ENROLLMENT REQUEST: USING A REQUISITES OVERRIDE

This instruction guide will walk you through the process of enrolling a student into a course with a requisites 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 requisites 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 Clas Nbr field
6. Press the tab key to see the course code populate
7. Click the Submit button
8. Note the status has changed from Pending to **Errors**

![Status Errors Found](image)

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

10. Review the **Error Message**

   ![Error Messages](image)

   This error indicates the class has a prerequisite that the student has not yet completed.

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

12. **Scroll** to the top of the page

13. Click the **Submit** button

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

![Status Success](image)

**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