ENROLLMENT REQUEST: ENROLL

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

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 enroll a student into a course:

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 Clas Nbr field or use the look up tool if the class number is unknown
6. Press the tab key to see the course information populate
7. Click the Submit button
8. Note the status has changed from Pending 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

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