

## 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:

Quick Enroll a Student

Find an Existing Value | Add a New Value

ID: 11111111

Academic Career: UGRD

Academic Institution: UFLOR

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. 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

**Quick Enroll a Student**

Request ID 0000000000 ID 111111111  
 Career Undergrad Institution UFLOR Term Spring 2018

**Submit**

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	19673	0020		

**Quick Enrollment**  
Enter Search Criteria

**Search for Classes**

University of Florida | Fall 2017  
 Select at least 2 search criteria. Select Search to view your search results.

**Class Search**

select subject Subject

Course Number is exactly

Course Career

Show Open Classes Only

**Additional Search Criteria**

Return to Quick Enrollment **Clear** **Search**

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

< Quick Enroll Quick Enroll a Student

Request ID 0027900108 ID 11111111  
 Career Undergrad Institution UFLOM 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	19673	BCH 3025		

**Errors**

9. Review the **Error Message**

10. Click the **Return** button

< Quick Enroll Quick Enroll a Student

Enrollment Message Log

ID 11111111  
 Enrollment Request ID 0027900108  
 Academic Career Undergraduate  
 Academic Institution University of Florida  
 Term Spring 2018

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Seq # 1 Class Nbr 19673 BCH 3025 Section 0020  
 Enrollment Request Action Enroll

**Message Severity** Error  
**Message Text**  
 Not Enrolled, Class 19673 Full. (14640,7)  
 The requested enrollment add was not processed. The enrollment limit for the specified class has been reached.

**Return**

11. Click the **Class Overrides** tab

Quick Enroll a Student

Quick Enrollment

Request ID 0027900108 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="-"/>	19673	BCH 3025 0020		

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

13. Click the **Submit** button

Quick Enroll a Student

Quick Enrollment

Request ID 0027900108 ID 11111111

Career Undergrad Institution UFLOR Term Sprin 2018 Submit

*Action		Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	WaitList Pos
<input type="button" value="+"/>	<input type="button" value="-"/>	<input checked="" type="checkbox"/>						WaitList Pos

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

Quick Enroll a Student

Quick Enrollment

Request ID 0027900108 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="-"/>	19673	BCH 3025 0020		

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