ENROLLMENT REQUEST: USING A UNIT LOAD OVERRIDE

This instruction guide will walk you through the process of enrolling a student into a course with a unit load override.
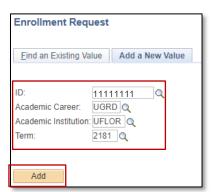
NAVIGATION

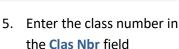Use the following navigation to navigate to the Enrollment Request page:

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**
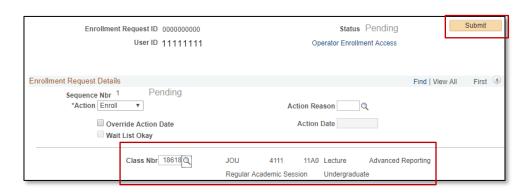7. Click **Add New Value**

PROCESS

Use the following steps to use the unit load 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**

> **Enrollment Request ID** 0027900124
> **User ID** 11111111
> **Status Errors Found**
> Operator Enrollment Access
>
> **Enrollment Request Details**
> **Sequence Nbr** 1   Errors

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

> ▼ **Error Messages**
>
> **Message Sequence** 1   Error
> Maximum term Unit Load exceeded. (14640,30)
> Add transaction not processed. The maximum term unit load would be exceeded.

This error indicates the student is registered for more than the allowable maximum term unit load (generally 18 credit hours).

11. Check the box next to the **Unit Load** override

> **Additional Overrides**
> ☐ Appointment   ☐ Career   ☐ Closed Class   ☐ Class Links
> ☐ Requisites   ☐ Service Indicator   ☐ Time Conflict   ☑ Unit Load
> ☐ Dynamic Dates

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

> **Status Errors Found**   Submit

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

> **Enrollment Request ID** 0027900124
> **User ID** 11111111
> **Status Success**
> 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