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.
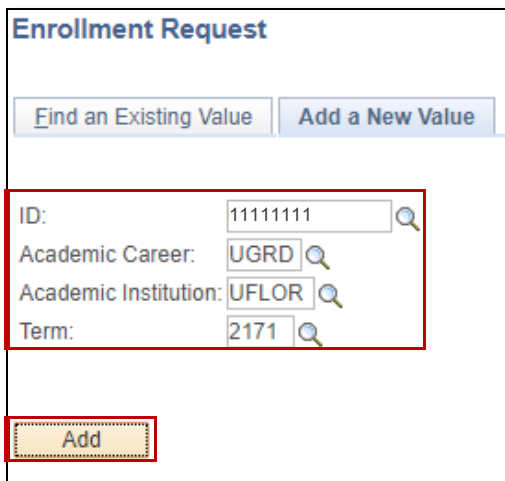
NAVIGATION

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:

Enrollment Request

Find an Existing Value	Add a New Value

ID: 11111111
Academic Career: UGRD
Academic Institution: UFLOR
Term: 2171

Add

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

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

7. Click the **select subject** button

8. Click the **Select** link next to the desired subject

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

10. Enter the course number into the **Course Number** field

11. Click the **Search** button

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

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