

Assigning the WU Grade Last Date Attended

This job aid assists you in assigning the last date attended for WU grades

- 1 Navigate to **Records and Enrollment > Enroll Students > Quick Enroll a Student**
- 2 Click the **Add a New Value** tab
- 3 On the Quick Enroll a Student search page, enter the following information for the student and then click :
 - a. **ID**
 - b. **Academic Career**
 - c. **Term**

- 3 On the Quick Enrollment page, perform the following tasks:
 - a. In the Action pull-down menu, select **Normal Maintenance**
 - b. In the **Class Nbr** field, enter the class number or click on the icon to search for the class number and select it.

Quick Enrollment

Request ID: 0000000000 Tim Test ID: 900071035
 Career: Undergrad Institution: CSUB Term: SUM 08

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
	Action	Class Nbr	Section	Related 1	Related 2		
	Norm Maint	5005E	BA 370 060	Pending			

- 4 Click on the **General Overrides** tab.
- 5 On the **General Overrides** tab, click in the **Action Dt** check box and enter the date of last attendance, as indicated on the Assignment of WU Grade form, in the **Action Dt** box.

Quick Enrollment

Request ID: 0000000000 Tim Test ID: 900071035
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Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides				
	Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Requirement Designation	Career	Service Indicator	Requisites
	BA 370	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 10/12/20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 6 Click the button.
- 7 When you are satisfied with your entries, click the button.