

QUICK ENROLL A STUDENT: ENROLL

This instruction guide will walk you through the process of quick enrolling a student into a course.

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 enroll a student into a course:

< Quick Enroll

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
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

Quick Enrollment
 Request ID 0204300343 ID 11111111
 Career Undergrad Institution UFLOR Term Fall 2018

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	14483 ABE 2012C	0127	Pending	

8. Note the status has changed from Pending to **Success**. The status may also change to **Errors** or **Messages**
 - o If it changes to Success, the student has been successfully registered
 - o If it changes to Errors, the enrollment action was not posted. Click the Errors link to review the error message
 - o If the status has changed to Messages, click the Messages link to review the message
 - This message means the General Education requirement was set to Yes. This indicates the student was enrolled in the course successfully.

Quick Enrollment
 Request ID 0204300343 ID 11111111
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*Action	Class Nbr	Section	Related 1	Related 2
Enroll	14483 ABE 2012C	0127	Messages	

Enrollment Message Log
 ID 11111111
 Enrollment Request ID 0204300349
 Academic Career Undergraduate
 Academic Institution University of Florida
 Term Fall 2018

Seq # 1 Class Nbr 14483 ABE 2012C
 Enrollment Request Action Enroll

Message Severity **Message**
 Message Text
 The Requirement Designation Options was set to 'YES' by the enrollment process. (14640,141)