ENROLLMENT REQUEST: USING A CLOSED CLASS OVERRIDE

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

NAVIGATION

Use the following navigation to navigate to the Enrollment Request 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 Enrollment Request
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 or use the Look up icon if the class number is unknown.

6. Press the **tab** key to see the course code populate.

7. Click the **Submit** button.

![Image of Student Information System]

8. Note the Status now says **Errors Found**. Scroll down to review the error message.

![Image showing error message]

9. Review the **Error Message**

The above error message indicates the class is already full.

10. Check the box next to the **Closed Class** override.
11. **Scroll** to the top of the page
12. Click the **Submit** button

![Status: Errors Found](image)

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

![Status: Success](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