ENROLLMENT REQUEST: USING A PERMISSION OVERRIDE

This instruction guide will walk you through the process of enrolling a student into a course with a permission 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**
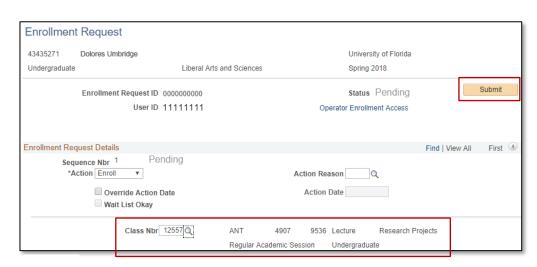6. Click **Enrollment Request**
7. Click **Add New Value**

PROCESS

Use the following steps to use the permission 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
6. Press the **tab** key to see the course information populate
7. Click the **Submit** button

8. Note that there are **Errors**

9. Scroll to the bottom of the page to review the **Error Message**

Enrollment Request ID 0027900121   Status Errors Found   Submit
User ID 11111111   Operator Enrollment Access

Enrollment Request Details   Find | View All   First
Sequence Nbr 1   Errors

10. Review the **Error Message**

Error Messages

Message Sequence 1   Error

Department Consent Required to Enroll in Class, Add Not Processed. (14640,38)

Consent is needed to enroll in the class. The add transaction was not processed.

This error message indicates the class is departmentally controlled

11. Check the box next to the **Permission** override

☑   Permission Nbr

Additional   ☐ Appointment
Overrides   ☐ Requisites
                    ☐ Dynamic Dates

Drop This Class if Enrolled

12. Scroll to the top of the page

13. Click the **Submit** button

Enrollment Request ID 0027900121   Status Errors Found   Submit
User ID 11111111   Operator Enrollment Access

Enrollment Request Details   Find | View All   First
Sequence Nbr 1   Errors

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

Enrollment Request

11111111   Dolores Umbridge   University of Florida
Undergraduate   Liberal Arts and Sciences   Spring 2018

Enrollment Request ID 0027900121   Status Success
User ID 10000101   Operator Enrollment Access

Enrollment Request Details
Sequence Nbr 1   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