QUICK ENROLL A STUDENT: WEEKLY SCHEDULE

This instruction guide will walk you thought the process of accessing a student's weekly schedule via the Quick Enroll a Student page.
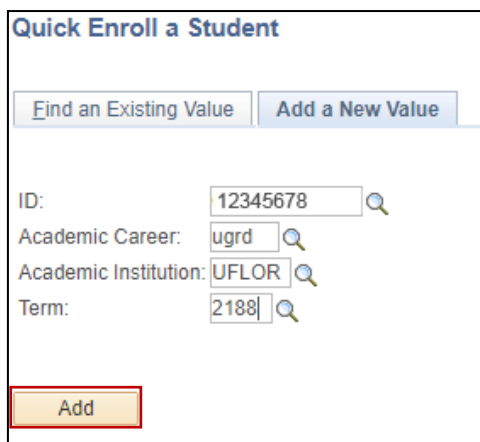
NAVIGATION

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**
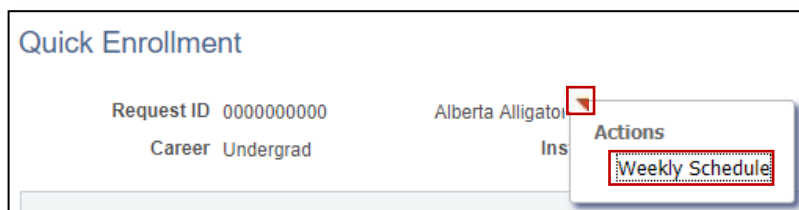6. Click **Quick Enroll a Student**

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

	Monday Aug 27	Tuesday Aug 28	Wednesday Aug 29	Thursday Aug 30	Friday Aug 31	Saturday Sep 1	Sunday Sep 2

ALBERTA ALLIGATOR   ID 12345678   ⊘ ★

<< Previous Week   Week of 8/27/2018 - 9/2/2018   Next Week >>

Show Week of 08/27/2018   Start Time 7:00AM   End Time 7:00PM   Refresh Calendar

Schedule

Time	Monday Aug 27	Tuesday Aug 28	Wednesday Aug 29	Thursday Aug 30	Friday Aug 31	Saturday Sep 1	Sunday Sep 2
7:00AM							
8:00AM	GEB 5215 - 106C Lecture 7:25AM - 9:35AM Hough Hall 02250	ANT2410 - 0292 Lecture 8:30AM - 9:20AM Location: TBA	GEB 5215 - 106C Lecture 7:25AM - 9:35AM Hough Hall 02250	ANT2410 - 0292 Lecture 8:30AM - 9:20AM Location: TBA	GEB 5215 - 106C Lecture 7:25AM - 9:35AM Hough Hall 02250		
9:00AM		PHI 4930 - 02D2 Independent Study 9:35AM - 10:40AM Location: TBA		PHI 4930 - 02D2 Independent Study 9:35AM - 10:40AM Location: TBA			
10:00AM							

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
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