

ENROLLMENT REQUEST: USING AN Appointment OVERRIDE

This instruction guide will walk you through the process of enrolling a student with a future registration start time into a course using the appointment override.

NAVIGATION

Use the following navigation to navigate to the Enrollment Request page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Records and Enrollment**
5. Click **Enroll Students**
6. Click **Enrollment Request**
7. Click **Add New Value**

PROCESS

Use the following steps to use the appointment override:

1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

5. Enter the class number in the **Class Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

8. Note the status has changed from Pending to **Errors**

Enrollment Request ID 0027900124	Status Errors Found
User ID 11111111	Operator Enrollment Access
Enrollment Request Details	
Sequence Nbr 1	Errors

9. **Scroll** to the bottom of the page

10. Review the **Error Message**

▼ Error Messages		
Message Sequence 1	Error	Last Update DateTime 04/05/22 2:29:13PM
No Valid Appointment Found And Open Enrollment Period Has Not Begun. (14840,79)		
The open enrollment period has not begun and no valid enrollment appointment was found. The enrollment request was not processed.		

This message means the student was not enrolled in the course because their registration start time has not been reached or they have no registration start time.

11. Check the box next to the **Appointment** override

Additional Overrides	<input checked="" type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Class Links
	<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Unit Load
	<input type="checkbox"/> Dynamic Dates			

12. **Scroll** to the top of the page

13. Click the **Submit** button

Status Errors Found	Submit
Enrollment Access	

14. Confirm the status has changed from Errors to **Success**

Enrollment Request ID 0027900124	Status Success	Submit
User ID 11111111	Operator Enrollment Access	
Enrollment Request Details		
Sequence Nbr 1	Success	Find View All First

NOTE: You may see **Messages** other than Success. If you see this, it means the enrollment action was posted successfully, but there is additional information regarding the enrollment.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

helpdesk.ufl.edu