

## QUICK ENROLL A STUDENT: USING AN Appointment OVERRIDE

This instruction guide will walk you through the process of quick 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 Quick Enroll a Student 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 **Quick Enroll a Student**
7. Click **Add New Value**

### PROCESS

Use the following steps to use the appointment override:

Quick Enroll a Student

Find an Existing Value | Add a New Value

ID: 11111111

Academic Career: UGRD

Academic Institution: UFOR

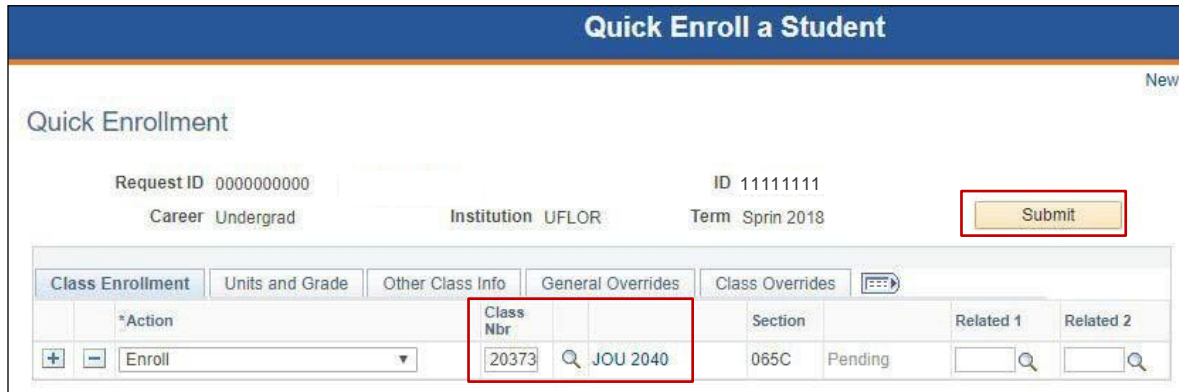
Term: 2181

Add

Find an Existing Value | Add a New Value

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



**Quick Enroll a Student** New

Quick Enrollment

Request ID 0000000000 ID 11111111

Career Undergrad Institution UFLOR Term Sprin 2018 **Submit**

| *Action                          |   | Class Nbr                                   | Section      | Related 1            | Related 2            |
|----------------------------------|---|---|--------------|----------------------|----------------------|
| <input type="button" value="+"/> | <input type="button" value="-"/> Enroll | 20373 <input type="text" value="JOU 2040"/> | 065C Pending | <input type="text"/> | <input type="text"/> |

8. Note the status has changed from Pending to **Errors**. Click the **Errors** link to review the error message



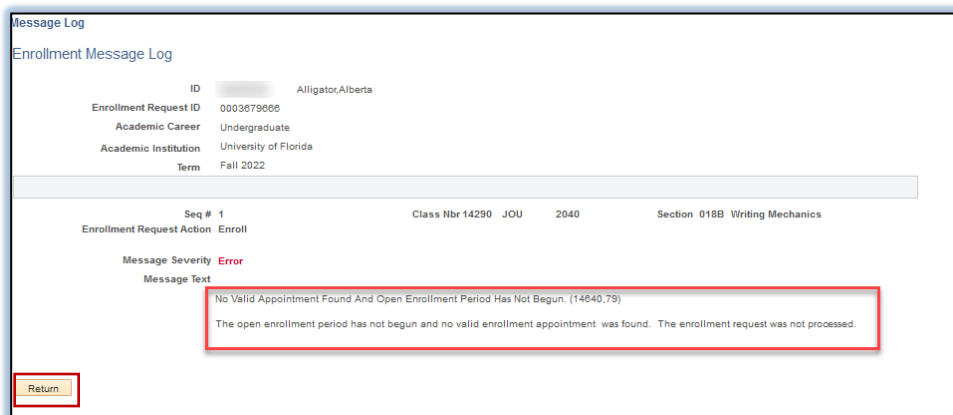
**Quick Enroll a Student** N

Quick Enrollment

Request ID 0027900104 ID 11111111

Career Undergrad Institution UFLOR Term Sprin 2018 **Submit**

| *Action                          |   | Class Nbr                                   | Section            | Related 1            | Related 2            |
|----------------------------------|---|---|--------------------|----------------------|----------------------|
| <input type="button" value="+"/> | <input type="button" value="-"/> Enroll | 20373 <input type="text" value="JOU 2040"/> | 065C <b>Errors</b> | <input type="text"/> | <input type="text"/> |



Message Log

Enrollment Message Log

ID Alligator,Alberta

Enrollment Request ID 0003679666

Academic Career Undergraduate

Academic Institution University of Florida

Term Fall 2022

---

Seq # 1 Class Nbr 14290 JOU 2040 Section 018B Writing Mechanics

Enrollment Request Action Enroll

Message Severity **Error**

Message Text

No Valid Appointment Found And Open Enrollment Period Has Not Begun. (14640,79)

The open enrollment period has not begun and no valid enrollment appointment was found. The enrollment request was not processed.

**Return**

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.

9. Click the **Return** button

10. Click the **General Overrides** tab

Quick Enrollment

Request ID 0027900104 ID 11111111

Career Undergrad Institution UFLOR Term Sprin 2018 Submit

Class Enrollment Units and Grade Other Class Info **General Overrides** Class Overrides

| *Action | Class Nbr | Section       | Related 1 | Related 2 |
|---------|-----------|---------------|-----------|-----------|
| Enroll  | 20373     | JOU 2040 065C |           |           |

Errors

11. Check the **Appointment** checkbox

12. Click the **Submit** button

Quick Enrollment

Request ID 0003879888 Alberta Alligator ID [redacted]

Career Undergrad Institution UFLOR Term Fall 2022 Submit

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               |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

Quick Enrollment

Request ID 0027900104 ID 11111111

Career Undergrad Institution UFLOR Term Sprin 2018 Submit

Class Enrollment Units and Grade Other Class Info **General Overrides** Class Overrides

| *Action | Class Nbr | Section       | Related 1 | Related 2 |
|---------|-----------|---------------|-----------|-----------|
| Enroll  | 20373     | JOU 2040 065C |           |           |

Success

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](https://helpdesk.ufl.edu)