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:

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

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
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
   - 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
   - **Name** will populate automatically
   - **Status** and **Permission Use Date** will populate automatically *when the student enrolls in the class*.
   - **Expiration date** defaults to add deadline for career/term/session

9. Click on the **Permission** tab

   ![Permission Tab](image)

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

   ![Comments Tab](image)

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

14. Click the **Save** button

   ![Save Button](image)

**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.

![Error message](image)

9. Review the **Error Message**

10. Click the **Return** button.

![Return button](image)
11. Click the **Class Overrides** tab

```
Quick Enroll a Student
Quick Enrollment
Request ID 0027900108  Institution UFLOR
Career Undergrad  Term Spring 2018
ID 11111111

<table>
<thead>
<tr>
<th>Class Enroll</th>
<th>Units and Grade</th>
<th>Other Class Info</th>
<th>General Overrides</th>
<th>Class Overrides</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroll</td>
<td>19573</td>
<td>BCH 3025</td>
<td>0020</td>
<td>Errors</td>
</tr>
</tbody>
</table>
```

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

```
Quick Enroll a Student
Quick Enrollment
Request ID 0027900108  Institution UFLOR
Career Undergrad  Term Spring 2018
ID 11111111

<table>
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</thead>
<tbody>
<tr>
<td>BCH 3025</td>
<td>0020</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

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

```
Quick Enroll a Student
Quick Enrollment
Request ID 0027900108  Institution UFLOR
Career Undergrad  Term Spring 2018
ID 11111111

<table>
<thead>
<tr>
<th>Class Enroll</th>
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</thead>
<tbody>
<tr>
<td>Enroll</td>
<td>19573</td>
<td>BCH 3025</td>
<td>0020</td>
<td><strong>Success</strong></td>
</tr>
</tbody>
</table>
```

**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
352-392-1374
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**

![Quick Enroll a Student](image)

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
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 information according to 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
   - 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

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

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:

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.

![Image of the Student Information System]

**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.

![Image of the Last Enroll Action Tab]
FOR ADDITIONAL ASSISTANCE

Technical Issues  Policies and Procedures
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 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

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

9. Review the **Error Message**

   The above error message indicates the class is already full.

10. Check the box next to the **Closed Class override**
11. Scroll to the top of the page
12. Click the Submit button

13. 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
352-392-1374
registrar.ufl.edu
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

![Enrollment List](image)

9. Note the **course information** has populated

10. Click the **Submit** button

![Enrollment Request](image)

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

![Enrollment Request](image)
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](http://helpdesk.ufl.edu)

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

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

![Image of enrollment status change](image)

**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**
The 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

![Image of Enrollment Request](image1)

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

![Image of Message](image2)

7. Click the **select subject** button

![Image of Criteria Entry](image3)
8. Click the Select link next to the desired subject

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
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

![Submit button](image)

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

![Success](image)

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**

<table>
<thead>
<tr>
<th>Technical Issues</th>
<th>Policies and Directives</th>
</tr>
</thead>
<tbody>
<tr>
<td>The UF Computing Help Desk</td>
<td>Office of the University Registrar</td>
</tr>
<tr>
<td>352-392-HELP</td>
<td>352-392-1374</td>
</tr>
<tr>
<td>helpdesk.ufl.edu</td>
<td>registrar.ufl.edu</td>
</tr>
</tbody>
</table>
**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:

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
8. Note that there are **Errors**

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

   ![Error Message]

   This error message indicates the class is departmentally controlled

10. Review the **Error Message**

    ![Error Message]

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

    ![Permission Override]

12. Scroll to the top of the page

13. Click the **Submit** button

   ![Submit Button]

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

   ![Success Message]
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
352-392-1374
registrar.ufl.edu
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**

![Image of Enrollment Request Details]

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

10. Review the **Error Message**

   ![Image of Error Messages]

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

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

   ![Image of Additional Overides]

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

13. Click the **Submit** button

   ![Image of Submit button]

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

   ![Image of Enrollment Request Details]

   **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
352-392-1374
registrar.ufl.edu
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:

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:

- **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

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Training and Organizational Development  
Office of Human Resources  
University of Florida, Gainesville, FL 32611  
Updated: April 24, 2018  
Page 2 of 5
**FIELDS 8-11**

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

<table>
<thead>
<tr>
<th>Transcript Note ID</th>
<th>Transcript Note Exists Flag</th>
<th>Academic Program</th>
<th>Override Dynamic Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>UGHRU</td>
<td></td>
</tr>
<tr>
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<td></td>
<td>UGHRU</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>UGHRU</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>UGHRU</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>GRENG</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>GRENG</td>
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</tr>
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<td></td>
<td>UGHRU</td>
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<td>8</td>
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<td></td>
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<tr>
<td>9</td>
<td></td>
<td>UGHRU</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>UGHRU</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>UGHRU</td>
<td></td>
</tr>
</tbody>
</table>

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

**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**  
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**Policies and Procedures**  
The Office of the University Registrar  
352-392-1374  
registrar.ufl.edu
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**

![Error status](image)

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

![Error message](image)

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

![Override options](image)

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

![Submit button](image)

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

![Success status](image)

**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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**Policies and Directives**
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352-392-1374
registrar.ufl.edu
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:

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

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

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.

FOR ADDITIONAL ASSISTANCE
<table>
<thead>
<tr>
<th>Technical Issues</th>
<th>Policies and Directives</th>
</tr>
</thead>
<tbody>
<tr>
<td>The UF Computing Help Desk</td>
<td>Office of the University Registrar</td>
</tr>
<tr>
<td>352-392-HELP</td>
<td>352-392-1374</td>
</tr>
<tr>
<td>helpdesk.ufl.edu</td>
<td>registrar.ufl.edu</td>
</tr>
</tbody>
</table>

Student Information System

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helpdesk.ufl.edu

Office of the University Registrar
352-392-1374
registrar.ufl.edu
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**

PROCESS

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 Message Image]

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

![Units Taken Override Image]

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

![Submit Button Image]

15. Note the status has changed from Errors to Success

![Success Image]

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Policies and Directives
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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**

9. **Scroll** to the bottom of the page

10. Review the **Error Message**

![Error Message]

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

![Units Taken]

13. Scroll to the top of the page

14. Click the **Submit** button

![Submit]

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

![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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ENROLLMENT REQUEST: WEEKLY SCHEDULE

This instruction guide will walk you through 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

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday Aug 27</th>
<th>Tuesday Aug 28</th>
<th>Wednesday Aug 29</th>
<th>Thursday Aug 30</th>
<th>Friday Aug 31</th>
<th>Saturday Sep 1</th>
<th>Sunday Sep 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00AM</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>8:00AM</td>
<td>GEB 5215 - 100C Lecture 7:25AM - 9:35AM Hough Hall 02250</td>
<td>ANT2410 - 0202 Lecture 8:30AM - 9:25AM Location: TBA</td>
<td>GEB 5215 - 100C Lecture 7:25AM - 9:35AM Hough Hall 02250</td>
<td>ANT2410 - 0202 Lecture 8:30AM - 9:25AM Location: TBA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00AM</td>
<td>PHI 4030 - 0302 Independent Study 9:35AM - 10:40AM Location: TBA</td>
<td>PHI 4030 - 0302 Independent Study 9:35AM - 10:40AM Location: TBA</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Policies and Procedures**
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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:

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**

![Error Message]

10. Click the **Return** button

11. Click the **Class Overrides** tab

![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.

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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

![Class Permissions Data](image)

8. Check the box in the **Requisites Not Met** column

![Class Permissions Data](image)

9. Click the **Course Level Update** tab

![Course Level Update](image)

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](image)

**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

![Warning message]

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
   - 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

![Quick Enroll a Student](image)

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

![Quick Enroll a Student](image)

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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**Policies and Directives**
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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

FOR ADDITIONAL ASSISTANCE

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

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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

![Student Services Center](image1)

4. **Scroll** down to view the Term Summary

![Student Services Center](image2)

5. You can also view the total units in progress on this page

![Statistics](image3)
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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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FOR ADDITIONAL ASSISTANCE

**Technical Issues**
The UF Computing Help Desk
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**Policies and Directives**
Office of the University Registrar
352-392-1374
registrar.ufl.edu
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
7. Here you can see the student’s Enrollment Appointment time

![Student Services Center](image)

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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

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

13. Scroll to the **Unit Load** column

14. Check the **Unit Load** checkbox
15. Scroll back to the left
16. Click the **Show Tabs** icon
17. Click **Submit**

![Quick Enroll a Student](image)

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

![Quick Enroll a Student](image)

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

![Quick Enroll](image)

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.

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.
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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.

![Display Options](image)

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

<table>
<thead>
<tr>
<th>Class</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEL 3001 - 15A0 (Lecture)</td>
<td>Elements Elect Engr</td>
<td></td>
<td>08/22/2018</td>
<td>12/05/2018</td>
</tr>
<tr>
<td>EGM 3400 - 107C (Lecture)</td>
<td>Elements of Dynamics</td>
<td></td>
<td>08/22/2018</td>
<td>12/05/2018</td>
</tr>
<tr>
<td>EML 3007 - 107H (Lecture)</td>
<td>El Thermo Heat Transf</td>
<td></td>
<td>08/22/2018</td>
<td>12/05/2018</td>
</tr>
</tbody>
</table>

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