ENROLLMENT REQUEST: WEEKLY SCHEDULE

This instruction guide will walk you through the process of accessing a student’s weekly schedule via the Enrollment Request page.

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 navigate to a student’s weekly schedule from the Enrollment Request page:

1. Enter the student’s UFID
2. Enter the Academic Career
3. Enter the Term
4. Click the Add button

5. RIGHT CLICK the red arrow next to the student’s name
6. A menu will appear with available actions. Click Weekly Schedule
The Weekly Schedule displays

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Procedures
Office of the University Registrar
352-392-1374
registrar.ufl.edu