BLOCK ENROLLMENT

This instruction guide will cover the process for Block Enrollment of students. This process allows colleges and departments to identify cohorts of students with similar, or identical, course needs and enroll them in one process. The role required for this process is **UF_SR_BLOCK_ENROLL**.

There are 3 steps required to complete Block Enrollment; Create a Class Block, Create a Student Block, and Block Enroll Merge. In this Instruction Guide, we will cover how to **Create a Class Block**.
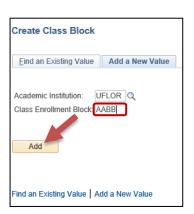
NAVIGATION

To access Block Enrollment, follow the steps below.

1. Log into myUFL using your **GatorLink username** and **password**.
2. Navigate to **NavBar > Main Menu > Student Information System > Records and Enrollment > Enroll Students > Block Enrollment**.

STEP 1: CREATE A CLASS BLOCK

The first step in the Block Enrollment process is to Create a Class Block.

1. From Block Enrollment, select **Create Class Block**.
2. Click the **Add a New Value** tab.
3. The Academic Institution should default to **UFLOR**.
4. Identify a **5-character alphanumeric code** for your Class Enrollment Block.
5. Click **Add** to identify classes that should be added to the block.

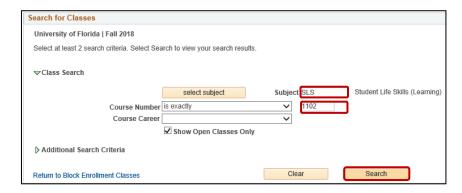

6. Enter a **Description** for the block.
7. Enter **Term**.

8. Enter **Class Nbr**. You can also click the **magnifying glass** beside the Class Nbr field to search for classes.

a. Enter the **Subject**.
b. Enter the **Course Number**.
c. Click **Search**.

d. Click OK if you receive a message stating that the "Search will return over 50 classes."
e. Click **Select** to choose a class.

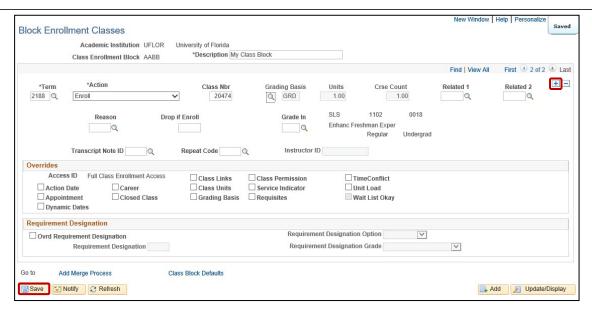9. Click **"+"** to add additional classes to the block.
10. Click **Save**.

Note: The bottom of the screen is reserved for overrides. These overrides will be based on security and will be the same overrides to which you have access in Quick Enroll. Overrides can be handled at this point or later in the Block Enroll Merge process. If they are used now, they will apply to all students in the block. If they are handled later, you will have to individually override each student's errors as in the Quick Enroll a Student process.

ADDITIONAL HELP

Further resources are available at http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/.

For help with technical issues, contact the UF Computing Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with processes or policies related to block enrollment, contact the Office of the University Registrar at 352-392-1374 or https://registrar.ufl.edu/.