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 course 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 course 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

**NOTE:** If you do not know the class number, you can click the **Look up** icon (magnifying glass) to search for the class. See screen shot below for an example of what the look up screen looks like.
8. Click the **Errors** link to review the error message.

![Quick Enroll a Student](image)

9. Review the **Error Message**

10. Click the **Return** button.

![Quick Enroll a Student](image)
11. Click the **Class Overrides** tab

![Quick Enroll a Student](image)

12. Check the **Closed Class** override checkbox

13. Click the **Submit** button

![Quick Enroll a Student](image)

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

![Quick Enroll a Student](image)

**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

Policies and Directives
Office of the University Registrar
352-392-1374
registrar.ufl.edu