QUICK ENROLL A STUDENT: OTHER LINKS

This instruction guide will highlight other pertinent links on 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 view other registration-related links for a student:

1. Enter the student’s UFID
2. Enter the Academic Career
3. Enter the Term
4. Click the Add button
5. Notice there are several links at the bottom of the page. In this instruction guide we will review View Enrollment Access, Enrollment Appointments, Student Services Center, and Study.

**VIEW ENROLLMENT ACCESS**

1. Click the **View Enrollment Access** link
2. Here, you can view your enrollment access
3. Click the **Return** button to return to the Quick Enroll a Student page
**STUDENT SERVICES CENTER**

1. Click the **Student Services Center** link
2. On the **Academics** tab you can view the student’s **Student Program/Plan summary** and the **Term Summary**

![Image of Student Program/Plan summary]

3. The courses a student is registered for will have a green check mark next to them
   a. Note, UF is not using the Wait Listed function

![Image of enrolled courses]

4. Scroll down to view more information
5. Here you can see the total number of units a student is currently taking. They will show as In Progress until a grade is entered.

![Quick Enrollment]

6. Click the **Quick Enrollment** link to return to the Quick Enroll a Student page

**ENROLLMENT APPOINTMENTS**

1. Click the **Enrollment Appointments** link
2. Here, you can see the Students Enrollment Appointments

![Enrollment Appointments]

3. Click the **Quick Enroll** button at the top left of the screen to return to the search page
STUDY LIST

1. Click the **Study List** link
2. Here, you can view the student’s Class Schedule
3. Click the **Cancel** button to return to the Quick Enroll a Student page

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