QUICK ENROLL A STUDENT: USING A PERMISSION OVERRIDE

This instruction guide will walk you through the process of quick enrolling a student into a course with a permission override.

NAVIGATION

Use the following navigation to navigate to the Quick Enroll a Student 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 Quick Enroll a Student

PROCESS

Use the following steps to use the permission 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 Class Nbr field
6. Press the tab key to see the course code populate
7. Click the Submit button

8. Click the Errors link to review the error message
9. Review the **Error Message**

   ![Error Message](image)

   Department Consent Required to Enroll in Class. Add Not Processed. (14643.38)
   Consent is needed to enroll in the class. The add transaction was not processed.

10. Click the **Return** button

11. Click the **Class Overrides** tab

   ![Class Overrides](image)
12. Check the **Class Permission** override checkbox
13. Click the **Submit** button

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

**Policies and Directives**
Office of the University Registrar
352-392-1374
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