also present. A blue callout box labeled 'Errors returned' points to the 'Request Status' field. The 'Filtering Criteria' section contains search boxes for 'Academic Career', 'Term', 'Class Nbr', and 'EmpID', along with a 'Detail Status' dropdown and a yellow 'Retrieve' button. A blue callout box labeled 'Click here to go to Block Enroll Detail page' points to the 'Retrieve' button. At the bottom, there is a row of utility buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'. Below the buttons are navigation links: 'Block Enroll Merge | Block Enroll Detail | Block Enrl Detail1 | Block Enrl Detail2'.

- Click on Detail to view errors/messages associated with individual students and classes on the Block Enrl Detail 1 page.

Block Enroll Detail

Block Enroll Merge | **Block Enroll Detail** | Block Enrl Detail1 | Block Enrl Detail2

Enrollment Request ID: 0014100810

Seq #	ID	Name	Term	Career	Class Nbr	Action	Status	DETAIL
1			1079	GRAD	42639	Enroll	Errors	DETAIL
2			1079	GRAD	42639	Enroll	Errors	DETAIL
3			1079	GRAD	42639	Enroll	Errors	DETAIL
4			1079	GRAD	42639	Enroll	Errors	DETAIL
5			1079	GRAD	42639	Enroll	Errors	DETAIL

Customize | Find | View All | First 1-5 of 5 Last

Student Names and ID# appear here.

Click here to view errors and/or messages

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

[Block Enroll Merge](#) | [Block Enroll Detail](#) | [Block Enrl Detail1](#) | [Block Enrl Detail2](#)

Block Enrl Detail 1 Page

Block Enroll Merge		Block Enroll Detail		Block Enrl Detail1		Block Enrl Detail2	
Enrollment Request ID: 0014100810							
Enrollment Request						Find View All First 1 of 1 Last	
ID:		Institution: Univ of Minnesota, Twin Cities					
Career: Graduate		Primary Prog: Carlson School of Management		Term: Fall 2007			
Seq #	Action	Class Nbr	Grading Basis	Related 1	Related 2	Permission	
1	Enroll	42639	A-F				
Action Dt		Reason	Grade In	Units Taken			
		MBA Topics Regular	Graduate	2.00			
Request Status: Errors		User ID:					
Overrides							
Access ID: All Access		<input type="checkbox"/> Class Limit		<input type="checkbox"/> Grading Basis		<input type="checkbox"/> Service Indicator	
<input type="checkbox"/> Action Date	<input type="checkbox"/> Appointment		<input type="checkbox"/> Class Links	<input type="checkbox"/> Permission	<input type="checkbox"/> Time Conflict		<input type="checkbox"/> Unit Load
<input type="checkbox"/> Career	<input type="checkbox"/> Class Units		<input type="checkbox"/> Requisites	<input type="checkbox"/> Wait List Okay			
Messages						Find View All First 1 of 1 Last	
Message Sequence: 1		Severity: Error		Last Update DateTime: 06/28/07 11:00:36AM			
College Consent Required to Enroll in Class, Add Not Processed. (14640,38) Consent is needed to enroll in the class. The add transaction was not processed.							
Save		Return to Search		Previous in List		Next in List	
Notify		Refresh		Add		Update/Display	
Block Enroll Merge Block Enroll Detail Block Enrl Detail1 Block Enrl Detail2							

Use the Block Enrl Detail 1 page to display errors for resolution through the use of appropriate overrides, or open up a New Window to navigate elsewhere to resolve the errors.

Note: Each class that has an error must be resolved individually. If you are not able to resolve all errors that occur, they may be left unresolved or resolved later individually through the use of the Enrollment Request component.

3. Return to Block Enroll Merge to Submit Enrollment Request again.

Note: If some students were successfully posted to classes, while others were not, if you rerun the same block of students to correct the errors, the students who were successfully posted will now show up as errors, as they are already in the class. A printed list of the success/error page may be helpful.