

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:

The screenshot shows the 'Enrollment Request' form with the following fields and values:

- ID: 11111111
- Academic Career: UGRD
- Academic Institution: UFLOR
- Term: 2181

The 'Add' button is highlighted with a red box.

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

The screenshot shows the 'Enrollment Request' details page with the following information:

- Student: 43435271 Dolores Umbridge, University of Florida, Spring 2018
- Enrollment Request ID: 000000000, Status: Pending
- User ID: 11111111, Operator: Enrollment Access
- Enrollment Request Details: Sequence Nbr 1, Pending
- *Action: Enroll, Action Reason: [], Action Date: []
- Override Action Date: [], Wait List Okay: []
- Class Nbr: 12557, Course: ANT 4907 9536 Lecture, Research Projects, Regular Academic Session, Undergraduate

The 'Submit' button and the 'Class Nbr' field are highlighted with red boxes.

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	Error
1	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 Overrides

- Appointment
- 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