

## ENROLLMENT REQUEST: USING A TIME CONFLICT OVERRIDE

This instruction guide will walk you through the process of enrolling a student into a course with a time conflict 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 time conflict override:

The screenshot shows the 'Enrollment Request' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are four input fields: 'ID:' with the value '11111111', 'Academic Career:' with 'UGRD', 'Academic Institution:' with 'UFLOR', and 'Term:' with '2181'. Each field has a magnifying glass icon. At the bottom left, there is an 'Add' button.

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

The screenshot shows the 'Enrollment Request Details' page. At the top right, there is a 'Submit' button. Below it, the page displays 'Enrollment Request ID 0000000000' and 'User ID 11111111'. The status is 'Pending' and the operator is 'Enrollment Access'. The main section is titled 'Enrollment Request Details' and shows 'Sequence Nbr 1' with a status of 'Pending'. There is an '\*Action' dropdown menu set to 'Enroll' and an 'Action Reason' field. Below these are checkboxes for 'Override Action Date' and 'Wait List Okay', and an 'Action Date' field. At the bottom, there is a table with the following data: 'Class Nbr' 18618, 'JOU 4111 11A0 Lecture', and 'Advanced Reporting'. Below the table, it says 'Regular Academic Session Undergraduate'.

8. Note the status has changed from Pending to **Errors**

Enrollment Request ID 0027900124  
 User ID 11111111  
 Operator Enrollment Access

**Status Errors Found**

Enrollment Request Details

Sequence Nbr	Errors
1	Errors

9. **Scroll** to the bottom of the page
10. Review the **Error Message**

Error Messages

Message Sequence	Error
1	Time Scheduling Conflict for class 11209 and 18618, not enrolled. (14640,17) A scheduling conflict exists with a currently enrolled class. Select another class, or override the time conflict.

This error indicates this class time conflicts with another class on the student's schedule

11. Check the box next to the **Time Conflict** override

Additional Overrides

- Appointment
- Requisites
- Dynamic Dates
- Career
- Service Indicator
- Time Conflict
- Closed Class

12. **Scroll** to the top of the page
13. Click the **Submit** button

Status **Errors Found**  
 Enrollment Access

Submit

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

Enrollment Request ID 0027900124  
 User ID 11111111  
 Operator Enrollment Access

**Status Success**

Enrollment Request Details

Sequence Nbr	Success
1	Success

Find | View All First

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

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