ASSIGNING PREREQUISITE OVERRIDES TO STUDENTS IN ALL SECTIONS OF A CLASS

The process detailed in this instruction guide outlines how to assign the prerequisite override to all sections of a class.

NAVIGATION

Use the following navigation to navigate to the Class Permissions Page:

1. Click the NavBar icon
2. Click Main Menu
3. Click Student Information System
4. Click Records and Enrollment
5. Click Term Processing
6. Click Class Permissions
7. Click Class Permissions

PROCESS

Use the following steps to use the prerequisite override:

1. Enter Term
2. Enter the Subject Area
3. Enter the Catalog Nbr
4. Select the Academic Career
5. Click the Search button
6. Select the desired class

![Class Permissions screenshot]
7. In the **Class Permissions Data** section, click the **Permission** tab

8. Check the box in the **Requisites Not Met** column

9. Click the **Course Level Update** tab

10. In the **Add to All Sections** section, enter the **UFID** of the student you wish to allow to enroll in class

11. When you are finished entering UFIDs, click the **Synchronize and Override All Sections** button

**QUICK TIP!**
You can add additional students by clicking on the (+) **Plus Sign** and entering the UFID’s of other students.
12. You will see a warning message

13. Click the OK button

![Message](image)

14. Click the Save button

QUICK TIP!
You also have the option to remove students from the requisite override by adding UFIDs in the Remove From All Sections section.

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
registrar.ufl.edu