ENROLLMENT REQUEST: USING A UNITS TAKEN OVERRIDE

This instruction guide will walk you through the process of enrolling a student into a course with a units taken 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

PROCESS

Use the following steps to use the units taken 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
9. Scroll to the bottom of the page
10. Review the Error Message

![Error Message]

This error message indicates the class has an invalid number of credits (also known as units) assigned to it. In order to enroll a student in the class, you must input a unit value between 1 and 5.

11. Check the box next to the Units Taken override
12. Update the units in the Units Taken field to a number between 1 and 5

![Units Taken Override]

13. Scroll to the top of the page
14. Click the Submit button

![Submit Button]

15. Note the status has changed from Errors to Success

![Success Status]

**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
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