QUICK ENROLL A STUDENT: USING A CLOSED CLASS OVERRIDE

This instruction guide will walk you through the process of quick enrolling a student into a course with a closed class override.
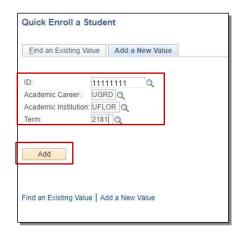
NAVIGATION

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

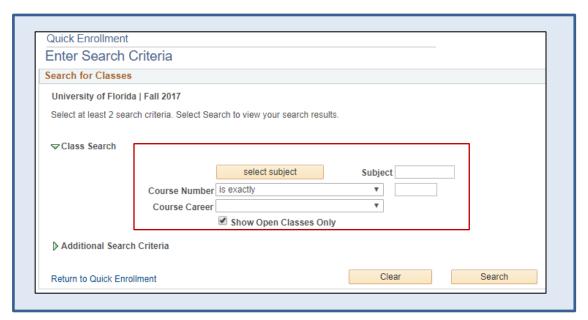Use the following steps to use the closed class override:

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

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Student Information System

5. Enter the class number in the **Class Nbr** field. If you do not know the class number, you can click the **Look up icon** (magnifying glass) to search for the class
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

8. Click the **Errors** link to review the error message

9. Review the **Error Message**
10. Click the **Return** button
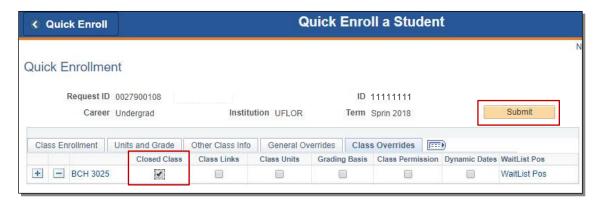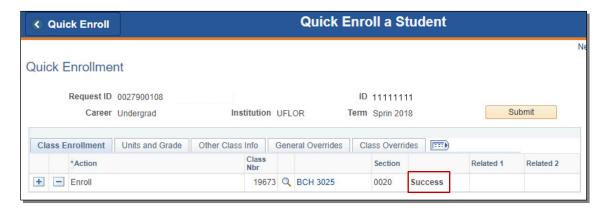
11. Click the **Class Overrides** tab

12. Check the **Closed Class** override checkbox
13. Click the **Submit** button

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

NOTE: You may see **Messages** rather 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