QUICK ENROLL A STUDENT: WEEKLY SCHEDULE

This instruction guide will walk you through the process of accessing a student’s weekly schedule via the Quick Enroll a Student 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 Quick Enroll a Student

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