

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.

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 **UFOR**.
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**.

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

Block Enrollment Classes

Academic Institution UFLOR University of Florida
 Class Enrollment Block AABB *Description My Class Block

Find | View All First 2 of 2 Last

*Term	*Action	Class Nbr	Grading Basis	Units	Crse Count	Related 1	Related 2
2188	Enroll			0.00			

- Enter the **Subject**.
- Enter the **Course Number**.
- Click **Search**.

Search for Classes

University of Florida | Fall 2018
 Select at least 2 search criteria. Select Search to view your search results.

Class Search

select subject Subject SLS Student Life Skills (Learning)

Course Number is exactly 1102

Course Career

Show Open Classes Only

Additional Search Criteria

Return to Block Enrollment Classes Clear Search

- Click OK if you receive a message stating that the “Search will return over 50 classes.”
- Click **Select** to choose a class.

Return to Block Enrollment Classes New Search Modify Search

62 class section(s) found

▼ SLS 1102 - Enhancing the Freshman Experience

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
20474	0018-LEC Regular	Tu 11:45AM - 12:35PM	Matherly Hall 0151	Staff	08/22/2018 - 12/05/2018	● Select

- Click **“+”** to add additional classes to the block.
- 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.

STEP 2: CREATE A STUDENT BLOCK

The second step in the Block Enrollment process is to Create a Student Block.

1. From Block Enrollment, select **Create Student 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 Student Enrollment Block.

Note: Student blocks cannot be deleted but may be reused. Consider a naming convention that would be easy to retrieve next semester.

5. Click **Add**.

Create Student Block

Find an Existing Value | Add a New Value

Academic Institution: UFLOR

Student Enrollment Block: ufabc

Add

Find an Existing Value | Add a New Value

6. Enter a **Description** for the block.
7. Enter the **UFID** for the student who should be added to the block. If you do not know the student's UFID, click the **magnifying glass** and search for a student by name.
8. Enter the **Academic Career**. The student must be Term Activated for the selected career.
9. Click **“+”** to add additional students and repeat the process until all students are added.
10. Click **Save**.

Block Enrollment Students

Academic Institution UFLOR University of Florida

Student Enrollment Block UFABC

*Description My Student Block Clear

*ID	Name	*Academic Career	
1 <u>00000000</u> <input type="text"/>	Alberta Alligator	<u>UGRD</u> <input type="text"/>	+ <input type="text"/>

Population Selection

Population Selection

Go to **Add Merge Process**

Using Excel to add a list of students:

1. Create an **excel document** and enter the Student UFIDs and Careers into 2 separate columns. Then save the excel document as a .csv file.
2. After completing steps 1-5 above, select the **Population Selection tool check box**.
3. In the Selection Tool field, select **External File**. Select **Upload File**.



- Click **Browse** to locate file. Select file and click **Open**. Click **Upload**.

- If the File Mapping is already created: In the File Mapping field, click on the **magnifying glass**. Click **Look Up**. Select **ID** and **Career**. Click **Fill Student Block**.
- To Create File Mapping: Click **Create File Mapping**. Enter the correct **field number** for employee ID (EMPLID) and Academic Career (ACAD_CAREER). Click **OK**.

Population Selection File Map

File Mapping Definition

*File Mapping Public Created/Updated History
 *File Type Field Delimiter
 Header Row Header Row Number

Field Mapping Personalize | Find |  

Mapping	Format	Field Name	Required	Field Number
1		OPRID	No	<input type="text"/>
2		RUN_CNTL_ID	No	<input type="text"/>
3		PROCESS_INSTANCE	No	<input type="text"/>
4		INSTITUTION	No	<input type="text"/>
5		EMPLID	No	<input type="text" value="1"/>
6		ACAD_CAREER	No	<input type="text" value="2"/>
7		ACAD_PROG	No	<input type="text"/>

7. Click **Fill Student Block**.

Population Selection

Population Selection



Selection Tool

Attached File

File Mapping

Go to [Add Merge Process](#)

8. Click **“+”** to add additional students. Enter **ID** and **Academic Career**.

Personalize | Find | View All |   First Last

*ID	Name	*Academic Career	
1 <input type="text"/>		<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

9. Click **Save**.

Population Selection

Population Selection

Selection Tool

Attached File

File Mapping

Go to [Add Merge Process](#)

STEP 3: BLOCK ENROLL MERGE

Block Enroll Merge is intended to enroll many students into one or many classes at once. While the first two steps can be combined into this step using the Detail/Create links, it is only recommended for one-time use cases and advanced users of this process. If errors occur, it is up to the user to individually override the errors (if the user has the ability).

1. From Block Enrollment, select **Block Enroll Merge**.
2. Click the **Add a New Value** tab.
3. Enter the **Student Block** and **Class Block** that were created/edited in the previous steps.

Note: Click the magnifying glasses and click Look Up to search for the codes if you do not remember.

4. Click **Merge**.

The screenshot displays the 'Block Enroll Merge' interface. At the top, there are navigation tabs: 'Block Enroll Merge', 'Block Enroll Detail', 'Block Enroll Detail1', and 'Block Enroll Detail2'. Below the tabs, the 'Enrollment Request ID' is 0000000000 and the 'Request Status' is Pending. A 'Submit' button is visible. The main section is titled 'Merge Blocks'. It contains the following fields and buttons:

- Academic Institution: UFLOR (with a magnifying glass icon) and University of Florida.
- Student Block: UFABC (with a magnifying glass icon) and a 'Detail / Create' link.
- Class Block: AABB (with a magnifying glass icon) and a 'Detail / Create' link.
- A 'Merge' button, which is highlighted with a red arrow.

Below the 'Merge Blocks' section is the 'Filtering Criteria' section, which includes:

- Academic Career: [text input]
- Term: [text input]
- Class Nbr: [text input with magnifying glass icon]
- ID: [text input]
- Detail Status: [dropdown menu]
- A 'Retrieve' button.

At the bottom of the page, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The footer of the page shows the navigation tabs again: 'Block Enroll Merge | Block Enroll Detail | Block Enroll Detail1 | Block Enroll Detail2'.

5. Click **Submit**.

- Click **Retrieve** to navigate back to **Block Enroll Detail** to review the transaction and verify that the correct students have been brought over from the block and that classes have been added to Pending.

Seq #	ID	Name	Term	Career	Class Nbr	Action	Status	DETAIL
1	11111111	Gator, Alberta	2188	UGRD	10773	Enroll	Errors found	DETAIL
2	11111111	Gator, Alberta	2188	UGRD	20474	Enroll	Errors found	DETAIL
3	22222222	Doe, John	2188	UGRD	10773	Enroll	Success/Messages	DETAIL
4	22222222	Doe, John	2188	UGRD	20474	Enroll	Success	DETAIL

VIEWING ERRORS

- Student errors may be located from the **Block Enroll Merge** screen once you have clicked Retrieve.
- This will take you to the 2nd tab, **Block Enroll Detail**.
- Locate the **Status field** to see if the request for a class for a particular student was successful.

Block Enroll Merge Block Enroll Detail Block Enrl Detail1 Block Enrl Detail2								
Enrollment Request ID 0200700177								
Seq #	ID	Name	Term	Career	Class Nbr	Action	Status	DETAIL
1	11111111	Gator, Alberta	2188	UGRD	10773	Enroll	Errors found	DETAIL
2	11111111	Gator, Alberta	2188	UGRD	20474	Enroll	Errors found	DETAIL
3	22222222	Doe, John	2188	UGRD	10773	Enroll	Success/Messages	DETAIL
4	22222222	Doe, John	2188	UGRD	20474	Enroll	Success	DETAIL

- If an error is noted, click **DETAIL**.

Block Enroll Merge Block Enroll Detail Block Enrl Dgtail1 Block Enrl Dejtail2								
Enrollment Request ID 0200700177								
Seq #	ID	Name	Term	Career	Class Nbr	Action	Status	DETAIL
1	11111111	Gator, Alberta	2188	UGRD	10773	Enroll	Errors found	DETAIL
2	11111111	Gator, Alberta	2188	UGRD	20474	Enroll	Errors found	DETAIL
3	22222222	Doe, John	2188	UGRD	10773	Enroll	Success/Messages	DETAIL
4	22222222	Doe, John	2188	UGRD	20474	Enroll	Success	DETAIL

- Additional errors may be viewed by clicking the **tabs** at the top of the screen.

Block Enroll Merge Block Enroll Detail Block Enrl Detail1 Block Enrl Detail2			
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CORRECTING COMMON ERRORS

No Valid Appointment:

- View the error in **Block Enroll Detail** by following the steps above for “Viewing Errors.”
- Click **Detail**.
- Error States: **No Valid Appointment Found**.
- On the **Block Enroll Detail1 tab**, in the Overrides section, click the **Appointment box** to override this error.

Block Enroll Merge		Block Enroll Detail		Block Enrl Detail1		Block Enrl Detail2	
Enrollment Request ID 0200700178							
Enrollment Request Find							
ID	11111111	Gator, Alberta	Institution	University of Florida			
Career	Undergraduate		Primary Prog	Liberal Arts and Sciences		Term	Fall 2018
Enrollment							
Seq #	Action	Class Nbr	Grading Basis	Related 1			
1	Enroll	10773	GRD	[]			
	Action Dt	ENC Expos and Argu Writing Regular	1101 Undergrad	0235	Grade In	[]	Units Taken 3.00
	Reason	Request Status		Errors	User ID	12345678	
	[]						
Overrides							
Access ID	Full Class Enrollment Access						
	<input type="checkbox"/> Action Date	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Grading Basis	<input type="checkbox"/> Service Indicator			
	<input type="checkbox"/> Appointment	<input type="checkbox"/> Class Links	<input type="checkbox"/> Permission	<input type="checkbox"/> Time Conflict			
	<input type="checkbox"/> Career	<input type="checkbox"/> Class Units	<input type="checkbox"/> Requisites	<input type="checkbox"/> Unit Load			
	<input type="checkbox"/> Dynamic Dates			<input type="checkbox"/> Wait List Okay			
Messages Find 							
Message Sequence	1	Severity	Error	Last Update DateTime 02/08/18 10:11:42AM			
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.							

5. Click **Save**. 

Maximum Term Unit Load Exceeded:

1. View the error in **Block Enroll Detail** by following the steps above for “Viewing Errors.”
2. Click **Detail**.
3. Error States: **Maximum Term Unit Load Exceeded**.
4. On the **Block Enroll Detail1** tab, in the Overrides section, click the **Unit Load** box to override this error.

Block Enroll Merge		Block Enroll Detail		Block Enrl Detail1		Block Enrl Detail2	
Enrollment Request ID 0200700178							
Enrollment Request Find							
ID	11111111	Gator, Alberta	Institution	University of Florida			
Career	Undergraduate		Primary Prog	Liberal Arts and Sciences		Term	Fall 2018
Enrollment							
Seq #	Action	Class Nbr	Grading Basis	Related 1			
2	Enroll	12366 CHM 2046 0747 Gen Chem and Qual Analy Regular Undergrad	GRD	<input type="text"/>			
Action Dt	<input type="text"/>		Grade In	<input type="text"/>		Units Taken	3.00
Reason	<input type="text"/>						
Request Status	Errors	User ID		12345678			
Overrides							
Access ID	Full Class Enrollment Access						
<input type="checkbox"/> Action Date	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Grading Basis	<input type="checkbox"/> Service Indicator				
<input checked="" type="checkbox"/> Appointment	<input type="checkbox"/> Class Links	<input type="checkbox"/> Permission	<input type="checkbox"/> Time Conflict				
<input type="checkbox"/> Career	<input type="checkbox"/> Class Units	<input type="checkbox"/> Requisites	<input checked="" type="checkbox"/> Unit Load				
<input type="checkbox"/> Dynamic Dates	<input type="checkbox"/> Wait List Okay						
Messages Find							
Message Sequence	1	Severity	Error	Last Update DateTime 02/08/18 10:11:42AM			
Maximum term Unit Load exceeded. (14640,30) Add transaction not processed. The maximum term unit load would be exceeded.							

5. Click **Save**. 

Requisites Not Met for Class:

1. View the error in **Block Enroll Detail** by following the steps above for “Viewing Errors.”
2. Click **Detail**.
3. Error States: **Requisites not met for Class**.
4. On the **Block Enroll Detail1** tab, in the Overrides section, click the **Requisites** box to override this error.

Enrollment Request Find							
ID	11111111	Gator, A.lberta	Institution	University of Florida			
Career	Undergraduate		Primary Prog	Liberal Arts and Sciences		Term	Fall 2018
Enrollment							
Seq #	Action	Class Nbr	Grading Basis	Related 1			
2	Enroll	12366 CHM 2046 0747 Gen Chem and Qual Analy Regular Undergrad	GRD	<input type="text"/>			
Action Dt	<input type="text"/>		Grade In	<input type="text"/>		Units Taken	3.00
Reason	<input type="text"/>						
Request Status	Errors	User ID		12345678			
Overrides							
Access ID	Full Class Enrollment Access						
<input type="checkbox"/> Action Date	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Grading Basis	<input type="checkbox"/> Service Indicator				
<input checked="" type="checkbox"/> Appointment	<input type="checkbox"/> Class Links	<input type="checkbox"/> Permission	<input type="checkbox"/> Time Conflict				
<input type="checkbox"/> Career	<input type="checkbox"/> Class Units	<input checked="" type="checkbox"/> Requisites	<input checked="" type="checkbox"/> Unit Load				
<input type="checkbox"/> Dynamic Dates	<input type="checkbox"/> Wait List Okay						
Messages Find							
Message Sequence	1	Severity	Error	Last Update DateTime 02/08/18 10:13:09AM			
Requisites not met for Class, not enrolled. (14640,18) Requirements have not been met to enroll in the specified class. The enrollment transaction was not processed.							
Prereq: CHM 2045 and 2045L and MAC 1147 (or equivalent) with minimum grades of C; Coreq: CHM 2046L.							

5. Click **Save**. 

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/>.