QUICK ENROLL A STUDENT: HOW TO SEARCH FOR ALL AVAILABLE CLASSES

This instruction guide will walk you through the process of searching for all available classes via the Quick Enroll a Student page.

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
7. Click Add New Value

PROCESS

Use the following steps to enroll a student into a course:

1. Enter the student’s UFID
2. Enter the Academic Career
3. Enter the Term
4. Click the Add button
5. Click the Look up icon (magnifying glass) in the Class Nbr section

6. Click the OK button on the pop-up message
   - Note: This message is just letting you know that you need to enter search criteria in order to see results

7. Click the select subject button
8. Click the **Select** link next to the desired subject

![Course Subject Lookup](image)

9. Click the **OK** button on the pop-up message
   - Note: This message is just letting you know that you need to enter *additional* search criteria in order to see results

![Message](image)
10. Enter the course number into the Course Number field
11. Click the Search button

12. All available classes will be listed. Choose the desired class by clicking the Select button
13. Click the **Submit** button to enroll the student in the chosen class.

14. You will now see the student is enrolled in the class.

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](http://helpdesk.ufl.edu)

**Policies and Directives**  
The Office of the University Registrar  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)