ADVISEE STUDENT CENTER: VIEW A STUDENT'S ENROLLMENT APPOINTMENT TIME

This instruction guide will walk you through how to view a Student's Registration Appointment Time via the Student Services Center in myUFL.

NAVIGATION

Use the following navigation to navigate to the Student Services Center:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Self Service**
5. Click **Advisor Center**
6. Click **Advisee Student Center**

PROCESS

Use the following steps to view a student's appointment time:

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for

Find an Existing Value

▼ Search Criteria

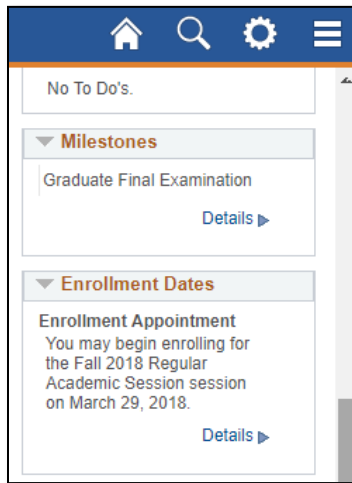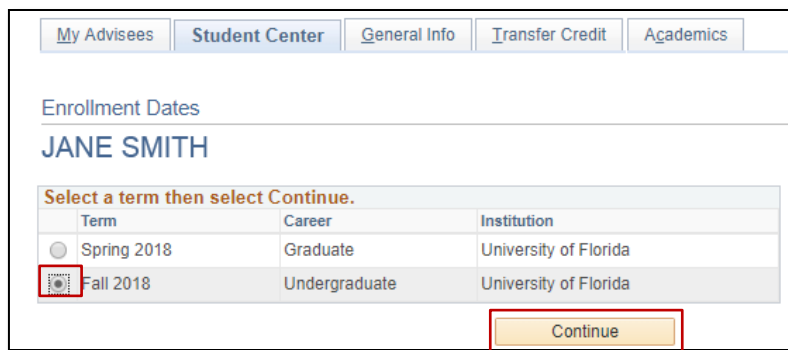|		
ID:	begins with ▼	11111111
Campus ID:	begins with ▼	
National ID:	begins with ▼	
Last Name:	begins with ▼	
First Name:	begins with ▼	

☐ Case Sensitive

Search   Clear   Basic Search 🔍 Save Search Criteria

1. Enter the student's UFID in the **ID** field
2. Click the **Search** button

3. If the page does not default to the **Student Center tab**, click on that tab

4. **Scroll down** to view the Enrollment Dates section

5. Click the **Details** link

6. Select the desired **term**

7. Click the **Continue** button

8. Here you can see the student's **Enrollment Appointment** time

FOR ADDITIONAL ASSISTANCE

CLASS PERMISSIONS

The process detailed below shows the steps for giving students permission to enroll in a departmentally controlled section of a class. The process also shows the steps for overriding requisites for all sections of a class.

> **QUICK TIP!**
>
> Adding a student to a permission roster does **not** enroll the student. The student still needs to enroll in the class.
>
> A permission does not automatically override requisite, closed class, time conflict or other restrictions on the class that the student may encounter.

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 permission 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**

7. In the **Defaults** section, **Expiration date** defaults to add deadline for career/term/session
   o In the **Permission valid for** section, **Consent required** will be the only permission checked. This is a default area for overrides granted by the permission
8. On the **General Info** tab, enter the **UFID** of the student you would like to grant permission to enroll
   o **Name** will populate automatically
   o **Status** and **Permission Use Date** will populate automatically **when the student enrolls in the class**.
   o **Expiration date** defaults to add deadline for career/term/session
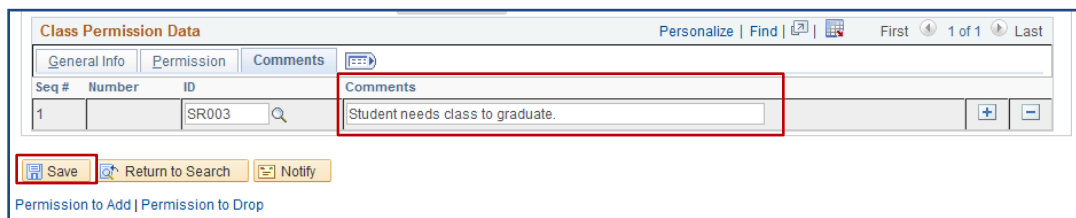9. Click on the **Permission** tab

10. Ensure **Consent Required** is checked
11. You can check the override for **requisites** as well however, it will only override the requisites for this one section
    See the [Assigning Prerequisites to All Sections of a Class](#) instruction guides for instructions on how to override all sections of a class for prerequisites
12. Click on the **Comments** tab

13. If desired, enter **Comments** as to why the permission is being granted
14. Click the **Save** button

> **QUICK TIP!**
>
> Inform the student that the permission has been granted and instruct the student to enroll in the class.
>
> If the student does not enroll in the class by the expiration date, the system will prevent the student from enrolling.

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

Quick Enroll a Student: Using a Closed Class Override

This instruction guide will walk you through the process of quick enrolling a student into a course with a closed course override.

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 use the closed course override:

1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

5. Enter the class number in the **Class Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

*NOTE: If you do not know the class number, you can click the **Look up** icon (magnifying glass) to search for the class. See screen shot below for an example of what the look up screen looks like.*

8. Click the **Errors** link to review the error message

9. Review the **Error Message**
10. Click the **Return** button

11. Click the **Class Overrides** tab

12. Check the **Closed Class** override checkbox
13. Click the **Submit** button

14. Note the status has changed from Errors to **Success**

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

Policies and Directives

Office of the University Registrar

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registrar.ufl.edu

QUICK ENROLL A STUDENT: DROP

This instruction guide will walk you through the process of using the Quick Enroll a Student page to drop a student from a course.
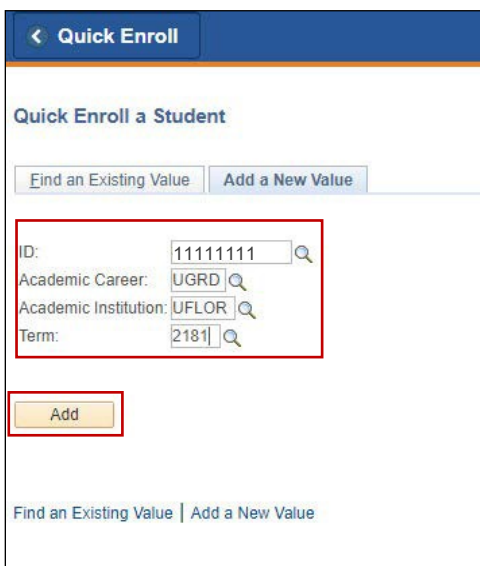
NAVIGATION

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 drop 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 **Action** dropdown menu
6. Select **Drop**
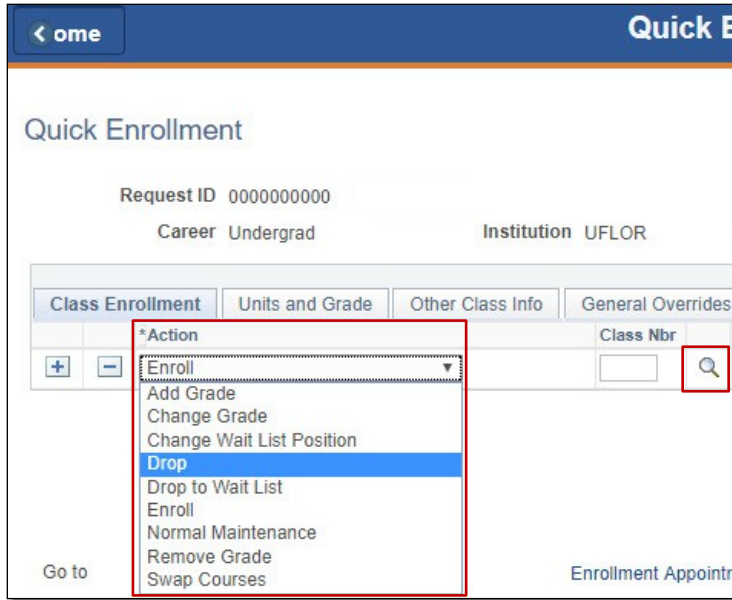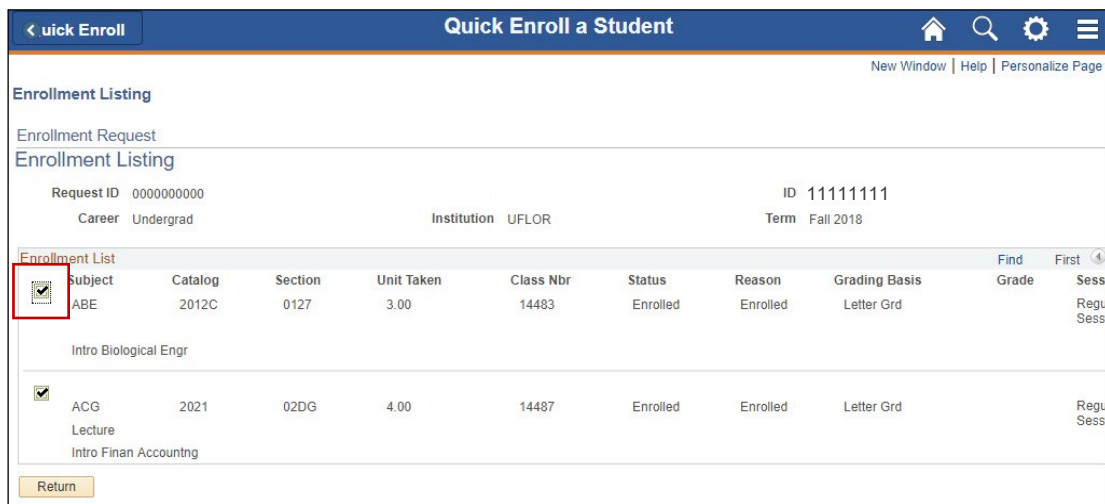7. Click the **Look up** icon

8. Click the **Checkbox** next to the class that needs to be dropped

9. Note the **course code** has populated
10. Click the **Submit** button

11. Note the status has changed from Pending to **Success**

NOTE: If the drop results in a **W grade** instead of Success, you will see **Messages**. The message means that dropping the course resulted in a W grade and the drop was posted successfully.

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
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helpdesk.ufl.edu

Policies and Directives
Office of the University Registrar
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VIEWING/EMAILING CLASS ROSTER

The Class Roster includes a feature that allows the user to email some or all of the students on the roster. This instruction guide outlines the steps required to send emails to students.

NAVIGATION

Use the following navigation to navigate to the Enrollment page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Curriculum Management**
5. Click **Class Roster**
6. Click **Class Roster**

PROCESS

Use the following steps to use the Class Roster page:

1. Enter the **Term**
2. Enter the **Subject Area**
3. Enter the **Catalog Nbr**
4. Enter the **Class Nbr** (if known)
   OR
   Enter the **Class Section** (if known)
5. Click the **Search** button
6. Click the appropriate class

7. Check the box in the **Select** column for each student you wish to email
8. If you wish to select all students on the roster for email notification, click the **Select All** link
9. If you wish to clear the check boxes you have selected, click the **Clear All** link
10. When you have made your selections, click the **Notify Selected Students** link

11. An email dialog opens for the selected students
12. Enter your message in the **Message Text** field and any other necessary inforamtion according the the fields described below

Notification from Test Instructor: The name of the user who is sending the email will appear here. In this example, the user who is signed in and accessing the class roster is "Test Instructor." This *cannot* be edited

From: The user's email will be listed in the **From** line. This *cannot* be edited

To: The user's email defaults here. It allows you to receive the notification that you are sending to the students. This *can* be edited

CC: This field is usually left blank. You can enter email addresses here. Other email recipients will see these email addresses.

BCC: The students' email addresses selected in step 2 will appear here. You can edit this field to add, update or remove email addresses

Subject: the default subject is <From the desk of *user's name* >. You can edit this field

Message Text: Type your message here

13. When you are finished editing the message, click the **Send Notification** button. This will send your email message to the selected students

---

14. You can return to the class roster by clicking the **Return to Class Roster** link. **If you click this link without clicking the Send Notification button, the email will not be sent to the students**

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

QUICK ENROLL A STUDENT: ENROLL

This instruction guide will walk you through the process of quick enrolling a student into a course.

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. Enter the class number in the **Clas Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

8. Note the status has changed from Errors to **Messages**
   o The status may also change to Errors or Success. If it changes to errors, click the Errors link to review the error message. If it changes to Success, the student has been successfully registered
9. If the status has changed to Messages, click the **Messages** link to review the message

10. This message means the General Education requirement was set to Yes. This indicates the student was enrolled in the course successfully.

FOR ADDITIONAL ASSISTANCE

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ENROLLMENT

You can use the Enrollment page to view a student's enrollment information, including information on the last person who updated the student's enrollment record.

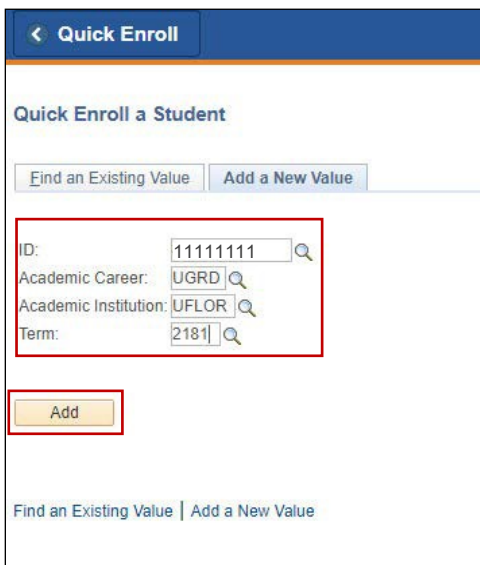### NAVIGATION

Use the following navigation to navigate to the Enrollment 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 **Enrollment**

PROCESS

Use the following steps to use the Enrollment Page:

Enrollment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID:	begins with ▼	
Academic Career:	= ▼	▼
Academic Institution:	begins with ▼	🔍
Term:	= ▼	🔍
Campus ID:	begins with ▼	
National ID:	begins with ▼	
Last Name:	begins with ▼	
First Name:	begins with ▼	
Term Alternate Key:	= ▼	🔍

☐ Case Sensitive

[Search] [Clear]   Basic Search 🔲 Save Search Criteria

1. Enter a **UFID** or **First Name and Last Name**
2. Click the **Search** button

STUDENT ENROLLMENT 1 TAB

The Student Enrollment 1 tab displays course information for a student in a given term.

In this example, this student has 3 enrollment transactions in the term. You can click the **View All** link to view all of the student's enrollments, or you can click the **next** icon (right arrow).

Class Details

Basic information about the class including **course title** and **section**. You will also see the **enrollment status** of the student.

> **NOTE**: In cases where students receive a **W grade**, the status will appear as enrolled, but the status reason will be "Withdrawn from Class" as is the case here.
>
> You may also see students in dropped status without a grade. In these cases, you should see a reason such as "Cancelled Class."

Grading

Student's grading basis and the student's grade if a grade has been assigned. Also, if the student is repeating the class, a repeat code will appear at the time of grading.

Units

Notes the units taken at the time the student enrolled in the class.

> **NOTE**: On this page, the Units Earned will not reflect a failing or a W grade as is the case here. These fields indicate the credit and course count values as of the date that the student enrolled and do not reflect the impact of a Failing grade.

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Student Information System

STUDENT ENROLLMENT 2 TAB

Dates

On this page you can view when the class was **added**, **dropped** or **graded**. You can also view the student's **primary program** in the term. If the student has been graded, you can view whether the **grade assigned is included in the GPA**.

STUDENT ENROLLMENT 3 TAB

Transcript Notes

If transcript notes were assigned, you can view those notes on this page.

STUDENT ENROLLMENT 4 TAB

Requirement Designation

If the class has a **Writing or Math requirement**, you will see that information on this page. Also, if a separate grade is required for the Math or Writing requirement, you can view that **grade** here.

> **NOTE**: Independent Studies - **Instructor ID** is not being used at UF.

LAST ENROLLMENT ACTION TAB

This page displays the **last action taken** on each class line and the **UFID** of the individual who performed the action.

FOR ADDITIONAL ASSISTANCE

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registrar.ufl.edu

ENROLLMENT REQUEST: USING A CLOSED CLASS OVERRIDE

This instruction guide will walk you through the process of enrolling a student into a course with a closed course override.

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 **Enrollment Request**
7. Click **Add New Value**

PROCESS

Use the following steps to use the closed course override:

1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

5. Enter the class number in the **Class Nbr** field or use the Look up icon if the class number is unknown
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

Enrollment Request ID 0000000000	Status Pending Submit
User ID 11111111	Operator Enrollment Access

Enrollment Request Details   Find | View All   First ◄

Sequence Nbr 1   Pending
*Action Enroll ▼   Action Reason ___ 🔍
  ☐ Override Action Date   Action Date ___
  ☐ Wait List Okay

Class Nbr 19673 🔍   BCH   3025   0020 Lecture   Fundament of Biochem
Regular Academic Session   Undergraduate

8. Note the Status now says **Errors Found**. Scroll down to review the error message

Enrollment Request ID 0027900126	Status Errors Found Submit
User ID 11111111	Operator Enrollment Access

Enrollment Request Details   Find | View All   First ◄

Sequence Nbr 1   Errors

9. Review the **Error Message**

▼ Error Messages

Message Sequence 1   Error   Last Upd

Not Enrolled, Class 19673 Full. (14640,7)

The requested enrollment add was not processed. The enrollment limit for the specified class has been reached.

The above error message indicates the class is already full.

10. Check the box next to the **Closed Class** override

Additional Overrides	☐ Appointment	☐ Career	☑ Closed Class
	☐ Requisites	☐ Service Indicator	☐ Time Conflict
	☐ Dynamic Dates		

11. **Scroll** to the top of the page

12. Click the **Submit** button

University of Florida

Spring 2018

Status Errors Found   Submit

Operator Enrollment Access

13. Note the status has changed from Errors to **Success**

Enrollment Request

·11111111   Jason Grimes   University of Florida

Undergraduate   Liberal Arts and Sciences   Spring 2018

Enrollment Request ID 0027900126   Status Success
User ID 10000101   Operator Enrollment Access

Enrollment Request Details

Sequence Nbr 1   Success

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
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ENROLLMENT REQUEST: DROP

This instruction guide will walk you through the process of using the Enrollment Request page to drop a student from a course.
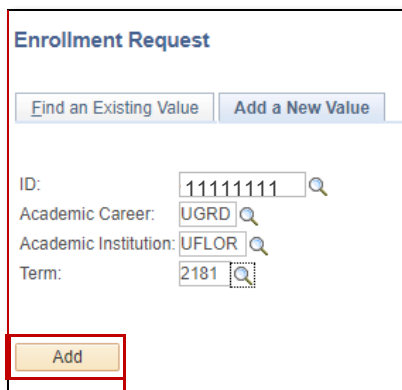
NAVIGATION

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 **Enrollment Request**
7. Click **Add New Value**

PROCESS

Use the following steps to drop 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 **Action** dropdown menu
6. Select **Drop**
7. Click the **Look up** icon

8. Click the **Checkbox** next to the class that needs to be dropped

9. Note the **course information** has populated
10. Click the **Submit** button

11. Note the status has changed from Pending to **Success**

NOTE: If the drop results in a **W grade** instead of Success, you will see **Messages**. The message means that dropping the course resulted in a W grade and the drop was posted successfully.

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

ENROLLMENT REQUEST: ENROLL

This instruction guide will walk you through the process of enrolling a student into a course.

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 **Enrollment Request**
7. Click **Add New Value**

PROCESS

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

Enrollment Request

Find an Existing Value	Add a New Value

ID: 11111111
Academic Career: UGRD
Academic Institution: UFLOR
Term: 2171

Add

1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

5. Enter the class number in the **Clas Nbr** field or use the look up tool if the class number is unknown
6. Press the **tab** key to see the course information populate
7. Click the **Submit** button

Enrollment Request ID 0000000000   Status Pending   Submit
User ID 11111111   Operator Enrollment Access

Enrollment Request Details   Find | View All   First ◀

Sequence Nbr 1   Pending
*Action Enroll ▼   Action Reason
☐ Override Action Date   Action Date
☐ Wait List Okay

Class Nbr 12830   FRE   1130   087B Lecture   Beginning French 1
Regular Academic Session   Undergraduate

8. Note the status has changed from Pending to **Success**

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
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helpdesk.ufl.edu

Policies and Directives
Office of the University Registrar
352-392-1374
registrar.ufl.edu

ENROLLMENT REQUEST: HOW TO SEARCH FOR ALL AVAILABLE CLASSES

This instruction guide will walk you through the process of searching for all available classes via the Enrollment Request page.
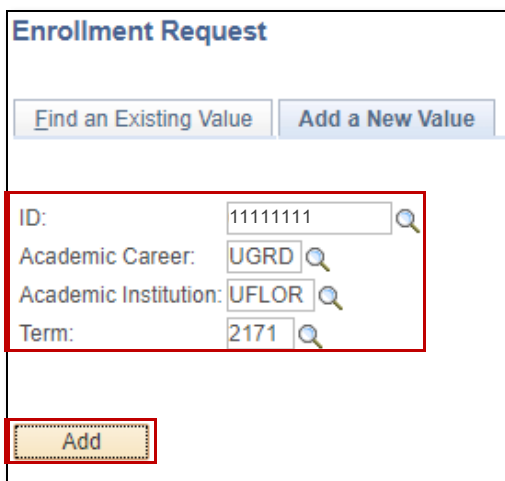
NAVIGATION

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 **Enrollment Request**
7. Click **Add New Value**

PROCESS

Use the following steps to view all available classes for 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
   o 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

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

10. Enter the course number into the **Course Number** field
11. Click the **Search** button

Enter Search Criteria

Search for Classes

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Select at least 2 search criteria. Select Search to view your search results.

▽ Class Search

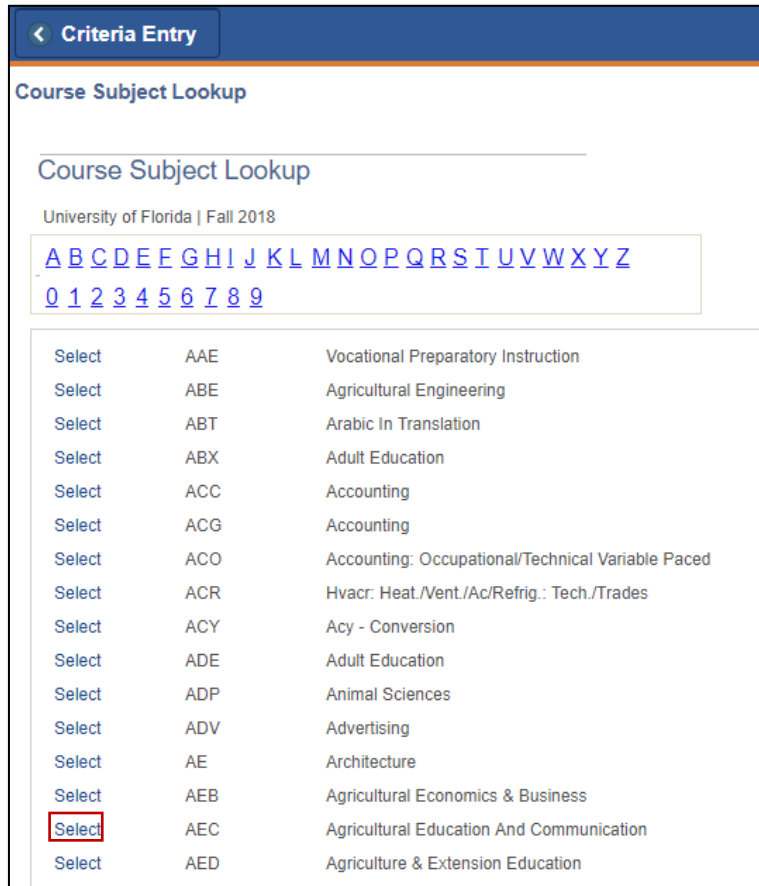| select subject | | Subject | AEC | Agricultural Educatic |

Course Number | is exactly ▼ | 3414
Course Career | ▼ |
☑ Show Open Classes Only

▷ Additional Search Criteria

Return to Quick Enrollment   Clear   Search

12. All available classes will be listed. Choose the desired class by clicking the **Select** button

‹ **Criteria Entry**

Search Results

Use the class section links to access additional class detail

University of Florida | Fall 2018

The following classes match your search criteria Course Subject: **Agricultural Education And Com**, Course Number is exactly **'3414'**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

🟢 Open   ⬜ Closed

Return   New Search   Modify Search

2 class section(s) found

▽ AEC 3414 - Leadership Development

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
16976	0165-LEC Regular	MoWeFr 9:35AM - 10:25AM	TBA		08/22/2018 - 12/05/2018	🟢	Select

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
15443	26BE-LEC Regular	TBA	TBA		08/22/2018 - 12/05/2018	🟢	Select

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	**Policies and Directives**
The UF Computing Help Desk	Office of the University Registrar
352-392-HELP	352-392-1374
helpdesk.ufl.edu	registrar.ufl.edu

ENROLLMENT REQUEST: USING A PERMISSION OVERRIDE

This instruction guide will walk you through the process of enrolling a student into a course with a permission override.

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 **Enrollment Request**
7. Click **Add New Value**

PROCESS

Use the following steps to use the permission override:

Enrollment Request

Find an Existing Value	Add a New Value

ID: 11111111
Academic Career: UGRD
Academic Institution: UFLOR
Term: 2181

Add

1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

5. Enter the class number in the **Class Nbr** field
6. Press the **tab** key to see the course information populate
7. Click the **Submit** button

Enrollment Request

43435271   Dolores Umbridge   University of Florida
Undergraduate   Liberal Arts and Sciences   Spring 2018

Enrollment Request ID 0000000000   Status Pending   Submit
User ID 11111111   Operator Enrollment Access

Enrollment Request Details   Find | View All   First

Sequence Nbr 1   Pending
*Action Enroll ▼   Action Reason ____
☐ Override Action Date   Action Date _____
☐ Wait List Okay

Class Nbr 12557   ANT   4907   9536 Lecture   Research Projects
Regular Academic Session   Undergraduate

8. Note that there are **Errors**

9. Scroll to the bottom of the page to review the **Error Message**

10. Review the **Error Message**

This error message indicates the class is departmentally controlled

11. Check the box next to the **Permission** override

12. Scroll to the top of the page

13. Click the **Submit** button

14. Note the status has changed from Errors to **Success**

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.

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Technical Issues

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Policies and Directives

Office of the University Registrar

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ENROLLMENT REQUEST: USING A REQUISITES OVERRIDE

This instruction guide will walk you through the process of enrolling a student into a course with a requisites override.

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 **Enrollment Request**
7. Click **Add New Value**

PROCESS

Use the following steps to use the requisites override:

1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

5. Enter the class number in the **Clas Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

8. Note the status has changed from Pending to **Errors**

> Enrollment Request ID 0027900127   Status Errors Found
>   User ID 11111111   Operator Enrollment Access
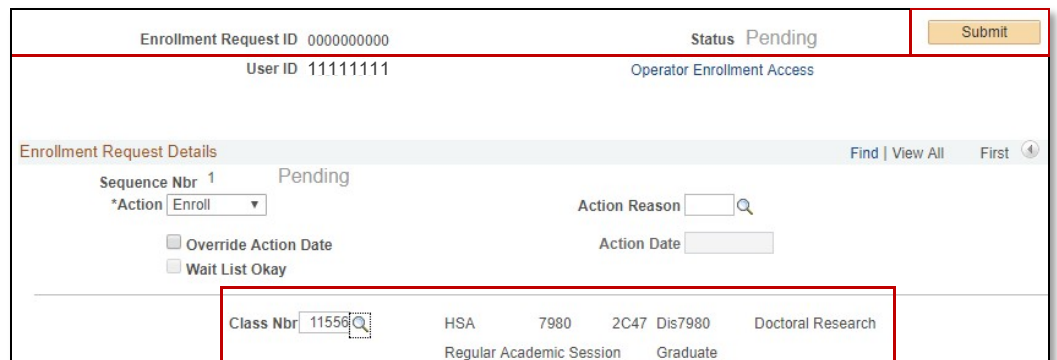>
> Enrollment Request Details
>   Sequence Nbr 1   Errors

9. Scroll to the bottom of the page to review the **Error Message**

10. Review the **Error Message**

> ▼ Error Messages
>
> Message Sequence 1   Error   Last Updat
> Requisites not met for Class, not enrolled. (14640,18)
>
> Requirements have not been met to enroll in the specified class. The enrollment transaction was not processed.
>
> Prereq: HSA 7434 with minimum grades of C.

This error indicates the class has a prerequisite that the student has not yet completed.

11. Check the box next to the **Requisites** override

> Additional   ☐ Appointment
> Overrides   ☑ Requisites
>   ☐ Dynamic Dates

12. Scroll to the top of the page

13. Click the **Submit** button

> Status Errors Found   Submit
> Operator Enrollment Access

14. Note the status has changed from Errors to **Success**

> Enrollment Request ID 0027900127   Status Success
>   User ID 11111111   Operator Enrollment Access
>
> Enrollment Request Details
>   Sequence Nbr 1   Success

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.

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ENROLLMENT REQUEST SEARCH

The Enrollment Request Search function allows you to search and review enrollment requests—both successful and unsuccessful—by student, class, and/or user.
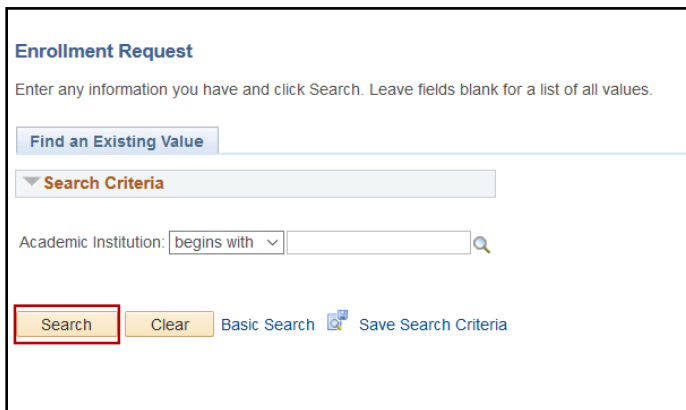
NAVIGATION

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 **Enrollment Request Search**

PROCESS

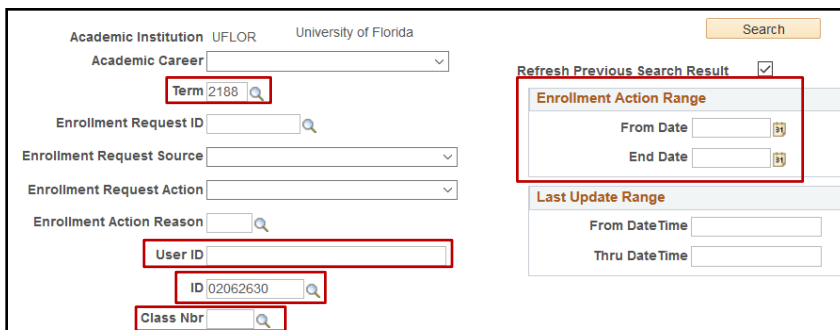Use the following steps to use the Enrollment Request Search:

Enrollment Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution: begins with ⌄ [   ] 🔍

[Search]   [Clear]   Basic Search 🔍 Save Search Criteria

1. Click the **Search** button.

QUICK TIP!

It is not necessary to enter the Academic Institution. Simply click the search button and the system will automatically use "UFLOR".

2. On the search screen, enter the various search parameters to locate the information you desire. The most common searches use a combination of the following:

Academic Institution UFLOR   University of Florida   Search
Academic Career [⌄]
Term 2188 🔍   Refresh Previous Search Result ☑
Enrollment Request ID [   ] 🔍   **Enrollment Action Range**
Enrollment Request Source [⌄]   From Date [   ] 🗓
Enrollment Request Action [⌄]   End Date [   ] 🗓
Enrollment Action Reason [   ] 🔍   **Last Update Range**
User ID [   ]   From DateTime [   ]
ID 02062630 🔍   Thru DateTime [   ]
Class Nbr [   ] 🔍

- **Term**: **Always** identify the desired term
- **User ID**: The UFID of who entered the transaction
- **ID**: UFID
- **Class Nbr**: Transactions for a particular class
- **Enrollment Action Range**: Transactions within a particular date range

NOTE: Additional search values may be used as desired:

- **Enrollment Request Source**: how the transaction was attempted, such as:
  - Enrollment Request (entered by staff)
  - Quick Enroll (entered by staff)
  - Self Service Enrollment (transactions attempted by student)
- **Enrollment Request Action**: the transaction being attempted, such as:
  - Drop
  - Enroll

OPTIONAL TIPS

1. Click on the **Personalize** link in the Enrollment List bar to personalize the search results.
   a. You can remove and reorder the columns as desired.
2. Click on the **Download** link (the grid icon) to the right of the Find link in the Enrollment List bar to load your search results into a spreadsheet.
3. You can also click on the **expand all columns icon** to expand all columns if you don't wish to tab through all the columns.

NOTE: the Personalize and the Download icons are no longer options for you to use if you expand the page.

REVIEWING THE RESULTS

FIELDS 1-7

- **User ID**: User who attempted the transaction
- First **Name** Column: User who attempted the transaction
- **ID**: Student's UFID
- Second **Name** Column: Student's Name
- **Class Number/Subject Area/Catalog Nbr**: details on the class

FIELDS 8-11

	Enrollment Request ID	Last Update DateTime	Enrollment Request Source	Enrollment Req Detail Sequence
1	0000141606	04/04/2018 11:41:38AM	Quick Enroll	1
2	0000141608	03/05/2018 3:27:57PM	Quick Enroll	1
3	0000141610	03/05/2018 3:29:53PM	Quick Enroll	1
4	0000141612	03/05/2018 3:31:08PM	Quick Enroll	1
5	0000141618	03/05/2018 3:42:48PM	Quick Enroll	1
6	0000141618	03/05/2018 3:43:34PM	Quick Enroll	2
7	0000141720	03/08/2018 2:40:09PM	Enrollment Request	1
8	0000142019	03/21/2018 4:00:43PM	Enrollment Request	1
9	0000142019	03/21/2018 3:59:54PM	Enrollment Request	2
10	0000142019	03/21/2018 4:32:39PM	Enrollment Request	3

- **Enrollment Request ID**: Transaction number;
- **Last Update DateTime**: When the transaction was attempted
- **Enrollment Request Source**: How the transaction was attempted; via Self Service, Quick Enroll, etc.
- **Enrollment Req Detail Sequence**: Whether the transaction was part of a larger transaction; particularly high numbers are usually the result of a mass or block enrollment
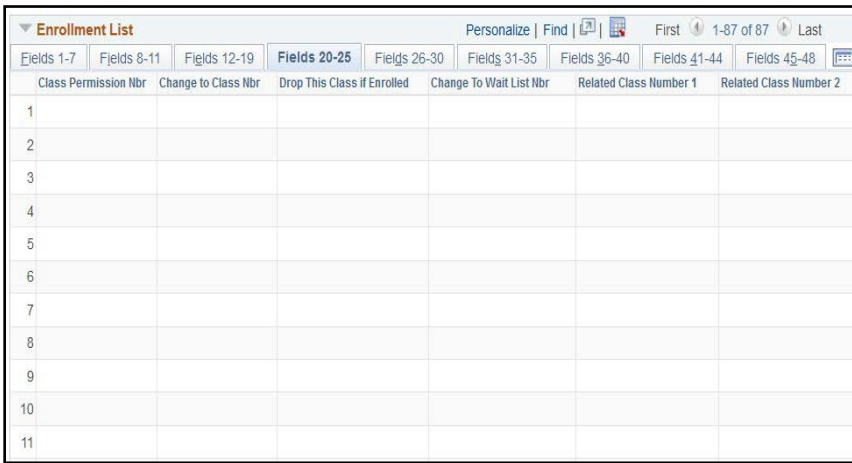
FIELDS 12-19

	Enrollment Request Action	Enrollment Action Reason	Enrollment Action Date	Units Taken	Course Count	Repeat Code	Grade Input	Grading Basis
1	Enroll			3.00	1.00			GRD
2	Enroll			3.00	1.00			GRD
3	Enroll			3.00	1.00			GRD
4	Enroll			3.00	1.00			GRD
5	Enroll			3.00	1.00			GRD
6	Add Grade			3.00	1.00		A	GRD
7	Enroll			2.00	1.00			GRD
8	Enroll			3.00	1.00			GRD
9	Enroll			1.00	1.00			GRD
10	Drop			3.00	1.00			GRD

- **Enrollment Request Action:** Enroll, Drop, Add Grade etc.
- **Enrollment Action Date:** effective date entered if action date was overridden
- **Course Count:** the number of times the course will be counted for billing purposes
  - NOTE: this number should be 1

FIELDS 20-25

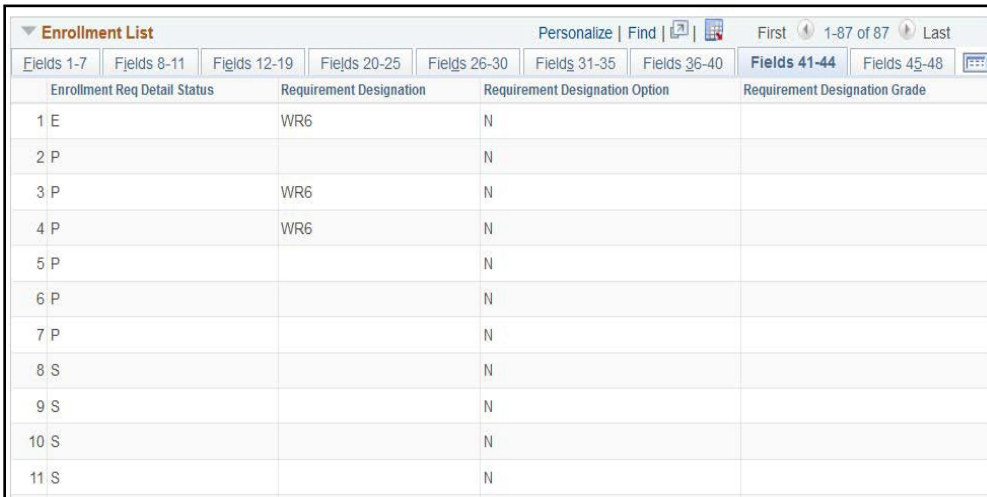**These functions are not being used at UF. You should not see any values populated in these fields.**

FIELDS 26-30, FIELDS 31-35, AND FIELDS 36-40

Check boxes show what overrides were entered for the transaction

FIELDS 41-44

- **Enrollment Req Detail Status:** status of the transaction:

  o **P** = Pending – class was added to enrollment cart but not processed
  o **S** = Success – transaction was completed successfully
  o **M** = Messages – transaction was completed successfully, but a message was produced (such as repeat message, requirement designation set, etc.)
  o **E** = Error – transaction failed

- **Requirement Designation** – when a value is populated in this field, it indicates the writing or the Math requirement assigned to the class.

NOTE: Requirement designation option of **N** will appear on all enrollments. It is a default value of N and has no impact on the requirement designation assigned to the course.

FIELDS 45-48

	Transcript Note ID	Transcript Note Exists Flag	Academic Program	Override Dynamic Dates
1		☐	UGHHU	☐
2		☐	UGHHU	☐
3		☐	UGHHU	☐
4		☐	UGHHU	☐
5		☐	GRENG	☐
6		☐	GRENG	☐
7		☐	UGHHU	☐
8		☐	UGHHU	☐
9		☐	UGHHU	☐
10		☐	UGHHU	☐
11		☐	UGHHU	☐

Enrollment List — Personalize | Find | First 1-87 of 87 Last — Fields 1-7 | Fields 8-11 | Fields 12-19 | Fields 20-25 | Fields 26-30 | Fields 31-35 | Fields 36-40 | Fields 41-44 | **Fields 45-48**

- **Transcript Note ID**: When populated, indicates that a transcript note is attached to the class enrollment
- **Academic Program**: Student's program

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ENROLLMENT REQUEST: USING A TIME CONFLICT OVERRIDE

This instruction guide will walk you through the process of enrolling a student into a course with a time conflict override.

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 **Enrollment Request**
7. Click **Add New Value**

PROCESS

Use the following steps to use the time conflict override:

1. Enter the student's **UFID**
2. Enter the **Academic Career**
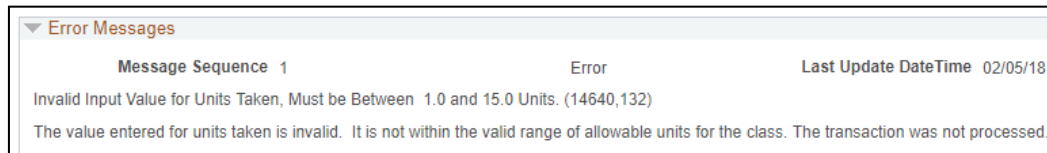3. Enter the **Term**
4. Click the **Add** button

5. Enter the class number in the **Clas Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

8. Note the status has changed from Pending to **Errors**

Enrollment Request ID 0027900124	Status Errors Found
User ID 11111111	Operator Enrollment Access

Enrollment Request Details
Sequence Nbr 1   Errors

9. **Scroll** to the bottom of the page
10. Review the **Error Message**

▼ Error Messages

    Message Sequence 1   Error

Time Scheduling Conflict for class 11209 and 18618, not enrolled. (14640,17)

A scheduling conflict exists with a currently enrolled class. Select another class, or override the time conflict.

This error indicates this class time conflicts with another class on the student's schedule

11. Check the box next to the **Time Conflict** override

Additional Overrides	☐ Appointment	☐ Career	☐ Closed Class
	☐ Requisites	☐ Service Indicator	☑ Time Conflict
	☐ Dynamic Dates		

12. **Scroll** to the top of the page
13. Click the **Submit** button

Status **Errors Found**   Submit

Enrollment Access

14. Note the status has changed from Errors to **Success**

Enrollment Request ID 0027900124	Status Success	Submit
User ID 11111111	Operator Enrollment Access	

Enrollment Request Details   Find | View All   First ◄

Sequence Nbr 1   Success

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.

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University of Florida, Gainesville, FL 32611

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Student Information System

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ENROLLMENT REQUEST: USING A UNIT LOAD OVERRIDE

This instruction guide will walk you through the process of enrolling a student into a course with a unit load override.

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 **Enrollment Request**
7. Click **Add New Value**

PROCESS

Use the following steps to use the unit load override:

Enrollment Request

| Find an Existing Value | Add a New Value |

ID: 11111111
Academic Career: UGRD
Academic Institution: UFLOR
Term: 2181

Add

1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

5. Enter the class number in the **Clas Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

Enrollment Request ID 0000000000   Status Pending   Submit
User ID 11111111   Operator Enrollment Access

Enrollment Request Details   Find | View All   First

Sequence Nbr 1   Pending
*Action Enroll ▼   Action Reason

☐ Override Action Date   Action Date
☐ Wait List Okay

Class Nbr 18618   JOU   4111   11A0   Lecture   Advanced Reporting
                    Regular Academic Session   Undergraduate

8. Note the status has changed from Pending to **Errors**

Enrollment Request ID 0027900124
User ID 11111111
Status Errors Found
Operator Enrollment Access

Enrollment Request Details
Sequence Nbr 1   Errors

9. **Scroll** to the bottom of the page
10. Review the **Error Message**

▼ Error Messages

Message Sequence 1   Error
Maximum term Unit Load exceeded. (14640,30)
Add transaction not processed. The maximum term unit load would be exceeded.

This error indicates the student is registered for more than the allowable maximum term unit load (generally 18 credit hours).

11. Check the box next to the **Unit Load** override

Additional Overrides	☐ Appointment	☐ Career	☐ Closed Class	☐ Class Links
	☐ Requisites	☐ Service Indicator	☐ Time Conflict	☑ Unit Load
	☐ Dynamic Dates			

12. **Scroll** to the top of the page
13. Click the **Submit** button

Status Errors Found   Submit

14. Note the status has changed from Errors to **Success**

Enrollment Request ID 0027900124
User ID 11111111
Status Success
Operator Enrollment Access

Enrollment Request Details
Sequence Nbr 1   Success

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.

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ENROLLMENT REQUEST: USING A UNITS TAKEN OVERRIDE

This instruction guide will walk you through the process of enrolling a student into a course with a units taken override.

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 **Enrollment Request**

PROCESSS

Use the following steps to use the units taken override:

1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

5. Enter the class number in the **Clas Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

8. Note the status has changed from Pending to **Errors**

9. **Scroll** to the bottom of the page
10. Review the **Error Message**

> ▼ Error Messages
>
> Message Sequence 1   Error   Last Update DateTime 02/05/18
>
> Invalid Input Value for Units Taken, Must be Between 1.0 and 15.0 Units. (14640,132)
>
> The value entered for units taken is invalid. It is not within the valid range of allowable units for the class. The transaction was not processed.

This error message indicates the class has an invalid number of credits (also known as units) assigned to it. In order to enroll a student in the class, you must input a unit value between 1 and 5.

11. Check the box next to the **Units Taken** override
12. **Update** the units in the **Units Taken** field to a number between **1 and 5**
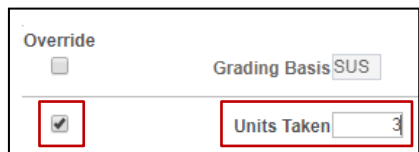
> Override
>
> ☐   Grading Basis SUS
>
> ☑   Units Taken   3

13. Scroll to the top of the page
14. Click the **Submit** button

> Status Errors Found   Submit

15. Note the status has changed from Errors to **Success**

> Enrollment Request ID 0027900127   Status Success
>
> User ID 10000101   Operator Enrollment Access
>
> Enrollment Request Details
>
> Sequence Nbr 1   Success

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ENROLLMENT REQUEST: UPDATING UNITS TAKEN

This instruction guide will walk you through the process of enrolling a student into a course and updating the units taken to a valid number.
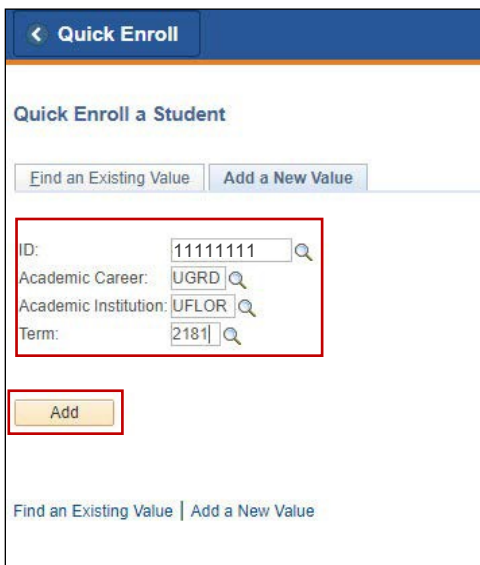
NAVIGATION

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 **Enrollment Request**
7. Click **Add New Value**

PROCESS

Use the following steps to update the units taken:

1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

5. Enter the class number in the **Clas Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

8. Note the status has changed from Pending to **Errors**

Enrollment Request ID 0027900127	Status Errors Found
User ID 11111111	Operator Enrollment Access

Enrollment Request Details
Sequence Nbr 1 | Errors

9. **Scroll** to the bottom of the page
10. Review the **Error Message**

Error Messages

Message Sequence 1   Error   Last Update DateTime 02/05/18

Invalid Input Value for Units Taken, Must be Between 1.0 and 15.0 Units. (14640,132)

The value entered for units taken is invalid. It is not within the valid range of allowable units for the class. The transaction was not processed.

This error message indicates the class has an invalid number of credits (also known as units) assigned to it. In order to enroll a student in the class, you must input a valid unit number.

11. Check the box next to **Units Taken**
12. Update the units in the **Units Taken** field to a valid number

Override

☐ Grading Basis SUS

☑ Units Taken 3

13. Scroll to the top of the page
14. Click the **Submit** button

Status Errors Found   Submit

15. Note the status has changed from Errors to **Success**

Enrollment Request ID 0027900127	Status Success
User ID 11111111	Operator Enrollment Access

Enrollment Request Details
Sequence Nbr 1 | Success

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.

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ENROLLMENT REQUEST: WEEKLY SCHEDULE

This instruction guide will walk you thought the process of accessing a student's weekly schedule via the Enrollment Request 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 **Enrollment Request**
7. Click **Add New Value**

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

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							

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QUICK ENROLL A STUDENT: USING A PERMISSION OVERRIDE

This instruction guide will walk you through the process of quick enrolling a student into a course with a permission override.

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**

PROCESS

Use the following steps to use the permission override:

< Quick Enroll Quick Enroll a Student Find an Existing Value | Add a New Value ID: 11111111 Academic Career: UGRD Academic Institution: UFLOR Term: 2181 Add Find an Existing Value | Add a New Value	1. Enter the student's **UFID** 2. Enter the **Academic Career** 3. Enter the **Term** 4. Click the **Add** button

5. Enter the class number in the **Class Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

8. Click the **Errors** link to review the error message

9. Review the **Error Message**

10. Click the **Return** button
11. Click the **Class Overrides** tab

12. Check the **Class Permission** override checkbox
13. Click the **Submit** button

14. Note the status has changed from Errors to **Success**

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

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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**

7. In the **Class Permissions Data** section, click the **Permission** tab
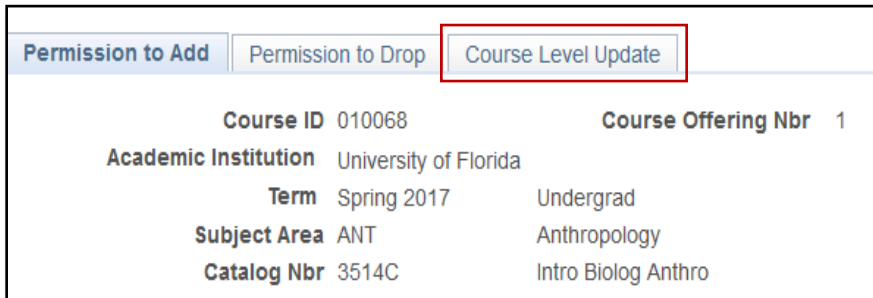
8. Check the box in the **Requisites Not Met** column

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

Class Permission Sections Synchronized.   Click Ok to Save. (20000,141)

All Sections marked as "Student Specific Permissions" have been synchronized with the same list of Student Ids. Any Student Ids in the "Add to All Sections" and "Remove From All Sections" grids have been applied to all sections. The "Requisites Not Met" flags have been checked on for all Ids and all sections. Click OK to Save the changes immediately. Click Cancel to return to the page without saving.

OK   Cancel

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.

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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
    o   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

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

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.

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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

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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
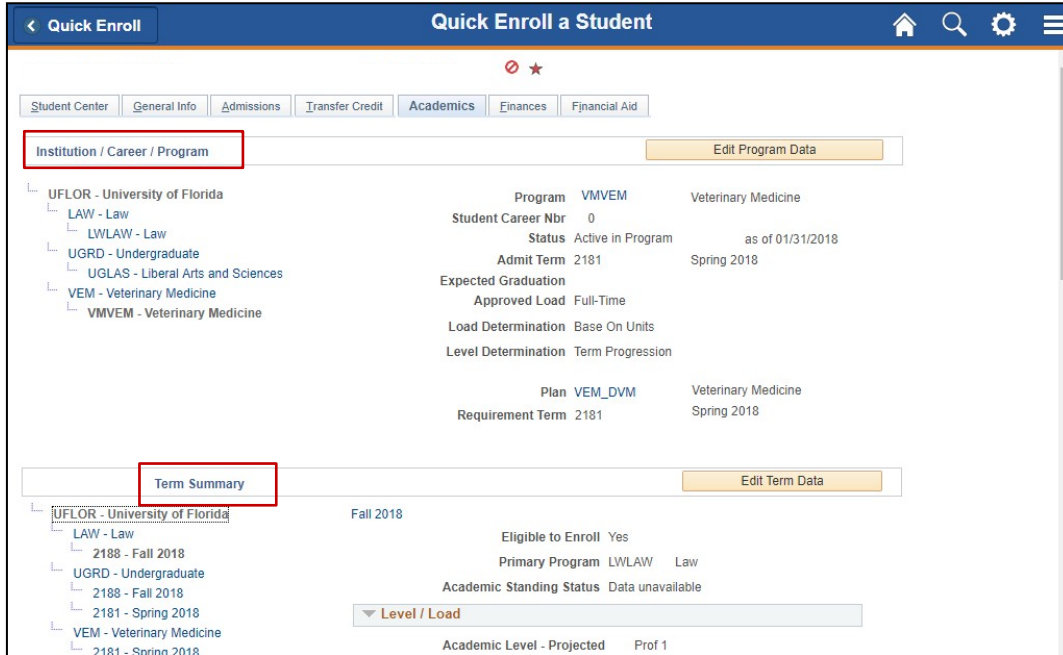
STUDENT SERVICES CENTER

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**

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

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.

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

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

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REGISTRATION IN MYUFL: KEY TERMS QUICK REFERENCE GUIDE

ENROLL

Add a class to a student's course load

DROP

Remove a class from a student's course load

ACTION DATE

Allows for a staff member to take an action on a particular date other than today's date. Usually used for retroactive course enrollments (enrolling students outside of the university's scheduled enrollment window)

SUCCESS OR MESSAGES

Both mean the action was completed successfully

MESSAGES

When you see Messages as a status, it is because the system did something automatically

Generally, this is seen when enrolling students in courses that have a Writing Requirement

Messages can also be seen when dropping a student from a course after the drop/add deadline

ERRORS

Means the system was unable to process the transaction. Click the Errors link for more details on the error type and how to resolve it

REQUIREMENT DESIGNATION OVERRIDE

Used to override a course's requirement designation (used for designating whether a course meets a math or writing requirement)

CAREER OVERRIDE

Allows the override of the required career that the student must be to enroll in this course. This override generally will not need to be used since cross-career enrollment should be allowed in the rules of Academic Structure.

APPOINTMENT OVERRIDE

Allows an override of the student's assigned appointment time. Used in cases where students should be enrolled in a certain class before their appointment time but not all classes (where changing their appointment times would be more appropriate)

UNIT LOAD OVERRIDE

Allows an override of the student's maximum class load capacity (usually 18 credits for undergraduate students)

TIME CONFLICT OVERRIDE

Allows for a class to be put on the student's schedule even if there is a class that meets at the same time already on their schedule

CLOSED CLASS OVERRIDE

Allows for a class to be put on the student's schedule even if the class is full (this will only allow up to 5% over the room capacity)

CLASS PERMISSION OVERRIDE

Allows for a class to be put on the student's schedule even if the class is departmentally controlled

REQUISITE OVERRIDE

Allows for a class to be put on the student's schedule even if the student has not completed a required perquisite course

UNIT TAKEN

Allows you to specify the units necessary for a course

QUICK ENROLL A STUDENT: USING A REQUISITES OVERRIDE

This instruction guide will walk you through the process of quick enrolling a student into a course with a requisites override.

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 use the requisites override:

1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

5. Enter the class number in the **Clas Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

8. **Note the status has changed from Pending to Errors**
9. Click the **Errors** link to review the error message

10. This message means the student was not enrolled in the course because he or she has not completed a required perquisite
11. Click the **Return** button

12. Click the **Class Overrides** tab

13. Click the **Show all columns** icon

14. Scroll to the **Requisite** column and check the checkbox

15. **Scroll** back to the left
16. Click the **Show tabs** icon
17. Click the **Submit** button

18. Note the status has changed from Errors to **Success**

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.

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CLASS PERMISSIONS

This instruction guide will walk you through the process of adding students to a Class Permissions list.

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 add a student to the Class Permissions list:

1. Enter the **Academic Institution**
2. Enter the **Term**
3. Enter the **Subject Area**
4. Enter the **Catalog Nbr**
5. Click the **Search** button

6. Under Class Permission Data, click the **+ sign** in one of the rows to add a student to the class permission list
7. In the new row, enter the students UFID in the **ID** field
8. Press the **Tab** key to see the remaining information populate
9. Click the **Save** button

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TERM SUMMARY

This instruction guide will walk you through how to view a Term Summary via the Student Services Center.

NAVIGATION

Use the following navigation to navigate to the Student Services Center:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Campus Community**
5. Click **Student Services Center**

PROCESS

Use the following steps to add a student to the Class Permissions list:

1. Enter the student's UFID in the **ID** field
2. Click the **Search** button

3. Click the **Academics** tab
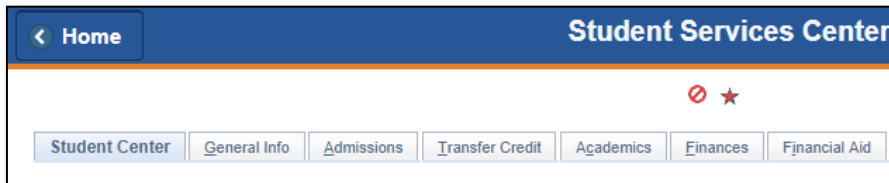
4. **Scroll** down to view the Term Summary
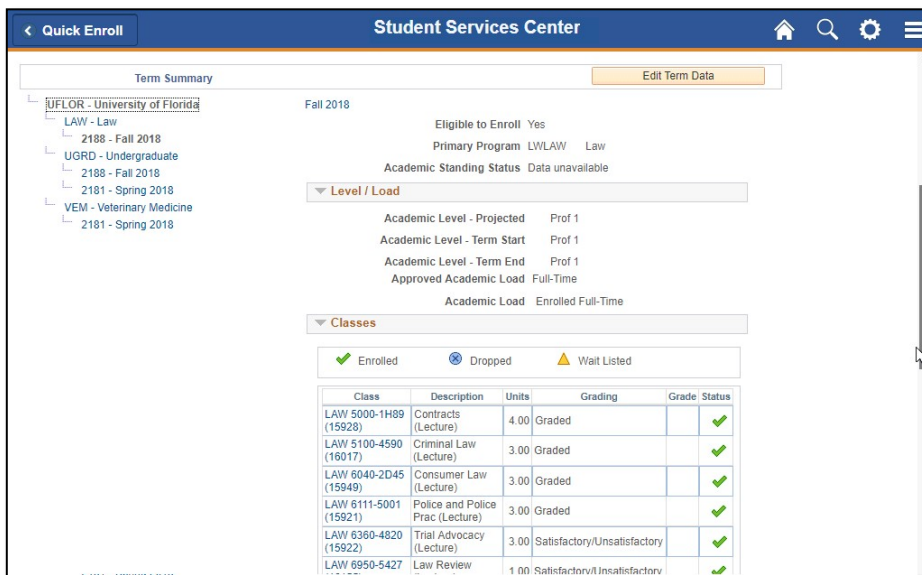
5. You can also view the total units in progress on this page
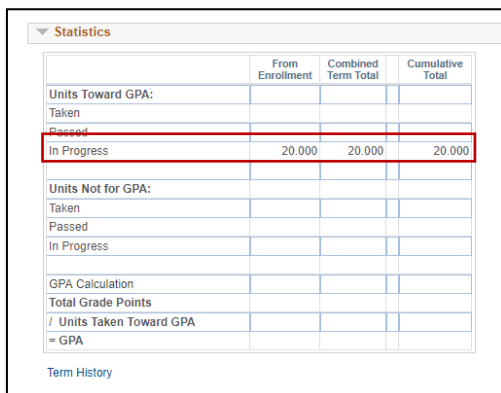
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TERM ACTIVATE A STUDENT: UNIT LOAD

This instruction guide will walk you through the process of adjusting a student's maximum unit load via the Term Activate a Student page.
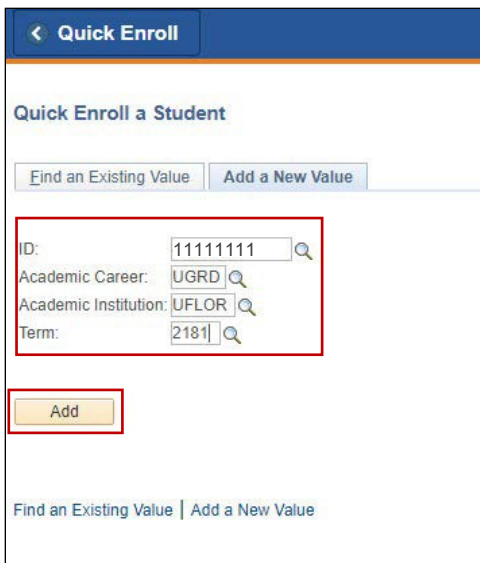
NAVIGATION

Use the following navigation to navigate to the Term Activate a Student page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Records and Enrollment**
5. Click **Student Term Information**
6. Click **Term Activate a Student**

PROCESS

Use the following steps to adjust a student's maximum unit load via the Term Activate a Student page:

1. Enter the student's UFID in the **Empl ID** field
2. Enter UFLOR in the **Academic Institution** field
3. Select the **Academic Career** from the dropdown menu
4. Click the **Search** button

5. Click the **Enrollment Limit** tab
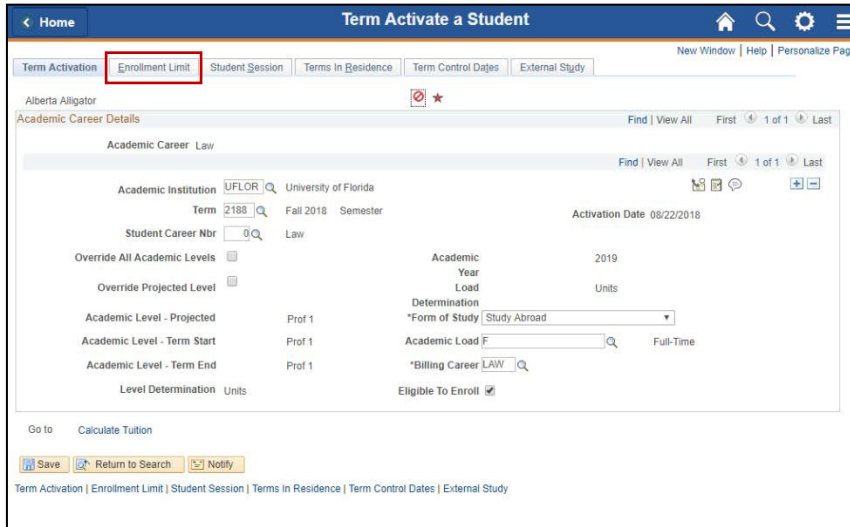
6. Check the **Override Unit Limits** checkbox
7. Enter the appropriate number of units in the **Max Total Units** field
8. Click the **Save** button
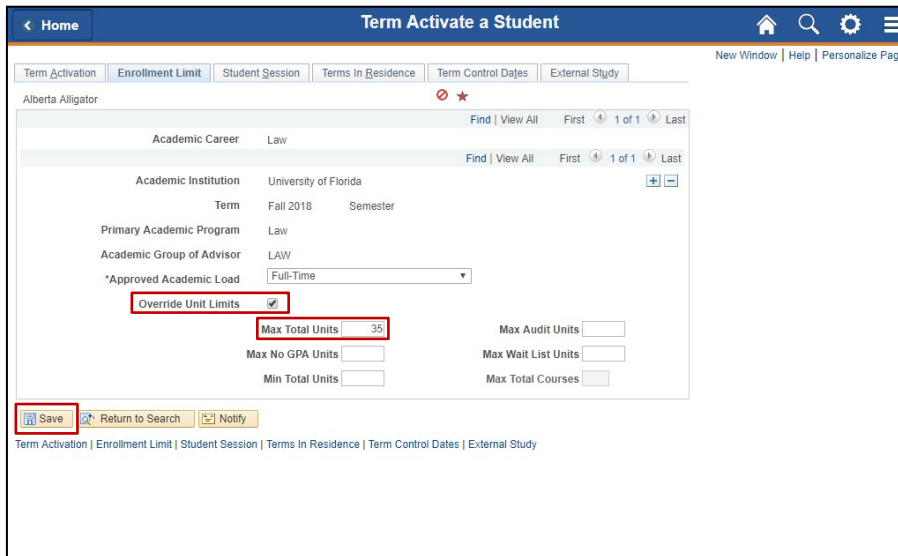
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STUDENT SERVICES CENTER: VIEW A STUDENT'S ENROLLMENT APPOINTMENT TIME

This instruction guide will walk you through how to view a Student's Registration Appointment Time via the Student Services Center in myUFL.

NAVIGATION

Use the following navigation to navigate to the Student Services Center:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Campus Community**
5. Click **Student Services Center**

PROCESS

Use the following steps to view a student's Enrollment Appointment time:

1. Enter the student's UFID in the **ID** field
2. Click the **Search** button

3. **Scroll** down to view the Enrollment Dates section

4. Click **Details**

5. Select the desired **term**

6. Click the **Continue** button

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Student Information System

7. Here you can see the student's Enrollment Appointment time

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QUICK ENROLL A STUDENT: USING A TIME CONFLICT OVERRIDE

This instruction guide will walk you through the process of quick enrolling a student into a course with a time conflict override.

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 use the time conflict override:

1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

5. Enter the class number in the **Clas Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

Quick Enroll a Student

New

Quick Enrollment

Request ID 0000000000   ID 11111111

Career Undergrad   Institution UFLOR   Term Sprin 2018   Submit

| Class Enrollment | Units and Grade | Other Class Info | General Overrides | Class Overrides |

*Action	Class Nbr		Section		Related 1	Related 2
＋ ─ Enroll ▼	20373 🔍 JOU 2040		065C	Pending	🔍	🔍

8. **Note the status has changed from Pending to Errors**
9. Click the **Errors** link to review the error message

‹ Quick Enroll

Quick Enroll a Student

N

Quick Enrollment

Request ID 0027900104   ID 11111111

Career Undergrad   Institution UFLOR   Term Sprin 2018   Submit

| Class Enrollment | Units and Grade | Other Class Info | General Overrides | Class Overrides |

*Action	Class Nbr		Section		Related 1	Related 2
＋ ─ Enroll ▼	20373 🔍 JOU 2040		065C	Errors	🔍	🔍

10. This message means the student was not enrolled in the course because the time of the class conflicts with another class the student is currently registered for
11. Click the **Return** button

12. Click the **General Overrides** tab

13. Check the **Time Conflict** checkbox
14. Click the **Submit** button

15. Note the status has changed from Errors to **Success**

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.

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QUICK ENROLL A STUDENT: USING A UNIT LOAD OVERRIDE

This instruction guide will walk you through the process of quick enrolling a student into a course with a unit load override.
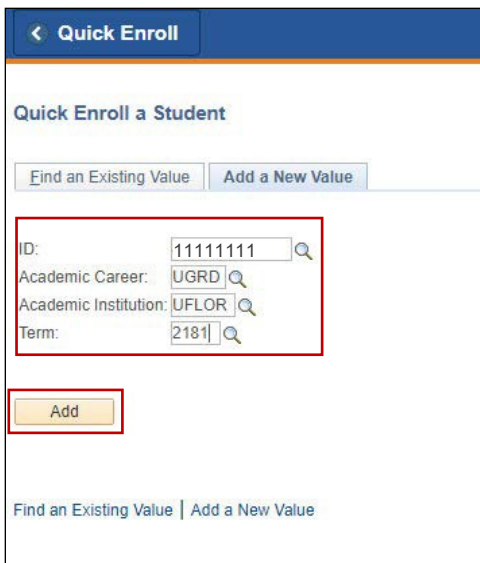
NAVIGATION

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 use the unit load course override:

1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

5. Enter the class number in the **Clas Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

8. **Note the status has changed from Pending to Errors**
9. Click the **Errors** link to review the error message

10. This message means the student was not enrolled in the course because enrolling in the course would exceed more than 18 credit units (the maximum number of credit allowed per semester)
11. Click the **Return** button

![Quick Enroll a Student - Enrollment Message Log screen showing ID 11111111, Enrollment Request ID 0027900099, Academic Career Undergraduate, Academic Institution University of Florida, Term Spring 2018. Seq # 1, Class Nbr 18618 JOU, Enrollment Request Action Enroll. Message Severity Error, Message Text: Maximum term Unit Load exceeded. (14640,30). Add transaction not processed. The maximum term unit load would be exceeded. Return button.](screenshot1)

12. Click the **Show all columns** icon

![Quick Enrollment screen showing Request ID 0027900099, ID 11111111, Career Undergrad, Institution UFLOR, Term Sprin 2018. Tabs: Class Enrollment, Units and Grade, Other Class Info, General Overrides, Class Overrides. Action Enroll, Class Nbr 18618, JOU 4111, Section 11A0, Errors.](screenshot2)

13. Scroll to the **Unit Load** column
14. Check the **Unit Load** checkbox

![Quick Enroll screen showing columns with Create Transcript Note, JOU 4111, Appointment checkbox, Unit Load checkbox](screenshot3)

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15. Scroll back to the left
16. Click the **Show Tabs** icon
17. Click **Submit**

18. Note the status has changed from Errors to **Success**

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.

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QUICK ENROLL A STUDENT: UPDATING UNITS TAKEN

This instruction guide will walk you through the process of quick enrolling a student into a course and adjusting the units taken.
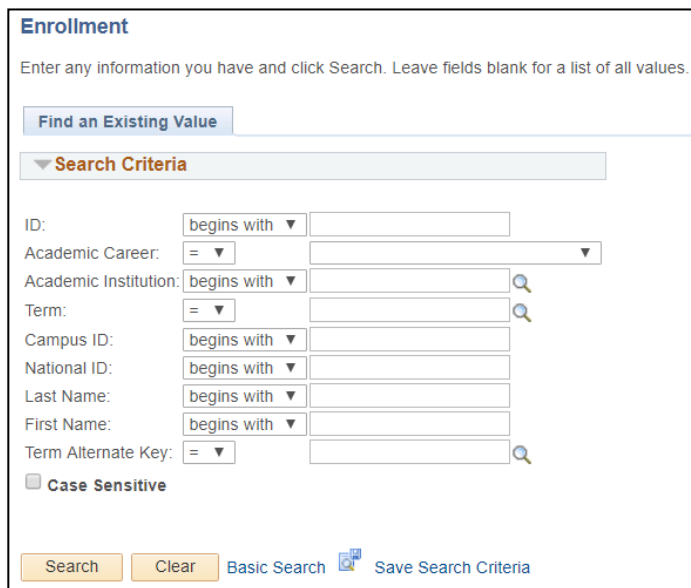
NAVIGATION

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 use the unit taken override:

1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

5. Enter the class number in the **Clas Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

8. Note the status has changed from Pending to **Errors**
9. Click the **Errors** link to review the error message

This error indicates the class has an invalid number of credits (also known as units) assigned to it. In order to enroll a student in the class, you must input a valid unit, as indicated by the error message.

10. Click the **Return** button

11. Click the **Units and Grade** tab

12. Change the **Unit Taken** column number to a valid unit number
13. Click **Submit**

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Student Information System

14. Note the status has changed from Errors to **Success**

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.

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VIEW ENROLLMENT

You can use the View Enrollment page to view a student's enrollment information, including information on the last person who updated the student's enrollment record.

NAVIGATION

Use the following navigation to navigate to the View Enrollment 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 **Enrollment**

PROCESS

Use the following steps to use the View Enrollment Page:

1. Enter a **UFID** or **First Name and Last Name**
2. Click the **Search** button

STUDENT ENROLLMENT 1 TAB

The Student Enrollment 1 tab displays course information for a student in a given term.

In this example, this student has 3 enrollment transactions in the term. You can click the **View All** link to view all of the student's enrollments, or you can click the **next** icon (right arrow).

Class Details

Basic information about the class including **course title** and **section**. You will also see the **enrollment status** of the student.

> **NOTE**: In cases where students receive a **W grade**, the status will appear as enrolled, but the status reason will be "Withdrawn from Class" as is the case here.
>
> You may also see students in dropped status without a grade. In these cases, you should see a reason such as "Cancelled Class."

Grading

Student's grading basis and the student's grade if a grade has been assigned. Also, if the student is repeating the class, a repeat code will appear at the time of grading.

Units

Notes the units taken at the time the student enrolled in the class.

> **NOTE**: On this page, the Units Earned will not reflect a failing or a W grade as is the case here. These fields indicate the credit and course count values as of the date that the student enrolled and do not reflect the impact of a Failing grade.

STUDENT ENROLLMENT 2 TAB

Dates

On this page you can view when the class was **added**, **dropped** or **graded**. You can also view the student's **primary program** in the term. If the student has been graded, you can view whether the **grade assigned is included in the GPA**.

STUDENT ENROLLMENT 3 TAB

Transcript Notes

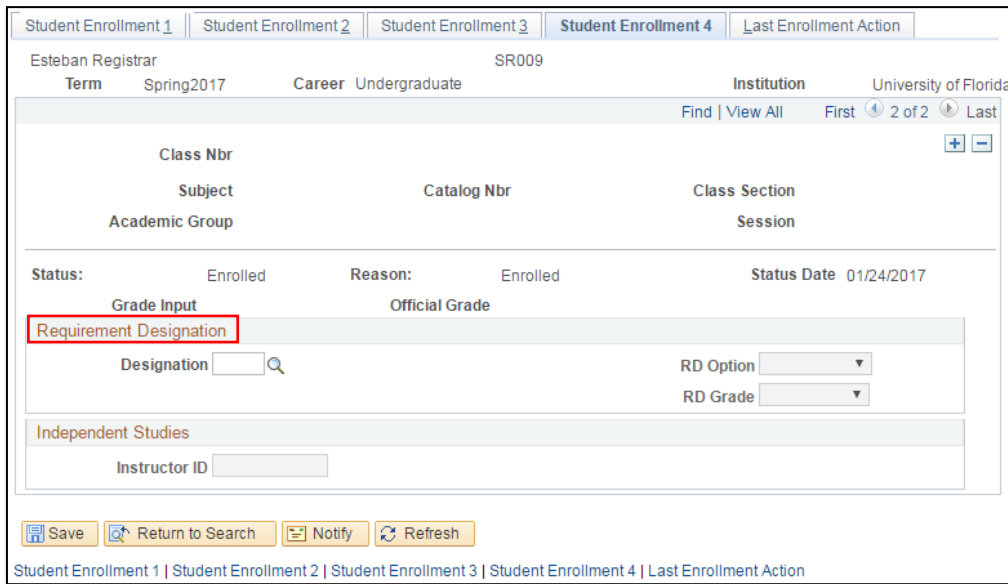If transcript notes were assigned, you can view those notes on this page.

STUDENT ENROLLMENT 4 TAB

Requirement Designation

If the class has a **Writing or Math requirement**, you will see that information on this page. Also, if a separate grade is required for the Math or Writing requirement, you can view that **grade** here.

> **NOTE**: Independent Studies - **Instructor ID** is not being used at UF.

Student Enrollment 1	Student Enrollment 2	Student Enrollment 3	Student Enrollment 4	Last Enrollment Action

Esteban Registrar — SR009
Term Spring2017 **Career** Undergraduate **Institution** University of Florida

Find | View All First ◀ 2 of 2 ▶ Last

➕ ➖

Class Nbr

Subject **Catalog Nbr** **Class Section**
Academic Group **Session**

Status: Enrolled **Reason:** Enrolled **Status Date** 01/24/2017
Grade Input **Official Grade**

Requirement Designation

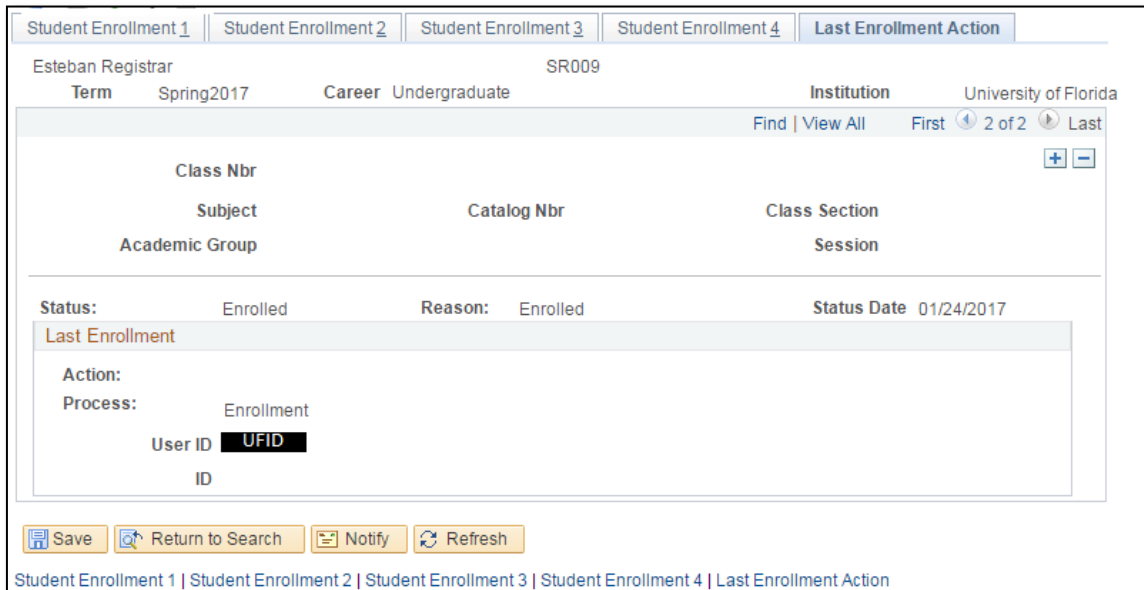**Designation** 🔍 RD Option ▼
RD Grade ▼

Independent Studies

Instructor ID

💾 Save | 🔍 Return to Search | ✉ Notify | 🔄 Refresh

Student Enrollment 1 | Student Enrollment 2 | Student Enrollment 3 | Student Enrollment 4 | Last Enrollment Action

LAST ENROLLMENT ACTION TAB

This page displays the **last action taken** on each class line and the **UFID** of the individual who performed the action.

Student Enrollment 1	Student Enrollment 2	Student Enrollment 3	Student Enrollment 4	Last Enrollment Action

Esteban Registrar — SR009
Term Spring2017 **Career** Undergraduate **Institution** University of Florida

Find | View All First ◀ 2 of 2 ▶ Last

➕ ➖

Class Nbr

Subject **Catalog Nbr** **Class Section**
Academic Group **Session**

Status: Enrolled **Reason:** Enrolled **Status Date** 01/24/2017

Last Enrollment

Action:
Process: Enrollment
User ID UFID
ID

💾 Save | 🔍 Return to Search | ✉ Notify | 🔄 Refresh

Student Enrollment 1 | Student Enrollment 2 | Student Enrollment 3 | Student Enrollment 4 | Last Enrollment Action

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

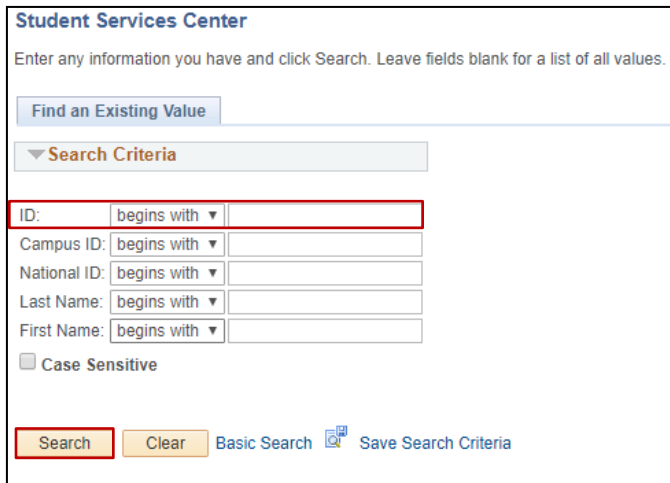# VIEWING A STUDENT'S WEEKLY SCHEDULE

This instruction guide shows you how to view a student's weekly schedule.

NAVIGATION

Use the following navigation to navigate to the Student Services Center:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Campus Community**
5. Click **Student Services Center**

PROCESS

1. Enter the student's **UFID**
   - Alternatively you can enter the student's **Last Name** and/or **First Name**
2. Click the **Search** button
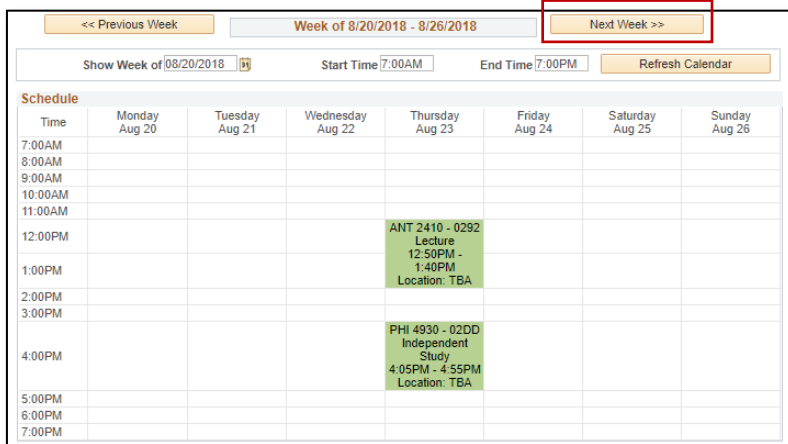
3. The **Student Services Center** displays for the selected student
4. In the Academics section, click **Weekly Schedule**

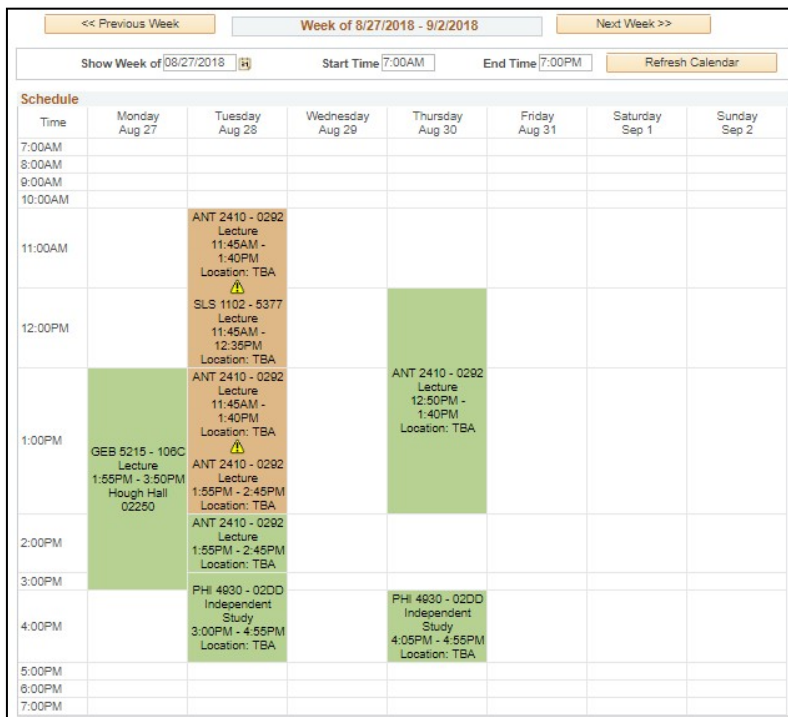A calendar view of the student's schedule displays.

NOTE!

This is only the *weekly* view of the student's schedule. This means if you are looking at the first or last week of the term you will only see items beginning on the start date of the term or ending on the last date of the term. In the example below, classes begin on 8/22/2018 therefore, only classes on or after 8/22/2018 will appear on the schedule.

Click the **Next Week** button to view the student's schedule for a full week in the term.

Now you see the student's **entire** weekly schedule.

NOTE!

There are **Display Options** below the weekly schedule which you can use to show specific information on the schedule.

Click the **Refresh Calendar** button to apply your selections.

Click the **Cancel** button to return to the Student Services Center.

NOTE!

If a class section does not have a meeting time in will appear in the **Meeting information not available** section, below the calendar.

Class	Course Title	Instructor	Start Date	End Date
EEL 3003 - 15AD (Lecture)	Elements Elect Engr		08/22/2018	12/05/2018
EGM 3400 - 107C (Lecture)	Elements of Dynamics		08/22/2018	12/05/2018
EML 3007 - 107H (Lecture)	El Thermo Heat Transf		08/22/2018	12/05/2018

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