

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

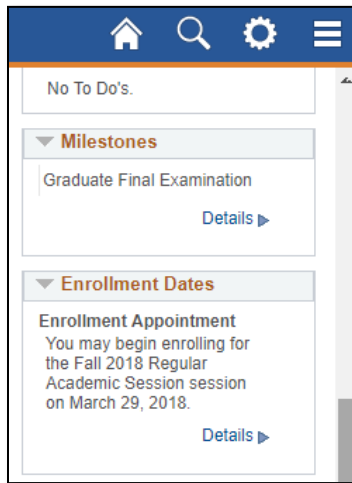
Last Name: begins with

First Name: begins with

Case Sensitive

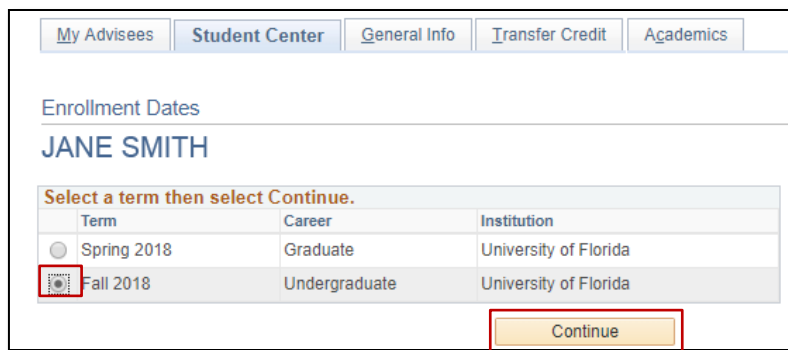
Search Clear Basic Search Save Search Criteria

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

Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular Academic Session	March 29, 2018 12:00PM	March 29, 2018 12:01PM	18.00			
Regular Academic Session	April 2, 2018 9:45AM	August 21, 2018 5:00PM	18.00			

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:

Class Permissions

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

Search Criteria

Academic Institution: [=] UFLOR

Term: [=] 2171

Subject Area: [=] ANT

Catalog Nbr: [begins with] 3514C

Academic Career: [=] Undergraduate

Campus: [begins with] MAIN

Description: [begins with]

Course ID: [begins with]

Course Offering Nbr: [=]

Academic Organization: [begins with]

Case Sensitive

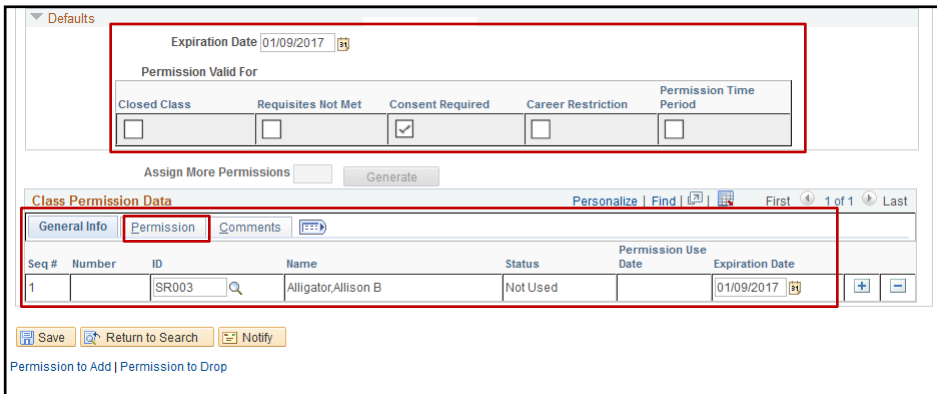
Search Results

View All First 1 of 1 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UFLOR	2171	ANT	3514C	Undergrad	MAIN	Intro Biolog Anthro	010068	1

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



Expiration Date: 01/09/2017


Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Class Permission Data:

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1		SR003	Alligator, Allison B	Not Used		01/09/2017

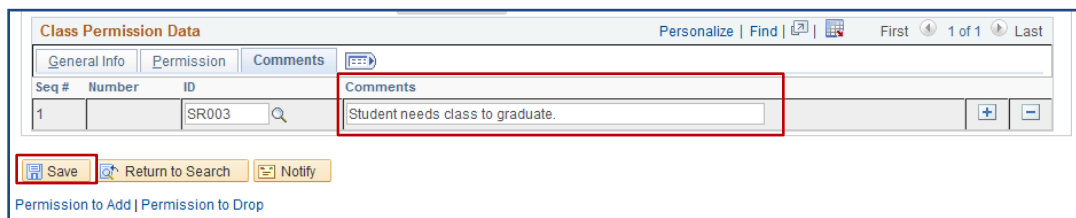
10. Ensure **Consent Required** is checked
11. You can check the override for **requisites** as well however, it will only override the requisites for this one section
 See the [Assigning Prerequisites to All Sections of a Class](#) instruction guides for instructions on how to override all sections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



Class Permission Data:

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1		SR003	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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



Class Permission Data:

Seq #	Number	ID	Comments
1		SR003	Student needs class to graduate.

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

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352-392-1374

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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:

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

Quick Enroll a Student New V

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	Related 1	Related 2
*Action		Class Nbr		Section		
+ - Enroll		19673	Q BCH 3025	0020	Pending	

*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.*

Quick Enrollment

Enter Search Criteria

Search for Classes

University of Florida | Fall 2017
 Select at least 2 search criteria. Select Search to view your search results.

▾ Class Search

Subject

Course Number is exactly

Course Career

Show Open Classes Only

▶ Additional Search Criteria

Return to Quick Enrollment

- Click the **Errors** link to review the error message

Quick Enrollment
 Request ID 0027900108 ID 11111111
 Career Undergrad Institution UFLOR Term Spring 2018

*Action		Class Nbr	Section	Related 1	Related 2
<input type="button" value="+"/>	Enroll	19673	BCH 3025		

- Review the **Error Message**
- Click the **Return** button

Enrollment Message Log
 ID 11111111
 Enrollment Request ID 0027900108
 Academic Career Undergraduate
 Academic Institution University of Florida
 Term Spring 2018

Seq # 1 Class Nbr 19673 BCH 3025 Section 0020
 Enrollment Request Action Enroll

Message Severity Error
Message Text
 Not Enrolled, Class 19673 Full. (14640,7)
 The requested enrollment add was not processed. The enrollment limit for the specified class has been reached.

11. Click the **Class Overrides** tab

Quick Enrollment
 Request ID 0027900108 ID 11111111
 Career Undergrad Institution UFLOR Term Spring 2018 Submit

*Action		Class Nbr	Section	Related 1	Related 2
<input type="checkbox"/>	Enroll	19673	BCH 3025 0020		

Errors

12. Check the **Closed Class** override checkbox

13. Click the **Submit** button

Quick Enrollment
 Request ID 0027900108 ID 11111111
 Career Undergrad Institution UFLOR Term Spring 2018 Submit

*Action		Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	WaitList Pos
<input type="checkbox"/>	BCH 3025	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WaitList Pos

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

Quick Enrollment
 Request ID 0027900108 ID 11111111
 Career Undergrad Institution UFLOR Term Spring 2018 Submit

*Action		Class Nbr	Section	Related 1	Related 2
<input type="checkbox"/>	Enroll	19673	BCH 3025 0020		

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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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.

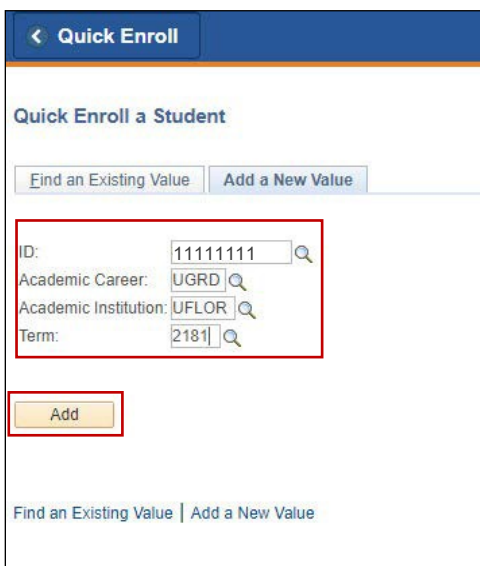
NAVIGATION

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**

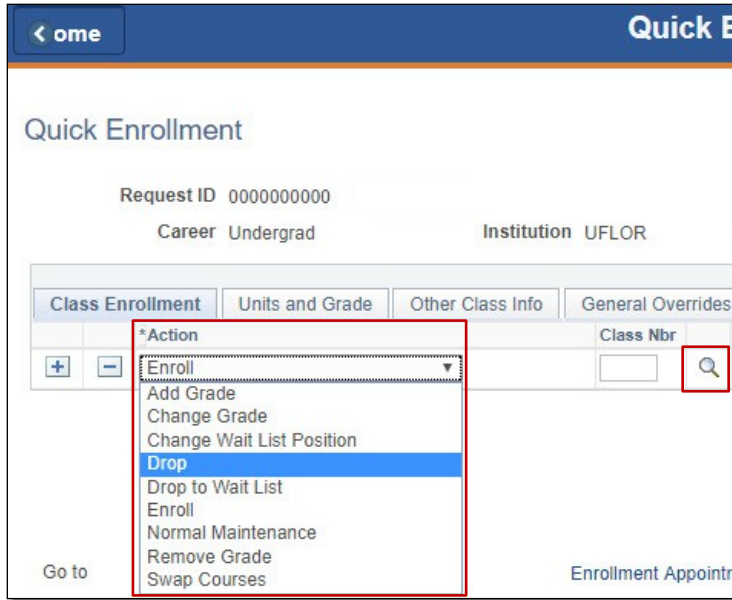
PROCESS

Use the following steps to drop a course:

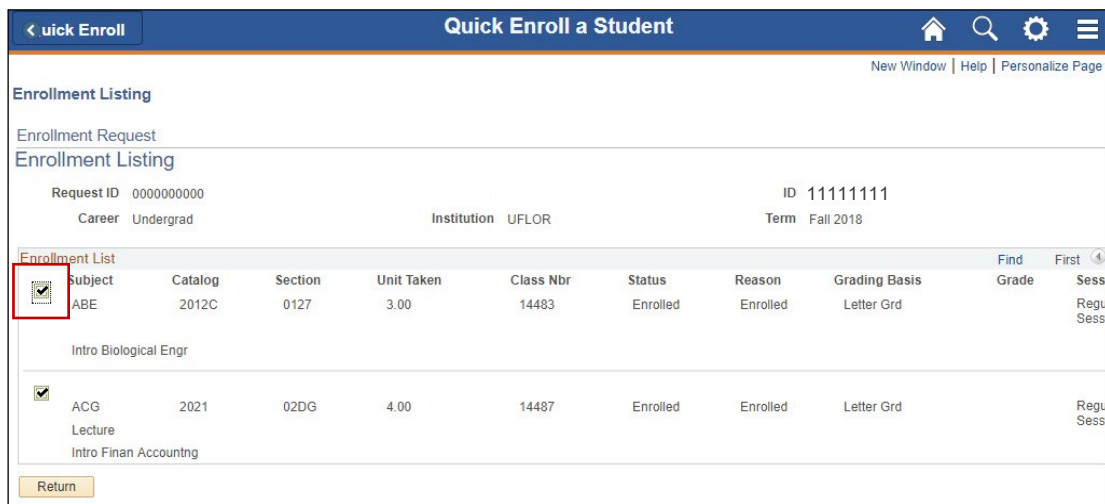


1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

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

< quick Enroll Quick Enroll a Student

Quick Enrollment New

Request ID 000000000 ID 11111111
 Career Undergrad Institution UFLOR Term Fall 2018 Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Related 1	Related 2
*Action	Class Nbr			Section			
+ - Drop	14483		ABE 2012C	0127	Pending		

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

< quick Enroll Quick Enroll a Student

Quick Enrollment New

Request ID 0204300365 ID 11111111
 Career Undergrad Institution UFLOR Term Fall 2018 Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Related 1	Related 2
*Action	Class Nbr			Section			
+ - Drop	14483		ABE 2012C	0127	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

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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:

Class Roster

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 UFLOR

Term: begins with 2188

Subject Area: begins with MAC

Catalog Nbr: begins with 1114

Class Nbr: = 17346

Class Section: begins with 3054

Session: = Regular Academic Session

Course ID: begins with

Course Offering Nbr: =

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-8 of 8 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	Description
UFLOR	2188	MAC	1114	17342	1979	Regular	020949	1	Trigonometry
UFLOR	2188	MAC	1114	17343	252G	Regular	020949	1	Trigonometry
UFLOR	2188	MAC	1114	17344	252H	Regular	020949	1	Trigonometry
UFLOR	2188	MAC	1114	17345	2859	Regular	020949	1	Trigonometry
UFLOR	2188	MAC	1114	17346	3054	Regular	020949	1	Trigonometry
UFLOR	2188	MAC	1114	17347	3055	Regular	020949	1	Trigonometry
UFLOR	2188	MAC	1114	17418	3056	Regular	020949	1	Trigonometry

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

Class Roster

Fall 2018 | Regular Academic Session | University of Florida | Undergraduate

▼ **ENC 2305 - 1C60 (13957)**
Analytical Writing and Thinking (Lecture)

Days and Times	Room	Instructor	Dates	Topic
Tu 1:55PM-2:45PM	Matherly Hall 0118	Staff	08/22/2018 - 12/05/2018	NO PLACE LIKE "HOME"
Th 1:55PM-3:50PM	Matherly Hall 0118	Staff	08/22/2018 - 12/05/2018	NO PLACE LIKE "HOME"

*Enrollment Status: **Enrolled**

Enrollment Capacity 14 Enrolled 4

Enrolled Students Personalize | Find | | First 1-4 of 4 Last

Select	ID	Name	Grade Basis	Units	Program and Plan	Level
<input checked="" type="checkbox"/>	00000000	Student Name	Letter Grd	3.00	Liberal Arts and Sciences - Biology	Freshman
<input type="checkbox"/>	11111111	Student Name	Letter Grd	3.00	Liberal Arts and Sciences - Biology	Sophomore
<input checked="" type="checkbox"/>	22222222	Student Name	Letter Grd	3.00	Liberal Arts and Sciences - Psychology	Junior
<input type="checkbox"/>	33333333	Student Name	Letter Grd	3.00	Liberal Arts and Sciences - Psychology/Family, Youth & Community Sci	Sophomore

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

Class Roster

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Test Instructor

From: test.instructor@ufl.edu

To: test.instructor@ufl.edu

CC:

BCC: abccompass@ufl.edu, acccompass@ufl.edu

Subject: <From the desk of Test Instructor>

Message Text: There will be no class held this Wednesday!

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.

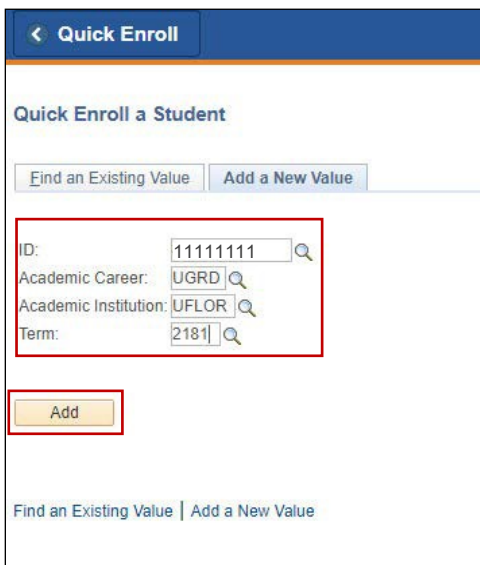
NAVIGATION

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

< Quick Enroll Quick Enroll a Student

Quick Enrollment

Request ID 0204300343 ID 11111111
 Career Undergrad Institution UFLOR Term Fall 2018 Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
*Action	Class Nbr			Section	Related 1	Related 2	
+ - Enroll	14483	Q	ABE 2012C	0127	Pending		

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

< Quick Enroll Quick Enroll a Student

Quick Enrollment

Request ID 0204300343 ID 11111111
 Career Undergrad Institution UFLOR Term Fall 2018 Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
*Action	Class Nbr			Section	Related 1	Related 2	
+ - Enroll	14483	Q	ABE 2012C	0127	Messages		

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

Quick Enroll a Student

Enrollment Message Log

ID	11111111
Enrollment Request ID	0204300349
Academic Career	Undergraduate
Academic Institution	University of Florida
Term	Fall 2018

Seq #	1	Class Nbr	14483	ABE	2012C
Enrollment Request Action	Enroll				

Message Severity **Message**

Message Text

The Requirement Designation Options was set to "YES" by the enrollment process. (14640,141)

FOR ADDITIONAL ASSISTANCE

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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.

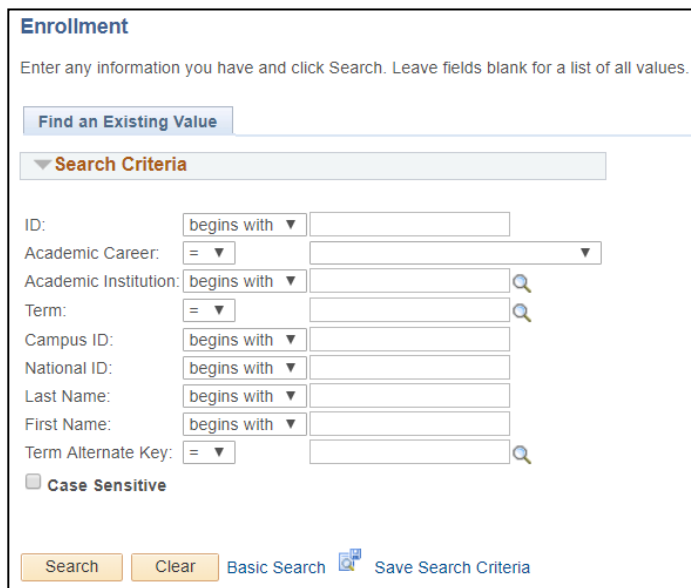
NAVIGATION

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:

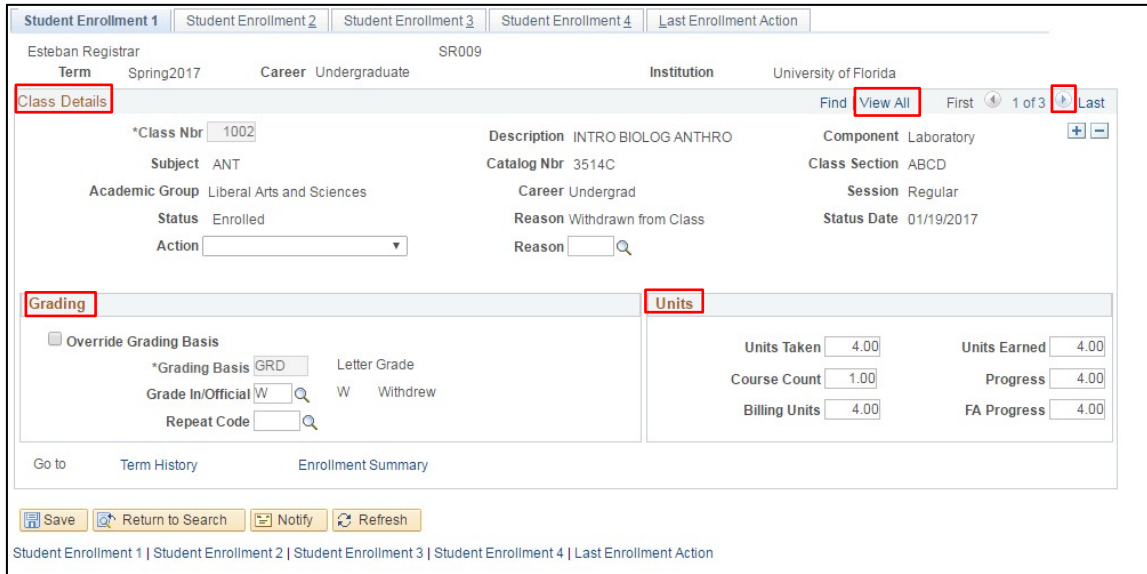


The screenshot shows the 'Enrollment' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A 'Search Criteria' section is expanded, showing various search fields: ID, Academic Career, Academic Institution, Term, Campus ID, National ID, Last Name, First Name, and Term Alternate Key. Each field has a dropdown menu for search criteria (e.g., 'begins with', '=') and a text input box. There are also search icons next to the Academic Institution and Term Alternate Key fields. At the bottom, there is a 'Case Sensitive' checkbox and a 'Basic Search' button. At the very bottom, there are 'Search', 'Clear', and 'Save Search Criteria' buttons.

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.



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
Class Details Find **View All** First 1 of 3 **Last**
 *Class Nbr 1002 Description INTRO BIOLOG ANTHRO Component Laboratory
 Subject ANT Catalog Nbr 3514C Class Section ABCD
 Academic Group Liberal Arts and Sciences Career Undergrad Session Regular
 Status Enrolled Reason Withdrawn from Class Status Date 01/19/2017
 Action Reason
Grading **Units**
 Override Grading Basis
 *Grading Basis GRD Letter Grade
 Grade In/Official W W Withdraw
 Repeat Code
 Units Taken 4.00 Units Earned 4.00
 Course Count 1.00 Progress 4.00
 Billing Units 4.00 FA Progress 4.00
 Go to Term History Enrollment Summary
 Save Return to Search Notify Refresh
 Student Enrollment 1 | Student Enrollment 2 | Student Enrollment 3 | Student Enrollment 4 | Last Enrollment Action

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 1		Student Enrollment 2		Student Enrollment 3		Student Enrollment 4		Last Enrollment Action	
Esteban Registrar		SR009		Institution		University of Florida			
Term	Spring2017	Career	Undergraduate	Find View All		First	1 of 1	Last	
Class Nbr	1030	HUMAN OSTEOLOGY		Lecture					
Subject	ANT	Catalog Nbr	4525	Class Section		0002			
Academic Group	Liberal Arts and Sciences		Undergrad	Session		Regular Academic Session			
Status / Reason:	Enrolled	Withdrawn from Class		Status Date		01/24/2017			
Enrollment Add Date	01/19/2017	Enrollment Drop Date		01/24/2017					
Grade Date	01/24/2017	Primary Program:		Liberal Arts and Sciences					
Grading Basis Date	01/19/2017	Repeat Date				<input type="checkbox"/> Include in GPA			
Grade Points Per Unit	0.000	Repeat Scheme:		Repeat Scheme		<input type="checkbox"/> Audit Grading Basis			
Grade Points	0.000	Units Attempted:		Yes		<input type="checkbox"/> Earn Credit			
Grading Scheme:	University of Florida								
<input type="button" value="Save"/>		<input type="button" value="Return to Search"/>		<input type="button" value="Notify"/>		<input type="button" value="Refresh"/>			
Student Enrollment 1 Student Enrollment 2 Student Enrollment 3 Student Enrollment 4 Last Enrollment Action									

STUDENT ENROLLMENT 3 TAB

Transcript Notes

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

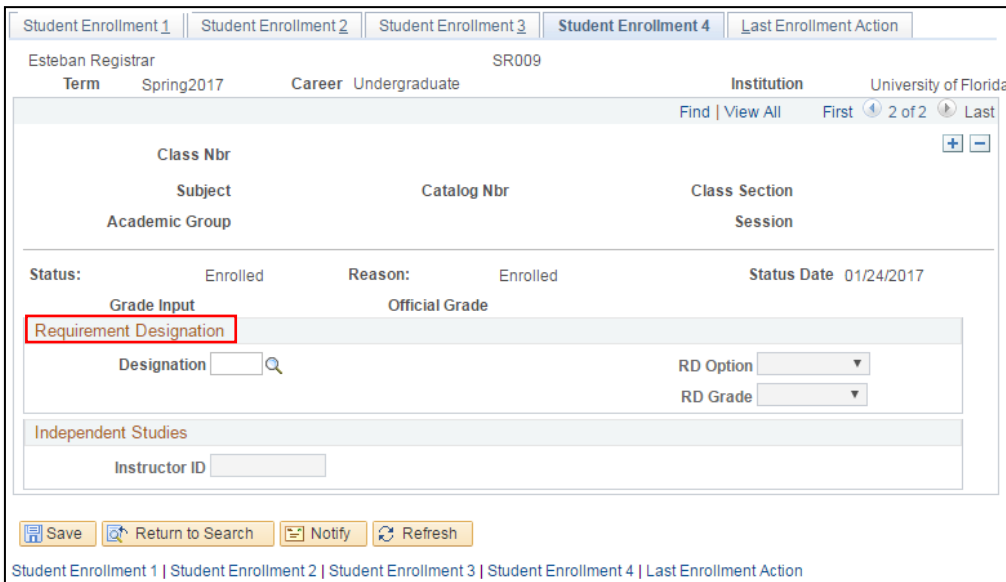
Student Enrollment 1		Student Enrollment 2		Student Enrollment 3		Student Enrollment 4		Last Enrollment Action	
Esteban Registrar		SR009		Institution		University of Florida			
Term	Spring2017	Career	Undergraduate	Find View All		First	2 of 2	Last	
Class Nbr									
Subject	Catalog Nbr		Class Section						
Academic Group			Session						
Status:	Enrolled	Reason:	Enrolled	Status Date		01/24/2017			
Student Position			Tuition Group						
Note ID									
*Transcript Note				*Transcript Note		1			
				Sequence Nbr		<input type="checkbox"/> Note From Incomplete Process			
<input type="button" value="Save"/>		<input type="button" value="Return to Search"/>		<input type="button" value="Notify"/>		<input type="button" value="Refresh"/>			
Student Enrollment 1 Student Enrollment 2 Student Enrollment 3 Student Enrollment 4 Last Enrollment Action									

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

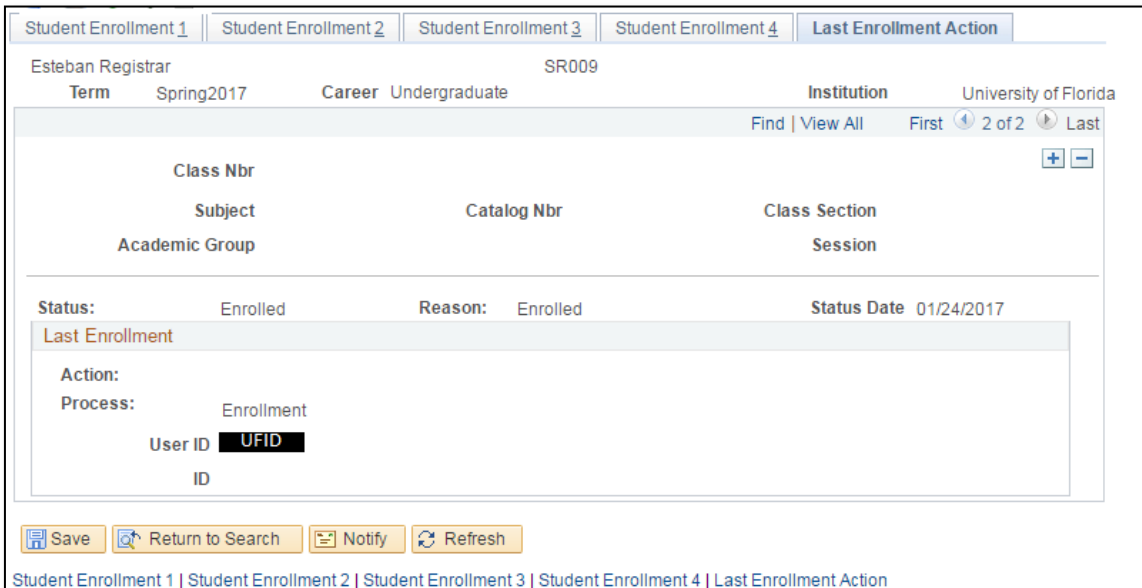
Independent Studies
 Instructor ID

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

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.

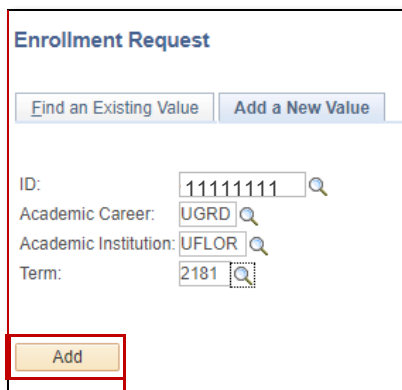
NAVIGATION

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 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	Error	Last Upd
1	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

<input type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input checked="" type="checkbox"/> Closed Class
<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Time Conflict
<input type="checkbox"/> Dynamic Dates		

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



University of Florida
Spring 2018

Status **Errors Found**

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

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:

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

Enrollment Request Details

Sequence Nbr 1 Pending

*Action Drop

Override Action Date

Wait List Okay

Class Nbr

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								
<input checked="" type="checkbox"/>	Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Bas
<input checked="" type="checkbox"/>	LIT Lecture Intro to Literature	2000	17B9	3.00	11400	Enrolled	Enrolled	Letter Grd
<input checked="" type="checkbox"/>	AMH Lecture Us Since 1877	2020	03E8	3.00	12670	Enrolled	Enrolled	Letter Grd
<input checked="" type="checkbox"/>	FRE Lecture Beginning French 1	1130	087B	5.00	12830	Enrolled	Enrolled	Letter Grd

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

10. Click the **Submit** button

Enrollment Request

11111111 Dolores Umbridge University of Florida
 Undergraduate Liberal Arts and Sciences Spring 2017

Enrollment Request ID 0000000000 Status Pending **Submit**
 User ID 10000101 Operator Enrollment Access

Enrollment Request Details Find | View All First

Sequence Nbr 1 Pending
 *Action Drop Action Reason
 Override Action Date Action Date
 Wait List Okay

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

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

Enrollment Request

11111111 Dolores Umbridge University of Florida
 Undergraduate Liberal Arts and Sciences Spring 2017

Enrollment Request ID 0027900119 **Status Success**
 User ID 10000101 Operator Enrollment Access

Enrollment Request Details

Sequence Nbr 1 **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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Policies and Directives

Office of the University Registrar

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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**

Enrollment Request ID 0027900118	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.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
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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.

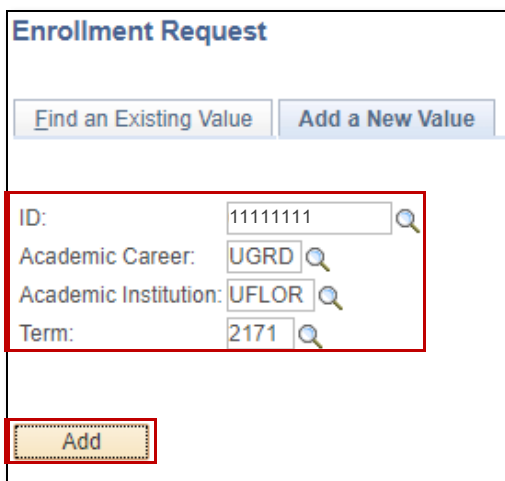
NAVIGATION

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:



The screenshot shows the 'Enrollment Request' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are four input fields, each with a search icon: 'ID:' with the value '11111111', 'Academic Career:' with the value 'UGRD', 'Academic Institution:' with the value 'UFLOR', and 'Term:' with the value '2171'. A red box highlights these four input fields. At the bottom of the form, there is a yellow 'Add' button with a red border.

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

Enrollment Request


Undergraduate Liberal Arts and S

Enrollment Request ID 0000000000
User ID

Enrollment Request Details

Sequence Nbr 1 Pending
*Action Enroll

Override Action Date
 Wait List Okay

Class Nbr 

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

Message

Maximum number of records found matching specified key(s) -- others not included in list. (4,2)

When performing a Lookup, the database returned more rows than can be accommodated in the list box.

Use a Partial Key value or Advanced Search to limit the number of rows returned or specify more characters to further qualify the key value.

OK

7. Click the **select subject** button

< Criteria Entry

Enter Search Criteria

Search for Classes

University of Florida | Fall 2018
Select at least 2 search criteria. Select Search to view your search results.

Class Search

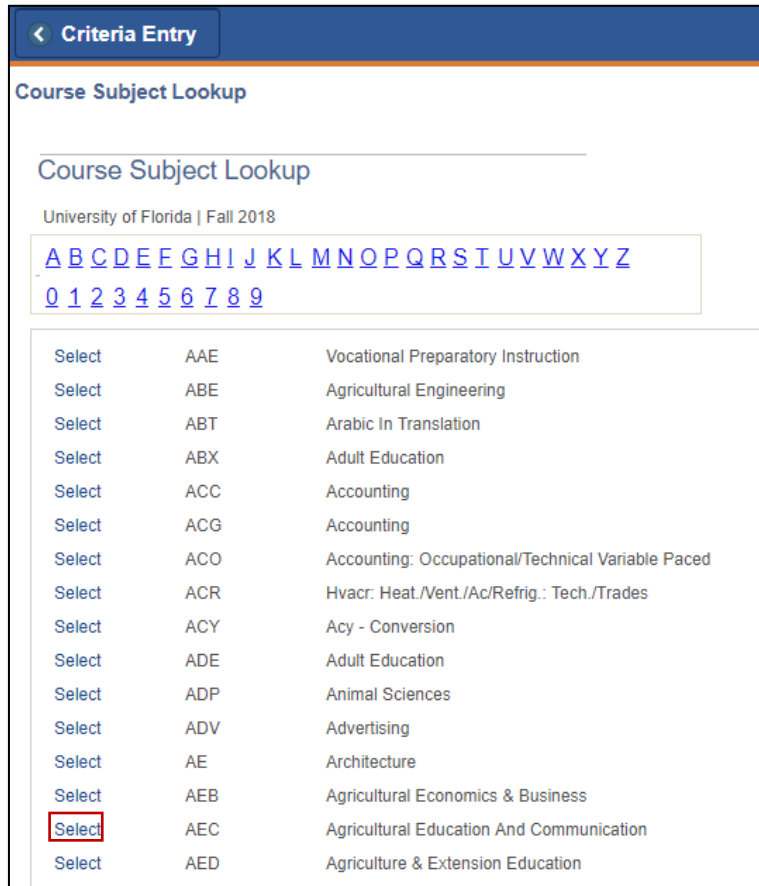
select subject Subject

Course Number is exactly
Course Career Undergraduate
 Show Open Classes Only

Additional Search Criteria

Return to Quick Enrollment

8. Click the **Select** link next to the desired subject



Criteria Entry

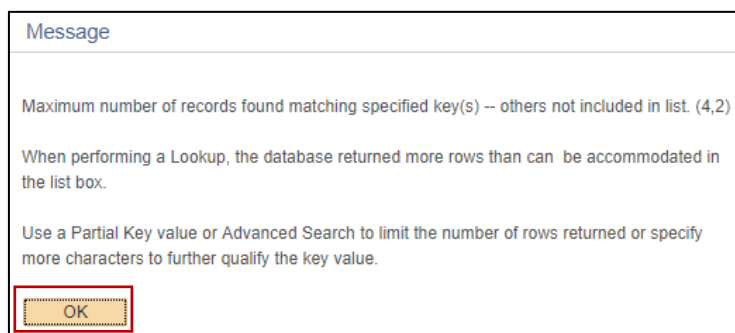
Course Subject Lookup

University of Florida | Fall 2018

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

Select	AAE	Vocational Preparatory Instruction
Select	ABE	Agricultural Engineering
Select	ABT	Arabic In Translation
Select	ABX	Adult Education
Select	ACC	Accounting
Select	ACG	Accounting
Select	ACO	Accounting: Occupational/Technical Variable Paced
Select	ACR	Hvacr: Heat./Vent./Ac/Refrig.: Tech./Trades
Select	ACY	Acy - Conversion
Select	ADE	Adult Education
Select	ADP	Animal Sciences
Select	ADV	Advertising
Select	AE	Architecture
Select	AEB	Agricultural Economics & Business
Select	AEC	Agricultural Education And Communication
Select	AED	Agriculture & Extension Education

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



Message

Maximum number of records found matching specified key(s) -- others not included in list. (4,2)

When performing a Lookup, the database returned more rows than can be accommodated in the list box.

Use a Partial Key value or Advanced Search to limit the number of rows returned or specify more characters to further qualify the key value.

OK

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

Enter Search Criteria

Search for Classes

University of Florida | Fall 2018

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

▼ Class Search

select subject Subject Agricultural Education

Course Number

Course Career

Show Open Classes Only

▶ Additional Search Criteria

Return to Quick Enrollment Clear

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

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	<input checked="" type="radio"/>	<input type="button" value="Select"/>

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
15443	26BE-LEC Regular	TBA	TBA		08/22/2018 - 12/05/2018	<input checked="" type="radio"/>	<input type="button" value="Select"/>

13. Click the **Submit** button to enroll the student in the chosen class

Enrollment Request
 11111111 Rick Grimes University of Florida
 Undergraduate Liberal Arts and Sciences Fall 2018
 Enrollment Request ID 0000000000 Status Pending **Submit**
 User ID 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 15443 AEC 3414 26BE Lecture Leadership Developmnt
 Regular Academic Session Undergraduate

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

Enrollment Request
 11111111 Rick Grimes University of Florida
 Undergraduate Liberal Arts and Sciences Fall 2018
 Enrollment Request ID 0027900178 **Status Success** Submit

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 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 Umbrige University of Florida
 Undergraduate Liberal Arts and Sciences Spring 2018
 Enrollment Request ID 000000000 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

- Note that there are **Errors**
- Scroll to the bottom of the page to review the **Error Message**

Enrollment Request ID 0027900121 Status **Errors Found** Submit
 User ID 11111111 Operator Enrollment Access

Enrollment Request Details Find | View All | First
 Sequence Nbr 1 **Errors**

- Review the **Error Message**

▼ **Error Messages**

Message Sequence	Error
1	Department Consent Required to Enroll in Class, Add Not Processed. (14640,38) Consent is needed to enroll in the class. The add transaction was not processed.

This error message indicates the class is departmentally controlled

- Check the box next to the **Permission** override

<input checked="" type="checkbox"/>	Permission Nbr	<input type="text"/>
Additional Overrides		
<input type="checkbox"/>	Appointment	
<input type="checkbox"/>	Requisites	
<input type="checkbox"/>	Dynamic Dates	
Drop This Class if Enrolled <input type="text"/>		

- Scroll to the top of the page
- Click the **Submit** button

Enrollment Request ID 0027900121 Status **Errors Found** Submit
 User ID 11111111 Operator Enrollment Access

Enrollment Request Details Find | View All | First
 Sequence Nbr 1 **Errors**

- Note the status has changed from Errors to **Success**

Enrollment Request

11111111	Dolores Umbridge	University of Florida
Undergraduate	Liberal Arts and Sciences	Spring 2018

Enrollment Request ID 0027900121 Status **Success**
 User ID 10000101 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.

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: USING A REQUISITES OVERRIDE

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

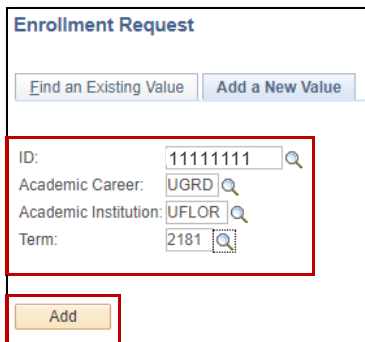
NAVIGATION

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:

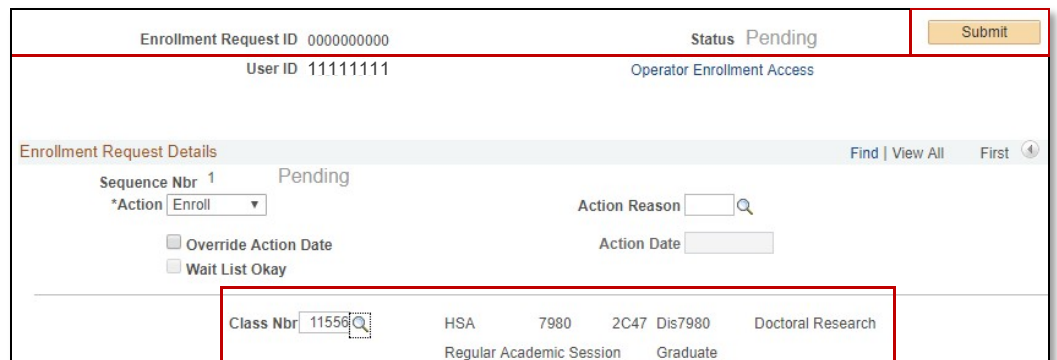


Enrollment Request

 ID:
 Academic Career:
 Academic Institution:
 Term:

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
 User ID 11111111 Operator Enrollment Access
 Enrollment Request Details Find | View All First
 Sequence Nbr 1 Pending
 *Action Action Reason
 Override Action Date Action Date
 Wait List Okay

Class Nbr <input type="text" value="11556"/> <input type="button" value="Q"/>	HSA	7980	2C47 Dis7980	Doctoral Research
	Regular Academic Session		Graduate	

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

Enrollment Request ID 0027900127
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 Update
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 Overrides

Appointment
 Requisites
 Dynamic Dates

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

13. Click the **Submit** button

Status **Errors Found**
Operator Enrollment Access

Submit

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

Enrollment Request ID 0027900127
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.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

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Policies and Directives

Office of the University Registrar

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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.

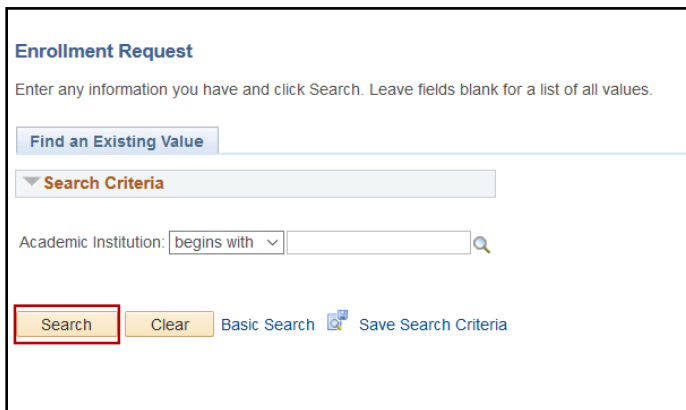
NAVIGATION

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:

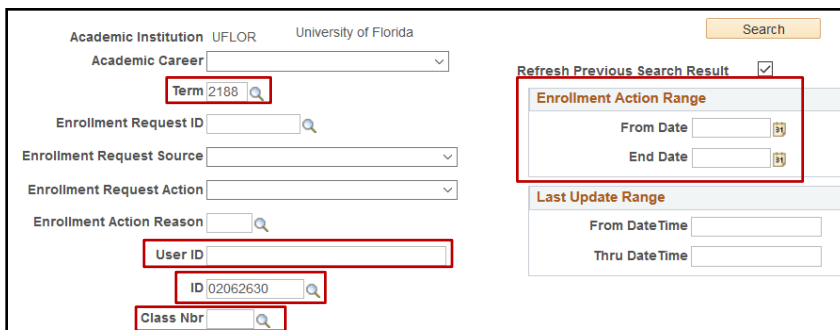


1. Click the **Search** button.

QUICK TIP!

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

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

Enrollment List									
User ID	Name	ID	Name	Term	Class Nbr	Subject Area	Catalog Nbr	Academic Career	
1 14618421	Nancy Soletti	02062630	Alberta Alligator	2188	13598 ENC	1102		UGRD	
2 14618421	Nancy Soletti	02062630	Alberta Alligator	2188	13691 ENC	1101		UGRD	
3 14618421	Nancy Soletti	02062630	Alberta Alligator	2188	15063 PHI	2010		UGRD	
4 14618421	Nancy Soletti	02062630	Alberta Alligator	2188	15063 PHI	2010		UGRD	
5 14618421	Nancy Soletti	02062630	Alberta Alligator	2188	15063 PHI	2010		UGRD	
6 14618421	Nancy Soletti	02062630	Alberta Alligator	2188	15063 PHI	2010		UGRD	
7 14618421	Nancy Soletti	02062630	Alberta Alligator	2188	15063 PHI	2010		UGRD	
8 14618421	Nancy Soletti	02062630	Alberta Alligator	2188	15063 PHI	2010		UGRD	
9 14618421	Nancy Soletti	02062630	Alberta Alligator	2188	15063 PHI	2010		UGRD	
10 14618421	Nancy Soletti	02062630	Alberta Alligator	2188	15063 PHI	2010		UGRD	
11 14618421	Nancy Soletti	02062630	Alberta Alligator	2188	15063 PHI	2010		UGRD	
12 14618421	Nancy Soletti	02062630	Alberta Alligator	2188	15063 PHI	2010		UGRD	
13 34612138	Joseph Uong	02062630	Alberta Alligator	2188	13598 ENC	1102		UGRD	
14 34612138	Joseph Uong	02062630	Alberta Alligator	2188	15063 PHI	2010		UGRD	
15 34612138	Joseph Uong	02062630	Alberta Alligator	2188	15063 PHI	2010		UGRD	

- **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 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	
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

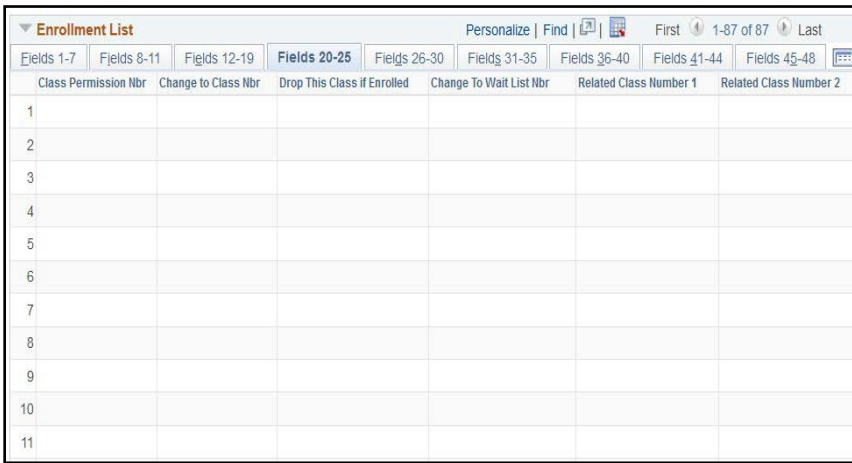
FIELDS 12-19

Enrollment 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				
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	<input type="text"/>		GRD					
2	Enroll		3.00	1.00	<input type="text"/>		GRD					
3	Enroll		3.00	1.00	<input type="text"/>		GRD					
4	Enroll		3.00	1.00	<input type="text"/>		GRD					
5	Enroll		3.00	1.00	<input type="text"/>		GRD					
6	Add Grade		3.00	1.00	<input type="text"/>	A	GRD					
7	Enroll		2.00	1.00	<input type="text"/>		GRD					
8	Enroll		3.00	1.00	<input type="text"/>		GRD					
9	Enroll		1.00	1.00	<input type="text"/>		GRD					
10	Drop		3.00	1.00	<input type="text"/>		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.

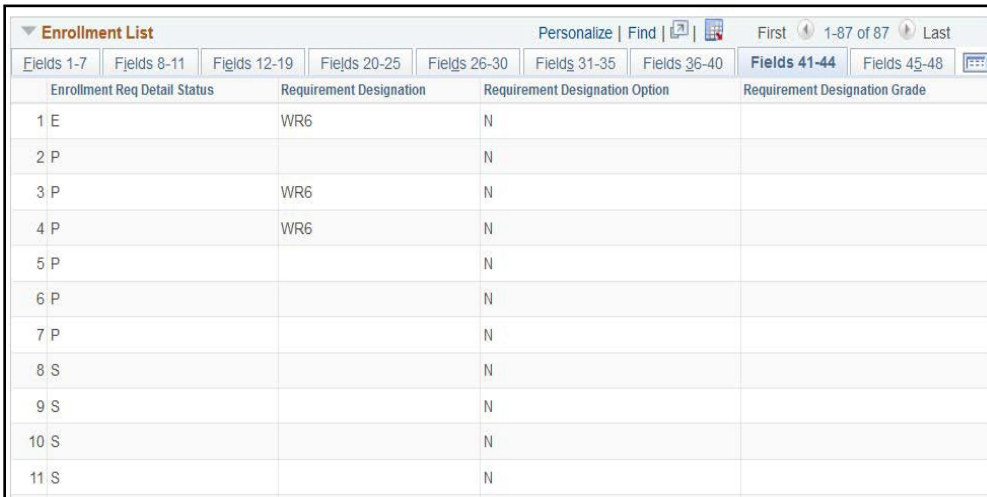


Class Permission Nbr	Change to Class Nbr	Drop This Class if Enrolled	Change To Wait List Nbr	Related Class Number 1	Related Class Number 2
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

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	Requirement Designation	Requirement Designation Option	Requirement Designation Grade
1 E	WR6	N	
2 P		N	
3 P	WR6	N	
4 P	WR6	N	
5 P		N	
6 P		N	
7 P		N	
8 S		N	
9 S		N	
10 S		N	
11 S		N	

- **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

Enrollment List			
Personalize Find [A] [B]		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	Transcript Note Exists Flag	Academic Program	Override Dynamic Dates
1	<input type="checkbox"/>	UGHHU	<input type="checkbox"/>
2	<input type="checkbox"/>	UGHHU	<input type="checkbox"/>
3	<input type="checkbox"/>	UGHHU	<input type="checkbox"/>
4	<input type="checkbox"/>	UGHHU	<input type="checkbox"/>
5	<input type="checkbox"/>	GRENG	<input type="checkbox"/>
6	<input type="checkbox"/>	GRENG	<input type="checkbox"/>
7	<input type="checkbox"/>	UGHHU	<input type="checkbox"/>
8	<input type="checkbox"/>	UGHHU	<input type="checkbox"/>
9	<input type="checkbox"/>	UGHHU	<input type="checkbox"/>
10	<input type="checkbox"/>	UGHHU	<input type="checkbox"/>
11	<input type="checkbox"/>	UGHHU	<input type="checkbox"/>

- **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.

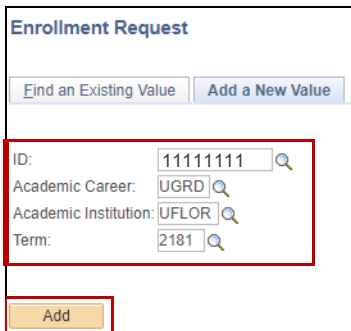
NAVIGATION

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:

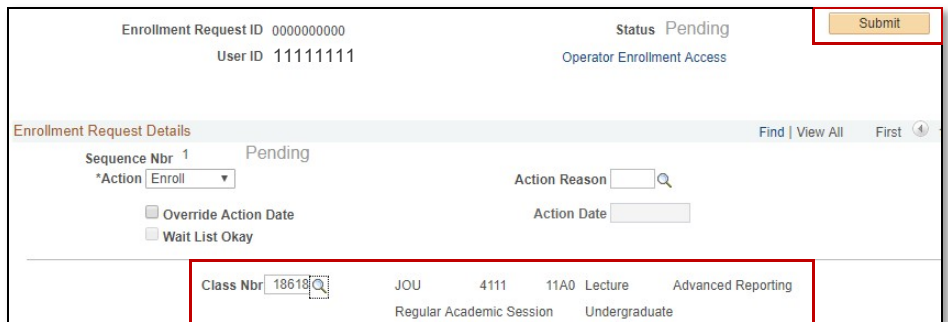


Enrollment Request

 ID:
 Academic Career:
 Academic Institution:
 Term:

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
 User ID 11111111 Operator Enrollment Access
Enrollment Request Details Find | View All | First
 Sequence Nbr 1 Pending
 *Action Action Reason
 Override Action Date Action Date
 Wait List Okay
 Class Nbr JOU 4111 11A0 Lecture Advanced Reporting
Regular Academic Session Undergraduate

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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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**

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
 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 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: 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:

The screenshot shows the 'Enrollment Request' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are four input fields, each with a search icon: 'ID:' with the value '43435271', 'Academic Career:' with 'UGRD', 'Academic Institution:' with 'UFLO', and 'Term:' with '2181'. A red box highlights these four fields. At the bottom left, there is an 'Add' button, also highlighted with a red box.

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

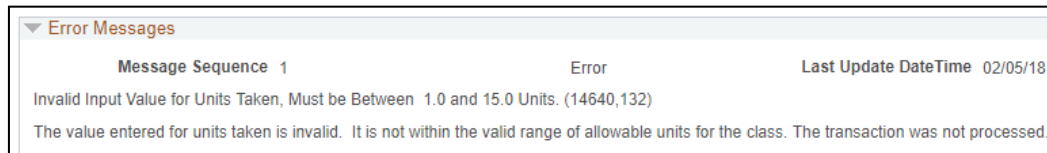
5. Enter the class number in the **Clas Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

The screenshot shows the 'Enrollment Request Details' page. At the top, it displays 'Enrollment Request ID 000000000' and 'User ID 10000101'. The status is 'Pending' and 'Operator Enrollment Access'. A 'Submit' button is highlighted with a red box. Below this, there are fields for 'Sequence Nbr 1' (value: Pending), '*Action' (dropdown: Enroll), 'Action Reason' (input field), and 'Action Date' (input field). There are also checkboxes for 'Override Action Date' and 'Wait List Okay'. At the bottom, the 'Class Nbr' field is highlighted with a red box, containing the value '11558'. To its right, the course code 'HSA 7980 2C47 Dis7980 Doctoral Research' is displayed, with 'Regular Academic Session' and 'Graduate' below it.

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

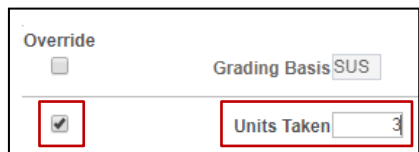
The screenshot shows the 'Enrollment Request Details' page after the status change. The 'Enrollment Request ID' is now '0027900127' and the 'User ID' is '10000101'. The status is now 'Errors Found' and 'Operator Enrollment Access'. The 'Sequence Nbr 1' field is highlighted with a red box and contains the value 'Errors'.

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



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



15. Note the status has changed from Errors to **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	<input type="checkbox"/>	Grading Basis SUS
<input checked="" type="checkbox"/>	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 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:

The screenshot shows the 'Enrollment Request' form with the following fields and values:



- Find an Existing Value | Add a New Value
- ID: 11111111
- Academic Career: UGRD
- Academic Institution: UFLOR
- Term: 2181
- Add** (highlighted in red)

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 screenshot shows the 'Enrollment Request' page with a student record for '12345678 Alberta Alligator Undergraduate'. A right-click context menu is open over the student's name, showing an 'Actions' menu with 'Weekly Schedule' highlighted in red. The Enrollment Request ID is 0000000000.

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.

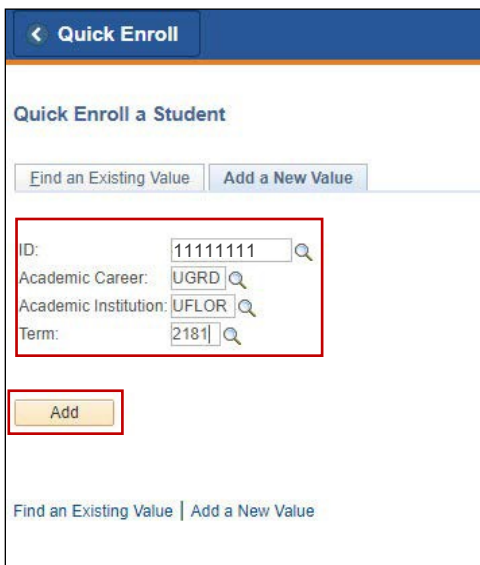
NAVIGATION

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:



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

Quick Enrollment

Request ID 0000000000 ID 11111111
 Career Undergrad Institution UFLOR Term Sprin 2018

Submit

*Action		Class Nbr	Section	Related 1	Related 2
+ -	Enroll	19673	BCH 3025 0020	Pending	

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

Quick Enrollment

Request ID 0027900108 ID 11111111
 Career Undergrad Institution UFLOR Term Sprin 2018

Submit

*Action		Class Nbr	Section	Related 1	Related 2
+ -	Enroll	19673	BCH 3025 0020	Errors	

9. Review the Error Message

Quick Enroll a Student New Window | H

Enrollment Message Log

ID	11111111
Enrollment Request ID	0027900108
Academic Career	Undergraduate
Academic Institution	University of Florida
Term	Spring 2018

Seq # 1 Class Nbr 19673 BCH 3025 Section 0020
 Enrollment Request Action Enroll

Message Severity Error

Message Text

Department Consent Required to Enroll in Class, Add Not Processed. (14640,38)

Consent is needed to enroll in the class. The add transaction was not processed.

Return

10. Click the **Return** button

11. Click the **Class Overrides** tab

Quick Enrollment Next

Request ID 0027900108 ID 11111111
 Career Undergrad Institution UFLO 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	19673	BCH 3025	0020	Errors	

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

The screenshot shows the 'Quick Enroll a Student' interface. At the top, there is a blue header with a back arrow and the text 'Quick Enroll'. Below this, the main title 'Quick Enrollment' is displayed. The form contains several fields: 'Request ID' (0027900108), 'ID' (11111111), 'Career' (Undergrad), 'Institution' (UFLOR), and 'Term' (Spring 2018). A yellow 'Submit' button is highlighted with a red box. Below the form fields are several tabs: 'Class Enrollment', 'Units and Grade', 'Other Class Info', 'General Overrides', and 'Class Overrides'. The 'Class Overrides' tab is active, showing a table with columns: 'Closed Class', 'Class Links', 'Class Units', 'Grading Basis', 'Class Permission', 'Dynamic Dates', and 'WaitList Pos'. The 'Class Permission' column for the row 'BCH 3025' has a checked checkbox, which is highlighted with a red box.

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

The screenshot shows the 'Quick Enroll a Student' interface after the enrollment action. The form fields and tabs are the same as in the previous screenshot. However, the 'Class Overrides' tab is no longer active. Instead, a new table is displayed with columns: '*Action', 'Class Nbr', 'Section', 'Related 1', and 'Related 2'. The 'Section' column for the row 'BCH 3025' has the value '0020' and the status 'Success', which is highlighted with a red box.

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:

Class Permissions

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

Search Criteria

Academic Institution: [=] UFLOR

Term: [=] 2171

Subject Area: [=] ANT

Catalog Nbr: [begins with] 3514C

Academic Career: [=] Undergraduate

Campus: [begins with] MAIN

Description: [begins with]

Course ID: [begins with]

Course Offering Nbr: [=]

Academic Organization: [begins with]

Case Sensitive

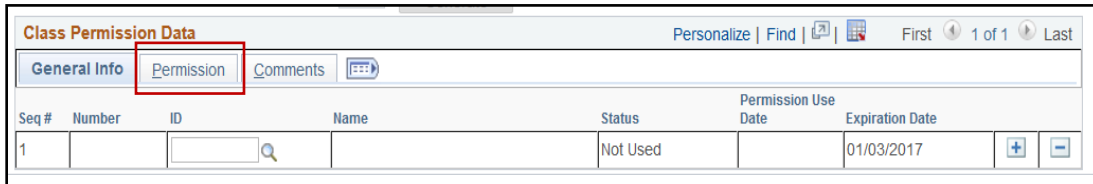
Search Results

View All First 1 of 1 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UFLOR	2171	ANT	3514C	Undergrad	MAIN	Intro Biolog Anthro	010068	1

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



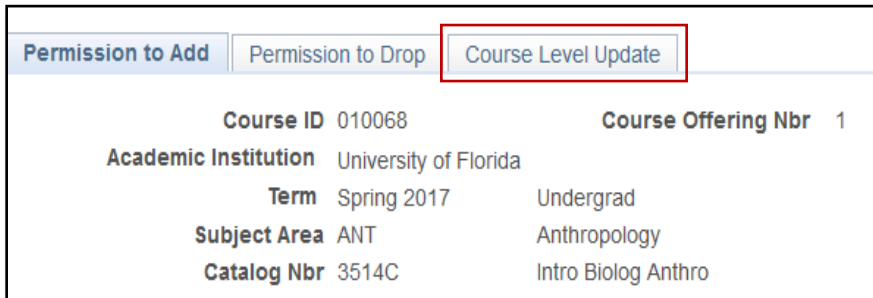
The screenshot shows the 'Class Permission Data' interface. The 'Permission' tab is highlighted with a red box. Below the tabs is a table with columns: Seq #, Number, ID, Name, Status, Permission Use Date, and Expiration Date. The first row shows Seq # 1, Status 'Not Used', and Expiration Date '01/03/2017'.

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



The screenshot shows the 'Class Permission Data' interface with the 'Requisites Not Met' checkbox checked. The 'Consent Required' checkbox is also checked. The 'ID' field contains 'SR003'.

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

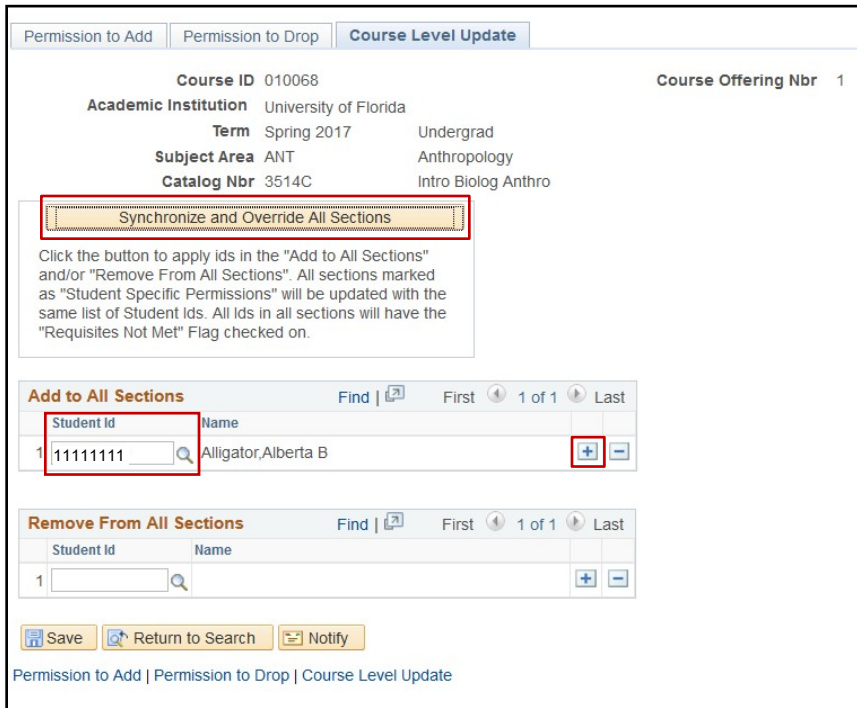


The screenshot shows the 'Course Level Update' tab selected. The course details are as follows:

Course ID	010068	Course Offering Nbr	1
Academic Institution	University of Florida		
Term	Spring 2017	Undergrad	
Subject Area	ANT	Anthropology	
Catalog Nbr	3514C	Intro Biolog Anthro	

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



The screenshot shows the 'Course Level Update' interface. The 'Synchronize and Override All Sections' button is highlighted with a red box. Below it is the 'Add to All Sections' table with one student entry:

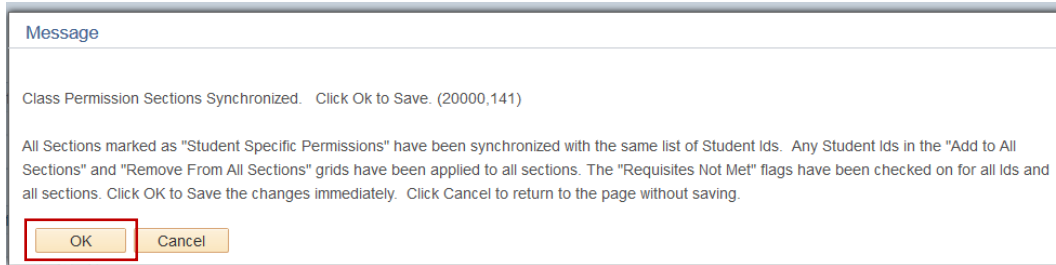
Student Id	Name
11111111	Alligator, Alberta B

The '+' button next to the student entry is also highlighted with a red box. Below the table are 'Remove From All Sections' and 'Save' buttons.

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



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.

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: 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

- Click the **Look up** icon (magnifying glass) in the **Class Nbr** section

- 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

- Click the **select subject** button

8. Click the **Select** link next to the desired subject

Criteria Entry

Course Subject Lookup

Quick Enrollment

Course Subject Lookup

University of Florida | Fall 2018

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

Select	AAE	Vocational Preparatory Instruction
Select	ABE	Agricultural Engineering
Select	ABT	Arabic In Translation
Select	ABX	Adult Education
Select	ACC	Accounting
Select	ACG	Accounting
Select	ACO	Accounting: Occupational/Technical Variable Paced
Select	ACR	Hvacr: Heat./Vent./Ac/Refrig.: Tech./Trades
Select	ACY	Acy - Conversion
Select	ADE	Adult Education
Select	ADP	Animal Sciences
Select	ADV	Advertising
Select	AE	Architecture
Select	AEB	Agricultural Economics & Business
Select	AEC	Agricultural Education And Communication
Select	AED	Agriculture & Extension Education

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

Message

Maximum number of records found matching specified key(s) -- others not included in list. (4,2)

When performing a Lookup, the database returned more rows than can be accommodated in the list box.

Use a Partial Key value or Advanced Search to limit the number of rows returned or specify more characters to further qualify the key value.

OK

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

Quick Enrollment
 Enter Search Criteria

Search for Classes
 University of Florida | Fall 2018
 Select at least 2 search criteria. Select Search to view your search results.

Class Search

select subject Subject AEC Agricultural Education

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

Quick Enrollment
 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 to Quick Enrollment 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	<input checked="" type="radio"/>	Select
15443	26BE-LEC Regular	TBA	TBA		08/22/2018 - 12/05/2018	<input checked="" type="radio"/>	Select

13. Click the **Submit** button to enroll the student in the chosen class

Quick Enroll **Quick Enroll a Student**

Quick Enrollment

Request ID 0204300343 Madeline Black ID 11111111
 Career Undergrad Institution UFLOR Term Fall 2018

Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
*Action	Class Nbr		Section	Related 1	Related 2		
+ - Enroll	16976	AEC3414	28be-LEC	Pending			

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

Quick Enroll **Quick Enroll a Student**

Quick Enrollment

Request ID 0204300343 Madeline Black ID 11111111
 Career Undergrad Institution UFLOR Term Fall 2018

Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
*Action	Class Nbr		Section	Related 1	Related 2		
+ - Enroll		AEC3414		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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Policies and Directives

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

QUICK ENROLL A STUDENT: WEEKLY SCHEDULE

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

NAVIGATION

Use the following navigation to navigate to the Enrollment Request Page:

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



PROCESS

Use the following steps to navigate to a student's weekly schedule from the Enrollment Request page:


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

5. **RIGHT CLICK** the red arrow next to the student's name
6. A menu will appear with available actions. Click **Weekly Schedule**

The Weekly Schedule displays

ALBERTA ALLIGATOR ID 12345678  

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

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

Schedule

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

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Procedures

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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:

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

- 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.

< Home Quick Enroll a Student

Request ID 0000000000 Alberta Alligator ID
 Career Undergrad Institution UFLOR Term Fall 2018 Submit

*Action	Class Nbr	Section	Related 1	Related 2
Enroll		Pending		

Go to View Enrollment Access Enrollment Appointments Term/Session Withdrawal
 Student Services Center Calculate Tuition Study List

Save Notify Add Update/Display

VIEW ENROLLMENT ACCESS

- Click the **View Enrollment Access** link
- Here, you can view your enrollment access
- Click the **Return** button to return to the Quick Enroll a Student page

< Home

Access to Enrollment Functions

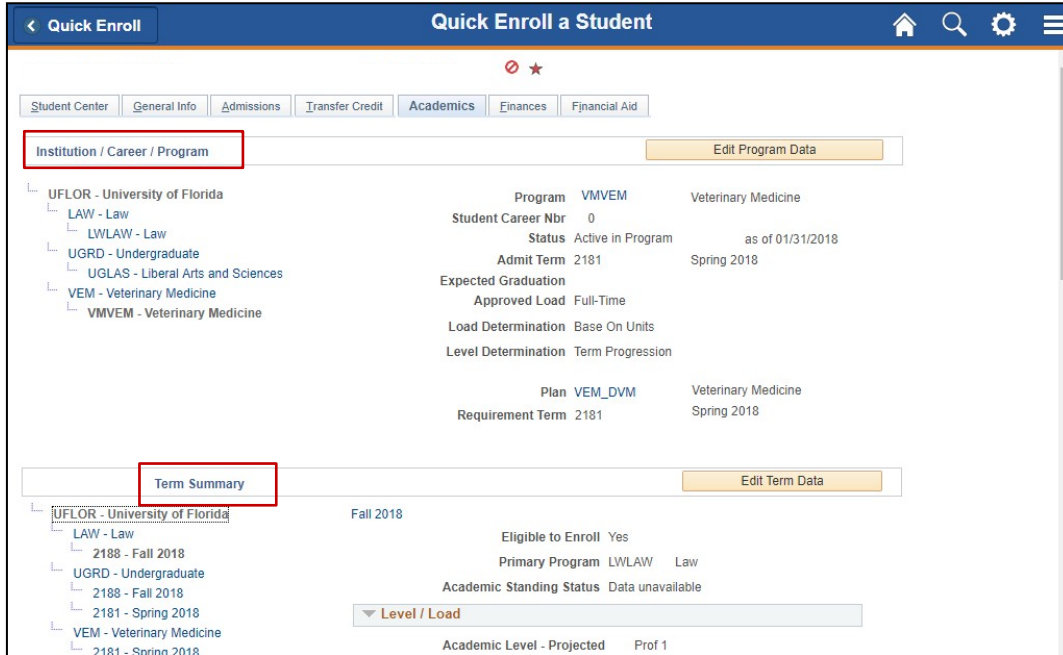
User ID
 Enrollment Access ID FULL Full Class Enrollment Access
 Enrollment Access Group:

Enrollment Function	Time Period
Enroll	
Enroll W/ Permission	
Drop	
Drop W/ Permission	
Grade Basis Change	
Unit Change	
Wait List Changes	
Grade Add	
Grade Change	
Repeat Coding	

Return

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**



Quick Enroll a Student

[Student Center](#) | [General Info](#) | [Admissions](#) | [Transfer Credit](#) | **Academics** | [Finances](#) | [Financial Aid](#)

Institution / Career / Program Edit Program Data

- UFLOR - University of Florida
 - LAW - Law
 - LWLAW - Law
 - UGRD - Undergraduate
 - UGLAS - Liberal Arts and Sciences
 - VEM - Veterinary Medicine
 - VMVEM - Veterinary Medicine

Program: VMVEM Veterinary Medicine
 Student Career Nbr: 0
 Status: Active in Program as of 01/31/2018
 Admit Term: 2181 Spring 2018
 Expected Graduation: Full-Time
 Approved Load: Full-Time
 Load Determination: Base On Units
 Level Determination: Term Progression
 Plan: VEM_DVM Veterinary Medicine
 Requirement Term: 2181 Spring 2018

Term Summary Edit Term Data

- UFLOR - University of Florida
 - LAW - Law
 - 2188 - Fall 2018
 - UGRD - Undergraduate
 - 2188 - Fall 2018
 - 2181 - Spring 2018
 - VEM - Veterinary Medicine
 - 2181 - Spring 2018

Fall 2018
 Eligible to Enroll: Yes
 Primary Program: LWLAW Law
 Academic Standing Status: Data unavailable
 Level / Load: Academic Level - Projected Prof 1

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

✓ Enrolled ✗ Dropped ⚠ Wait Listed					
Class	Description	Units	Grading	Grade	Status
LAW 5000-1H89 (15928)	Contracts (Lecture)	4.00	Graded		✓
LAW 5100-4590 (16017)	Criminal Law (Lecture)	3.00	Graded		✓
LAW 6040-2D45 (15949)	Consumer Law (Lecture)	3.00	Graded		✓
LAW 6111-5001 (15921)	Police and Police Prac (Lecture)	3.00	Graded		✓
LAW 6360-4820 (15922)	Trial Advocacy (Lecture)	3.00	Satisfactory/Unsatisfactory		✓
LAW 6950-5427	Law Review	1.00	Satisfactory/Unsatisfactory		✓

4. **Scroll** down to view more information

- Here you can see the total number of units a student is currently taking. They will show as In Progress until a grade is entered.

[Quick Enrollment](#)

▼ Statistics

	From Enrollment	Combined Term Total	Cumulative Total
Units Toward GPA:			
Taken			
Passed			
In Progress	20.000	20.000	20.000
Units Not for GPA:			
Taken			
Passed			
In Progress			
GPA Calculation			
Total Grade Points			
/ Units Taken Toward GPA			
= GPA			

- Click the [Quick Enrollment](#) link to return to the Quick Enroll a Student page

ENROLLMENT APPOINTMENTS

- Click the [Enrollment Appointments](#) link
- Here, you can see the Students Enrollment Appointments

Enrollment Appointments Find | View All First 1 of 1 Last

*Appt Block	*Appt Nbr	Start Date	Start Time	End Date	End Time	Find Appointment
TEST1	0001	01/30/2018	9:00AM	05/12/2018	5:00PM	<input type="button" value="+"/> <input type="button" value="-"/>

- 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

Quick Enroll a Student

Quick Enroll

Student Study List Fall 2018

Alberta Alligator
Undergraduate University of Florida

Class Schedule Filter Options

Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes Refresh Class Schedule

CHI 1130	Section	Component	Description	Grading Option	Grade	Units	Status
Cls# 12530	019F	Lecture	Beginning Chinese 1	Letter Grade		5.00	Enrolled
		Academic Program	Liberal Arts and Sciences				
	10:40AM - 11:30AM	Mon, Tues, Wed, Thurs, Fri	Matherly Hall 0G0010	08/22/2018 - 12/05/2018			
		Instructor	TBA				

Printer Friendly Page

Cancel

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

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 prerequisite 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.

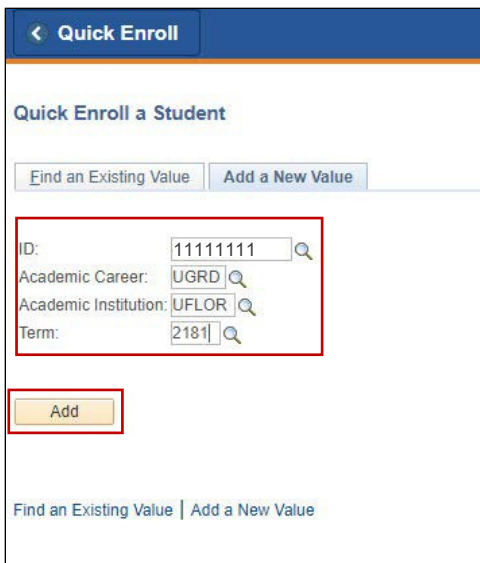
NAVIGATION

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

Quick Enrollment
 Request ID 0000000000 ID 11111111
 Career Undergrad Institution UFLOR Term Spring 2018

Submit

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	11556 HSA 7980	2C47	Pending	

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

Quick Enrollment
 Request ID 0027900111 ID 11111111
 Career Undergrad Institution UFLOR Term Spring 2018

Submit

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	11556 HSA 7980	2C47	Errors	

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

Quick Enroll a Student
 Enrollment Message Log

ID 11111111
 Enrollment Request ID 0027900111
 Academic Career Undergraduate
 Academic Institution University of Florida
 Term Spring 2018

Seq # 1
 Enrollment Request Action Enroll
 Class Nbr 11556 HSA 7980
 Section 2C47 Doctoral Research

Message Severity **Error**
 Message Text

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.

Return

12. Click the **Class Overrides** tab

Quick Enroll a Student
 Quick Enrollment

Request ID 0027900112 ID 11111111
 Career Undergrad Institution UFLOR Term Spring 2018 Submit

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

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	11556	HSA 7980 2C47	Errors	

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

Quick Enroll a Student
 Quick Enrollment

Request ID 0027900112 ID 11111111
 Career Undergrad Institution UFLOR Term Spring 2018

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

	Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dyn
HSA 7980	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Requirement Designation	Career	Service Indicator	Requisites
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Request ID 0027900112 ID 11111111
 Career Undergrad Institution UFLOR Term Sprin 2018

Submit

*Action	Class Nbr	Section	Related 1	Related 2	Unit Taken
Enroll	11556	HSA 7980 2C47	Errors	HSA 7980	99.00

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

Request ID 0027900111 ID 11111111
 Career Undergrad Institution UFLOR Term Sprin 2018

Submit

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	11556	HSA 7980 2C47	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

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:

Class Permissions

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: = UFLO

Term: = 2188

Subject Area: = lei

Catalog Nbr: begins with 2181

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Academic Organization: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

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 permissionlist
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

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		11111111	Compass,Bq	Used	02/19/2018	08/28/2018	+	-
2		22222222	Compass,Bu	Used	02/19/2018	08/28/2018	+	-
3		33333333	Alligator,Alberta B	Not Used		08/28/2018	+	-

Save Return to Search Notify

FOR ADDITIONAL ASSISTANCE

Technical Issues

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352-392-HELP

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Policies and Directives

Office of the University Registrar

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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**

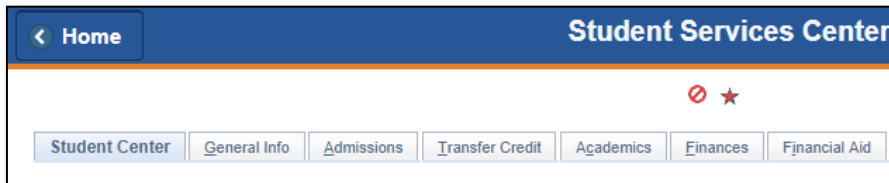
PROCESS

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

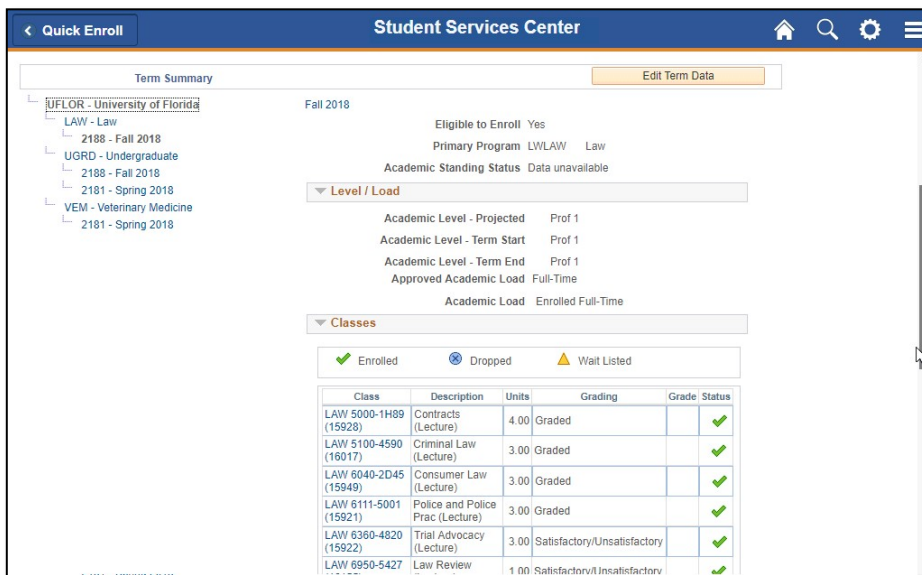
The screenshot shows the 'Student Services Center' search page. At the top, there is a 'Home' button and the page title 'Student S'. Below the title, the text reads 'Student Services Center' and 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A 'Search Criteria' section is expanded, showing several search fields: 'ID:' (with a dropdown set to 'begins with' and the value '11111111'), 'Campus ID:', 'National ID:', 'Last Name:', and 'First Name:'. Each of these fields has a 'begins with' dropdown menu. There is also a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is highlighted with a red box.

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

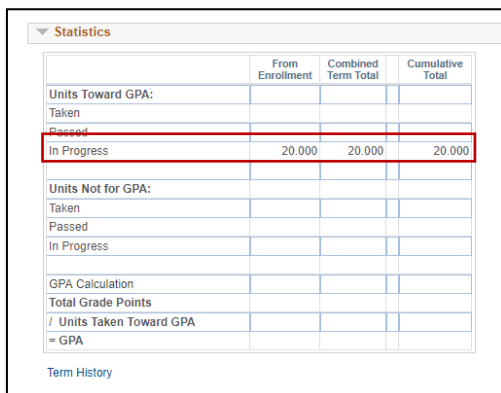
3. Click the **Academics** tab



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:

Home Term Act

Term Activate a Student

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

Find an Existing Value

Search Criteria

Empl ID: begins with 11111111

Academic Institution: = UFLOR

Academic Career: = Law

Campus ID: begins with

National ID: begins with

Last Name: begins with

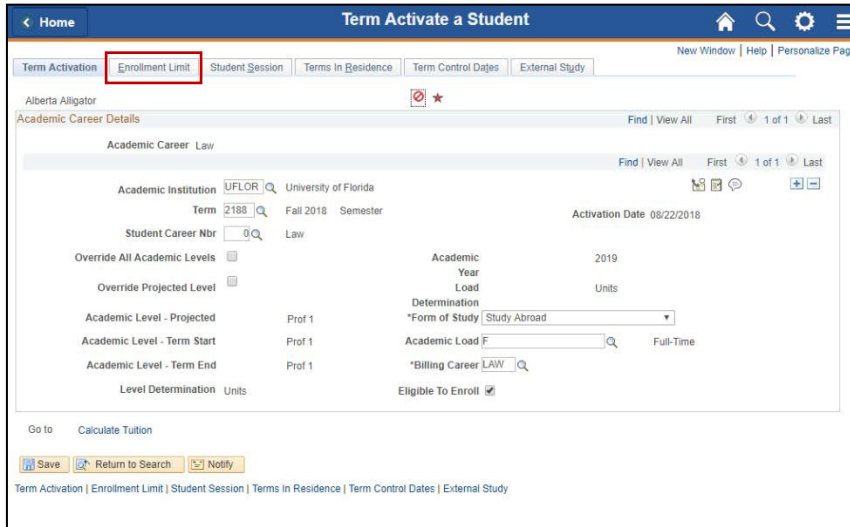
First Name: begins with

Case Sensitive

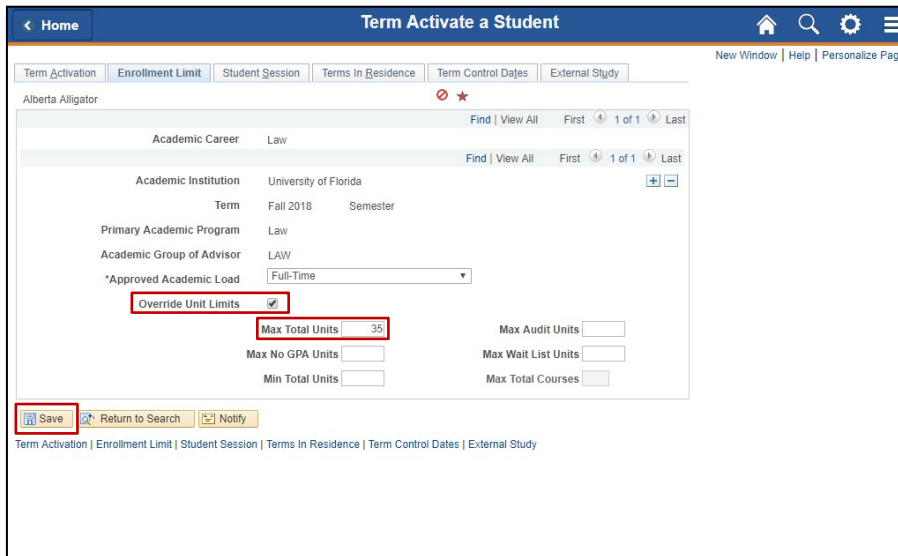
Search Clear Basic Search Save Search Criteria

1. Enter the student's UFID in the **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**

The screenshot shows the Student Services Center interface. The 'Enrollment Dates' section on the right side is highlighted with a red box. It contains the following text:

Enrollment Dates
 Enrollment Appointment
 You may begin enrolling for the Fall 2018 Regular Academic Session session on March 29, 2018.
[Details ▶](#)

5. Select the desired **term**
6. Click the **Continue** button

The screenshot shows a selection screen for a term. The 'Fall 2018' term is selected, and the 'Continue' button is highlighted with a red box. The table below shows the selection options:

Select a term then select Continue.		
Term	Career	Institution
<input type="radio"/> Spring 2018	Graduate	University of Florida
<input checked="" type="radio"/> Fall 2018	Undergraduate	University of Florida

[Continue](#)

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

< Home
Student Services Center

Joe Smith ID 11111111 ★

To view appointments and enrollment dates for another term, select the term and select Change.

Fall 2018 | Undergraduate | University of Florida Change Term

Enrollment Appointments

Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular Academic Session	March 29, 2018 12:00PM	March 29, 2018 12:01PM	18.00			
Regular Academic Session	April 2, 2018 9:45AM	August 21, 2018 5:00PM	18.00			

Open Enrollment Dates by Session

Session	Begins On	Last Date to Enroll
Regular Academic Session	August 22, 2018	December 5, 2018
Dynamic Session	August 22, 2018	December 5, 2018

Term Enrollment Limits

Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
18.00			

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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.

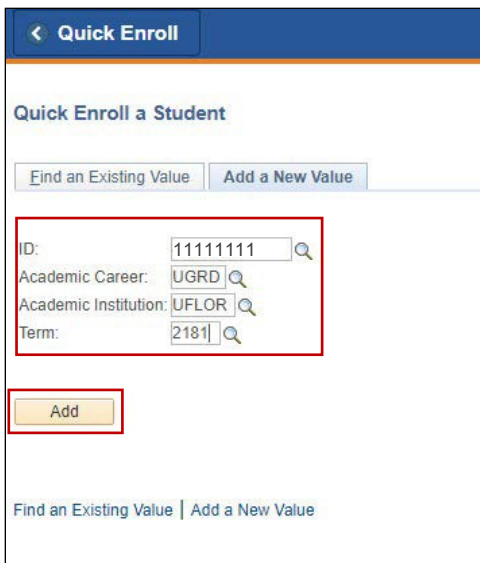
NAVIGATION

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

*Action		Class Nbr	Section	Related 1	Related 2
<input type="button" value="+"/>	<input type="button" value="-"/>	20373	065C		

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

Quick Enroll a Student N

Quick Enrollment

Request ID 0027900104 ID 11111111
 Career Undergrad Institution UFLOR Term Sprin 2018

Submit

*Action		Class Nbr	Section	Related 1	Related 2
<input type="button" value="+"/>	<input type="button" value="-"/>	20373	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

Quick Enroll
Quick Enroll a Student

New

Enrollment Message Log

ID	11111111
Enrollment Request ID	0027900104
Academic Career	Undergraduate
Academic Institution	University of Florida
Term	Spring 2018

Seq # 1	Class Nbr 20373	JOU	2040	Sec
Enrollment Request Action	Enroll			

Message Severity Error

Message Text

Time Scheduling Conflict for class 12611 and 20373, not enrolled. (14640,17)

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

12. Click the **General Overrides** tab

Quick Enroll
Quick Enroll a Student

Quick Enrollment

Request ID 0027900104

Career Undergrad

ID 11111111

Institution UFLOU

Term Sprin 2018

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

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

Quick Enrollment
 Request ID 0027900104 ID 11111111
 Career Undergrad Institution UFLOR Term Spring 2018

Submit

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides					
	Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Requirement Designation	Career	Service Indicator	Requisites
+ -	JOU 2040	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Quick Enrollment
 Request ID 0027900104 ID 11111111
 Career Undergrad Institution UFLOR Term Spring 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	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:

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

Quick Enroll a Student
 Quick Enrollment
 Request ID 0027900099 ID 11111111
 Career Undergrad Institution UFLOR Term Sprin 2018 Submit

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	18618 JOU 4111	11A0 Pending		

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

Quick Enroll a Student
 Quick Enrollment
 Request ID 0027900099 ID 11111111
 Career Undergrad Institution UFLOR Term Sprin 2018 Submit

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	18618 JOU 4111	11A0 Errors		

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 Quick Enroll a Student

Enrollment Message Log

ID 11111111
 Enrollment Request ID 0027900099
 Academic Career Undergraduate
 Academic Institution University of Florida
 Term Spring 2018

Seq # 1 Class Nbr 18618 JOU 4111

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

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

Quick Enroll Quick Enroll a Student

Quick Enrollment

Request ID 0027900099 ID 11111111
 Career Undergrad Institution UFLOR Term Spring 2018

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides Show All Columns

*Action	Class Nbr	Section	Errors
Enroll	18618	JOU 4111 11A0	Errors

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

14. Check the **Unit Load** checkbox

Quick Enroll

son	Appointment	Unit Load
Create Transcript Note	JOU 4111	<input type="checkbox"/>

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

Quick Enrollment
 Request ID 0027900099 ID 11111111
 Career Undergrad Institution UFLOR Term Sprin 2018

Submit

Show tabs

Class Nbr	Section	Related 1	Related 2	Unit Taken
18618	JOU 4111 11A0	Errors	JOU 4111	3.00

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

Quick Enrollment
 Request ID 0027900099 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	18618	JOU 4111 11A0	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.

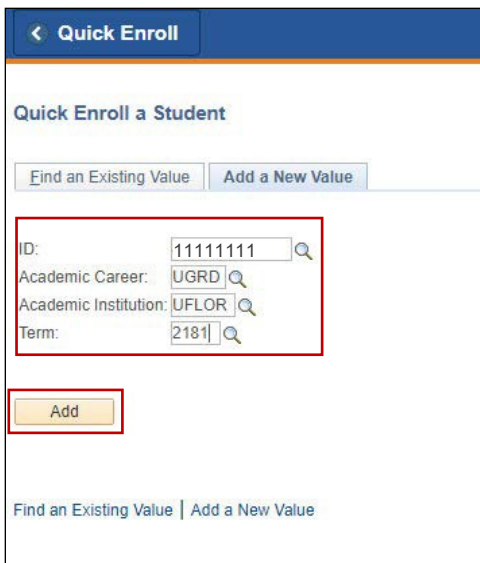
NAVIGATION

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

Quick Enrollment
 Request ID 0000000000 ID 11111111
 Career Undergrad Institution UFLOR Term Sprin 2018

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

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	12557 ANT 4907	9536 Pending		

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

Quick Enrollment
 Request ID 0027900106 ID 11111111
 Career Undergrad Institution UFLOR Term Sprin 2018

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

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	12557 ANT 4907	9536 Errors		

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

Quick Enroll a Student
 Enrollment Message Log
 ID 11111111
 Enrollment Request ID 0027900106
 Academic Career Undergraduate
 Academic Institution University of Florida
 Term Spring 2018

Seq # 1 Class Nbr 12557 ANT 4907 Section 9536 Research Projects
 Enrollment Request Action Enroll

Message Severity **Error**
 Message Text
 Invalid Input Value for Units Taken, Must be Between 1.0 and 5.0 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.

Return

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

Quick Enroll a Student
 Quick Enrollment
 Request ID 0027900106 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	12557	ANT 4907	9536	Errors

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

13. Click **Submit**

Quick Enroll a Student
 Quick Enrollment
 Request ID 0027900106 ID 11111111
 Career Undergrad Institution UFLOR Term Sprin 2018 Submit

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

Unit Taken	Course Count	Grade Base	Grade Input	Repeat Code	Requirement Designation	Requirement Designation Option	RD Grade
3.00	1.00	GRD				No	

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

The screenshot shows the 'Quick Enroll a Student' interface. At the top, there is a blue header with a back arrow and the text 'Quick Enroll'. Below this, the title 'Quick Enrollment' is displayed. The form contains several fields: 'Request ID' (0027900106), 'ID' (11111111), 'Career' (Undergrad), 'Institution' (UFOR), and 'Term' (Sprin 2018). A 'Submit' button is located to the right of the 'Term' field. Below the form, there are several tabs: 'Class Enrollment', 'Units and Grade', 'Other Class Info', 'General Overrides', and 'Class Overrides'. The 'Class Enrollment' tab is active, showing a table with columns for '*Action', 'Class Nbr', 'Section', 'Related 1', and 'Related 2'. The table contains one row with the following data: '+', '-', 'Enroll', '12557', 'ANT 4907', '9536', and 'Success'. The 'Success' cell is highlighted with a red border.

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.

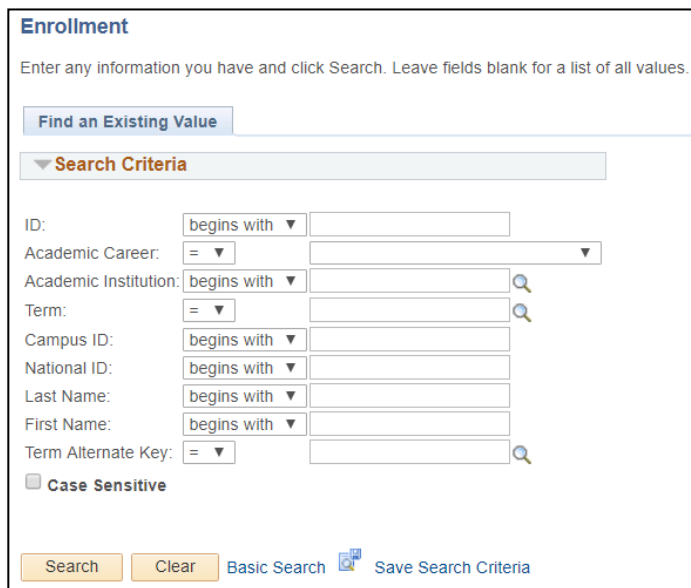
NAVIGATION

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:

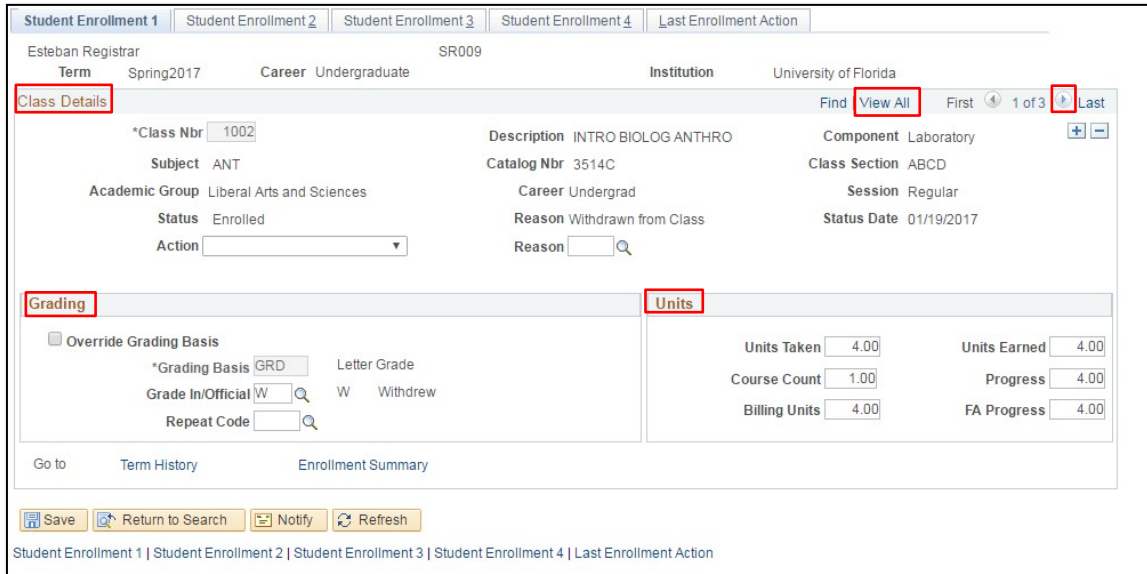


The screenshot shows the 'Enrollment' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A 'Search Criteria' section is expanded, showing various search fields: ID, Academic Career, Academic Institution, Term, Campus ID, National ID, Last Name, First Name, and Term Alternate Key. Each field has a dropdown menu for search criteria (e.g., 'begins with', '=') and a text input box. There are also search icons next to the Academic Institution and Term Alternate Key fields. At the bottom, there are 'Search' and 'Clear' buttons, a 'Basic Search' link with a magnifying glass icon, and a 'Save Search Criteria' link.

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.



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
Class Details Find **View All** First 1 of 3 **Last**
 *Class Nbr 1002 Description INTRO BIOLOG ANTHRO Component Laboratory
 Subject ANT Catalog Nbr 3514C Class Section ABCD
 Academic Group Liberal Arts and Sciences Career Undergrad Session Regular
 Status Enrolled Reason Withdrawn from Class Status Date 01/19/2017
 Action Reason
Grading **Units**
 Override Grading Basis
 *Grading Basis GRD Letter Grade
 Grade In/Official W W Withdraw
 Repeat Code
 Units Taken 4.00 Units Earned 4.00
 Course Count 1.00 Progress 4.00
 Billing Units 4.00 FA Progress 4.00
 Go to Term History Enrollment Summary
 Save Return to Search Notify Refresh
 Student Enrollment 1 | Student Enrollment 2 | Student Enrollment 3 | Student Enrollment 4 | Last Enrollment Action

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 1		Student Enrollment 2		Student Enrollment 3		Student Enrollment 4		Last Enrollment Action	
Esteban Registrar		SR009		Institution		University of Florida			
Term	Spring2017	Career	Undergraduate	Find View All		First	1 of 1	Last	
Class Nbr	1030	HUMAN OSTEOLOGY		Lecture					
Subject	ANT	Catalog Nbr	4525	Class Section		0002			
Academic Group	Liberal Arts and Sciences		Undergrad	Session		Regular Academic Session			
Status / Reason:	Enrolled	Withdrawn from Class		Status Date		01/24/2017			
Enrollment Add Date	01/19/2017	Enrollment Drop Date		01/24/2017					
Grade Date	01/24/2017	Primary Program:		Liberal Arts and Sciences					
Grading Basis Date	01/19/2017	Repeat Date				<input type="checkbox"/> Include in GPA			
Grade Points Per Unit	0.000	Repeat Scheme:		Repeat Scheme		<input type="checkbox"/> Audit Grading Basis			
Grade Points	0.000	Units Attempted:		Yes		<input type="checkbox"/> Earn Credit			
Grading Scheme:	University of Florida								
<input type="button" value="Save"/>		<input type="button" value="Return to Search"/>		<input type="button" value="Notify"/>		<input type="button" value="Refresh"/>			
Student Enrollment 1 Student Enrollment 2 Student Enrollment 3 Student Enrollment 4 Last Enrollment Action									

STUDENT ENROLLMENT 3 TAB

Transcript Notes

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

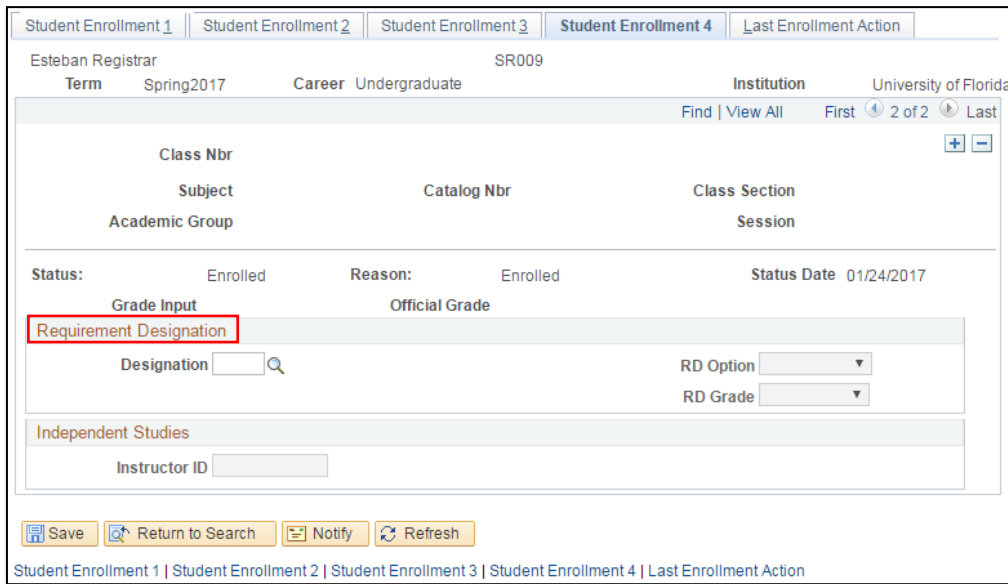
Student Enrollment 1		Student Enrollment 2		Student Enrollment 3		Student Enrollment 4		Last Enrollment Action	
Esteban Registrar		SR009		Institution		University of Florida			
Term	Spring2017	Career	Undergraduate	Find View All		First	2 of 2	Last	
Class Nbr									
Subject	Catalog Nbr		Class Section						
Academic Group			Session						
Status:	Enrolled	Reason:	Enrolled	Status Date		01/24/2017			
Student Position			Tuition Group						
Note ID									
*Transcript Note				*Transcript Note		1			
				Sequence Nbr		<input type="checkbox"/> Note From Incomplete Process			
<input type="button" value="Save"/>		<input type="button" value="Return to Search"/>		<input type="button" value="Notify"/>		<input type="button" value="Refresh"/>			
Student Enrollment 1 Student Enrollment 2 Student Enrollment 3 Student Enrollment 4 Last Enrollment Action									

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

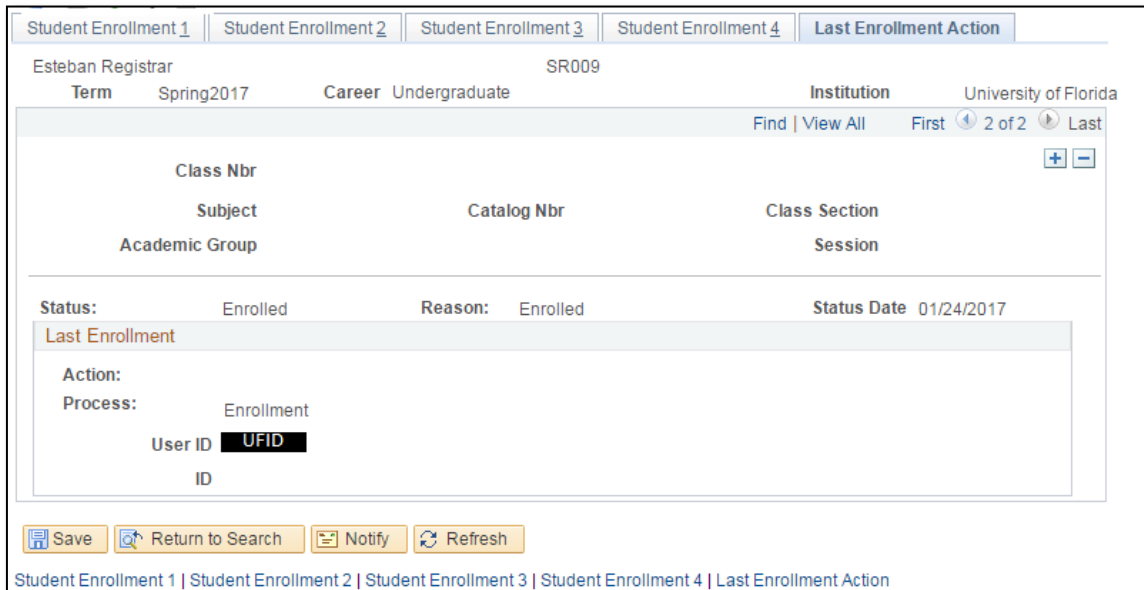
Independent Studies
 Instructor ID

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

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VIEWING A STUDENT'S WEEKLY SCHEDULE

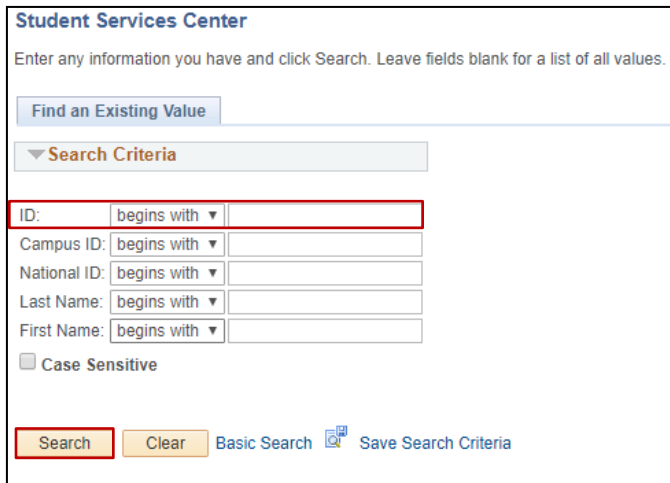
This instruction guide shows you how to view a student's weekly schedule.

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



Student Services Center

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 []

Campus ID: begins with []

National ID: begins with []

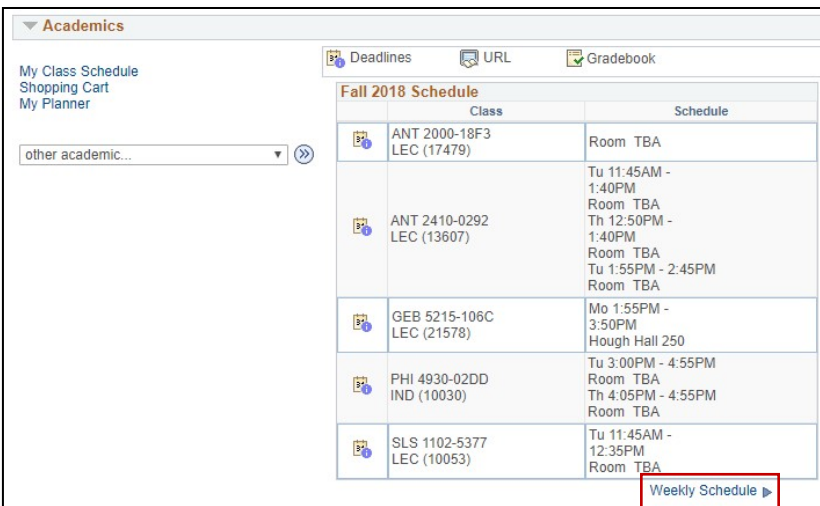
Last Name: begins with []

First Name: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

1. Enter the student's **UFID**
 - Alternatively you can enter the student's **Last Name** and/or **First Name**
2. Click the **Search** button



▼ Academics

My Class Schedule
Shopping Cart
My Planner

other academic... []

Deadlines URL Gradebook

Fall 2018 Schedule

Class	Schedule
ANT 2000-18F3 LEC (17479)	Room TBA
ANT 2410-0292 LEC (13607)	Tu 11:45AM - 1:40PM Room TBA Th 12:50PM - 1:40PM Room TBA Tu 1:55PM - 2:45PM Room TBA
GEB 5215-106C LEC (21578)	Mo 1:55PM - 3:50PM Hough Hall 250
PHI 4930-02DD IND (10030)	Tu 3:00PM - 4:55PM Room TBA Th 4:05PM - 4:55PM Room TBA
SLS 1102-5377 LEC (10053)	Tu 11:45AM - 12:35PM Room TBA

Weekly Schedule ►

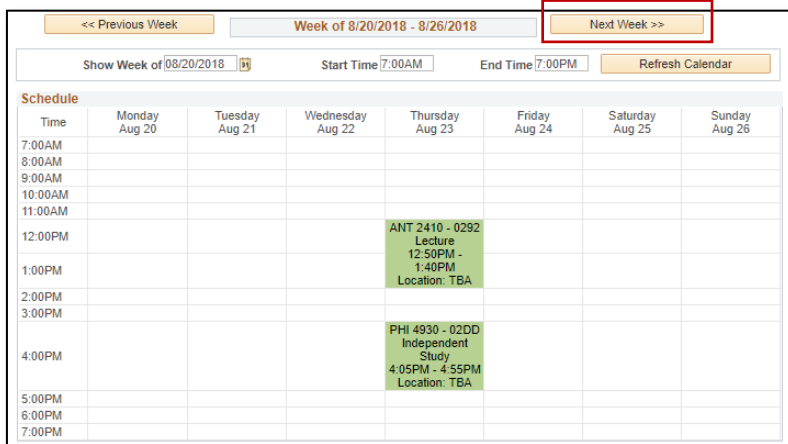
3. The **Student Services Center** displays for the selected student
4. In the Academics section, click **Weekly Schedule**

A calendar view of the student's schedule displays.

NOTE!

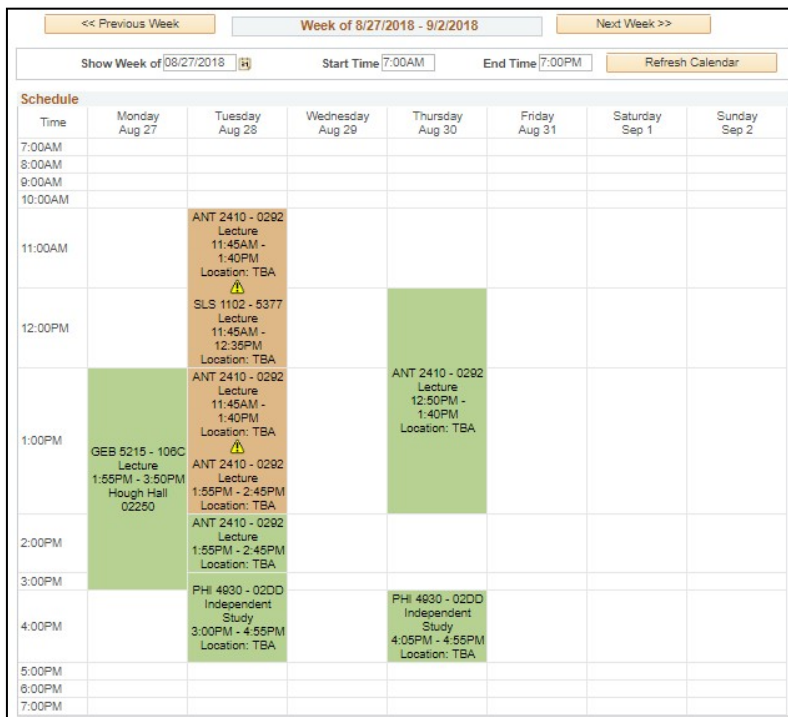
This is only the **weekly** view of the student's schedule. This means if you are looking at the first or last week of the term you will only see items beginning on the start date of the term or ending on the last date of the term. In the example below, classes begin on 8/22/2018 therefore, only classes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



		Week of 8/20/2018 - 8/26/2018						
		Next Week >>						
Show Week of 08/20/2018		Start Time 7:00AM		End Time 7:00PM		Refresh Calendar		
Time	Monday Aug 20	Tuesday Aug 21	Wednesday Aug 22	Thursday Aug 23	Friday Aug 24	Saturday Aug 25	Sunday Aug 26	
7:00AM								
8:00AM								
9:00AM								
10:00AM								
11:00AM								
12:00PM				ANT 2410 - 0292 Lecture 12:50PM - 1:40PM Location: TBA				
1:00PM								
2:00PM								
3:00PM								
4:00PM				PHI 4930 - 02DD Independent Study 4:05PM - 4:55PM Location: TBA				
5:00PM								
6:00PM								
7:00PM								

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



		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		
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								
9:00AM								
10:00AM								
11:00AM		ANT 2410 - 0292 Lecture 11:45AM - 1:40PM Location: TBA						
12:00PM		SLS 1102 - 5377 Lecture 11:45AM - 12:35PM Location: TBA						
1:00PM	GEB 5215 - 106C Lecture 1:55PM - 3:50PM Hough Hall 02250	ANT 2410 - 0292 Lecture 11:45AM - 1:40PM Location: TBA		ANT 2410 - 0292 Lecture 12:50PM - 1:40PM Location: TBA				
2:00PM		ANT 2410 - 0292 Lecture 1:55PM - 2:45PM Location: TBA						
3:00PM		PHI 4930 - 02DD Independent Study 3:00PM - 4:55PM Location: TBA						
4:00PM				PHI 4930 - 02DD Independent Study 4:05PM - 4:55PM Location: TBA				
5:00PM								
6:00PM								
7:00PM								

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

<input checked="" type="checkbox"/> Show AM/PM	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday	
<input type="checkbox"/> Show Class Title	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Sunday
<input type="checkbox"/> Show Instructors	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Saturday	

NOTE!

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

Meeting Information not available				
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)	EI Thermo Heat Transf		08/22/2018	12/05/2018

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