ENROLLMENT REQUEST: HOW TO SEARCH FOR ALL AVAILABLE CLASSES

This instruction guide will walk you through the process of searching for all available classes via the Enrollment Request page.

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 view all available classes for a course:

1. Enter the student’s UFID
2. Enter the Academic Career
3. Enter the Term
4. Click the Add button
5. Click the **Look up** icon (magnifying glass) in the **Class Nbr** section

![Image of Enrollment Request](image)

6. Click the **OK** button on the pop-up message
   - Note: This message is just letting you know that you need to enter search criteria in order to see results

![Image of Message](image)

7. Click the **select subject** button

![Image of Criteria Entry](image)
8. Click the **Select** link next to the desired subject

![Image of Course Subject Lookup]

9. Click the **OK** button on the pop-up message
   - **Note:** This message is just letting you know that you need to enter *additional* search criteria in order to see results

![Image of Message]

Maximum number of records found matching specified key(s) -- others not included in list (4,2)

When performing a Lookup, the database returned more rows than can be accommodated in the list box.

Use a Partial Key value or Advanced Search to limit the number of rows returned or specify more characters to further qualify the key value.
10. Enter the course number into the **Course Number** field

11. Click the **Search** button

![Search Criteria](image1)

12. All available classes will be listed. Choose the desired class by clicking the **Select** button

![Criteria Entry](image2)
13. Click the **Submit** button to enroll the student in the chosen class.

14. You will now see the student is enrolled in the class.

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**
The Office of the University Registrar
352-392-1374
registrar.ufl.edu