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**
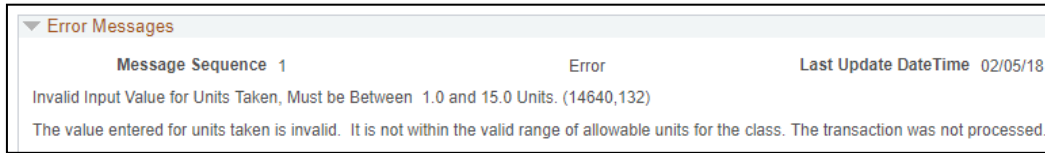3. Enter the **Term**
4. Click the **Add** button

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 Messages
>
> Message Sequence 1   Error   Last Update DateTime 02/05/18
>
> Invalid Input Value for Units Taken, Must be Between 1.0 and 15.0 Units. (14640,132)
>
> The value entered for units taken is invalid. It is not within the valid range of allowable units for the class. The transaction was not processed.

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 valid unit, as indicated by the error message.
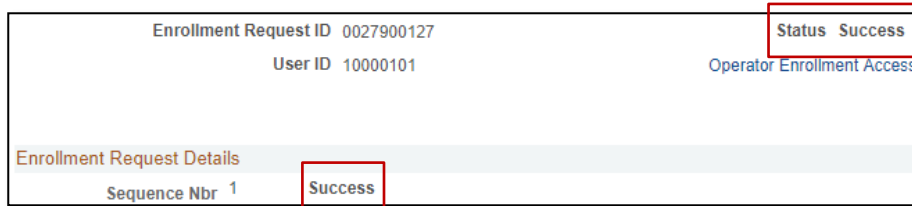
11. Check the box next to the **Units Taken** override

12. Update the units in the **Units Taken** field to a valid unit number

> Override
>
> ☐   Grading Basis SUS
>
> ☑   Units Taken   3
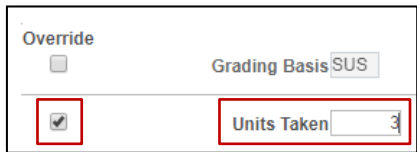
13. Scroll to the top of the page

14. Click the **Submit** button

> Status Errors Found   Submit

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

> Enrollment Request ID 0027900127   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