QUICK ENROLL A STUDENT: USING A REQUISITES OVERRIDE

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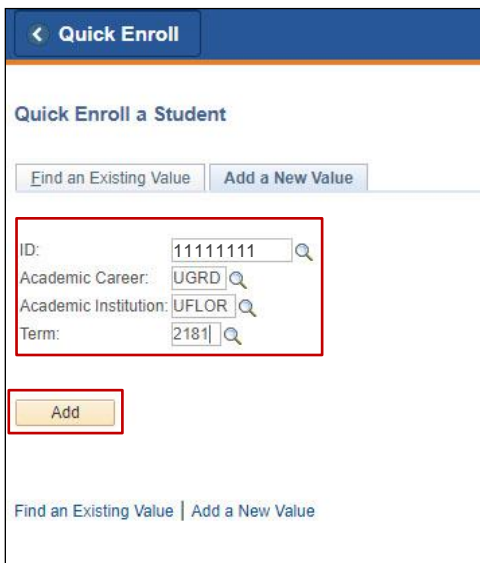
NAVIGATION

Use the following navigation to navigate to the Quick Enroll a Student Page:

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

PROCESS

Use the following steps to use the requisites override:

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

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

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

This message means the student was not enrolled in the course because he or she has not completed a required prerequisite.

10. Click the **Return** button

11. Click the **General Overrides** tab
12. Check the **Requisites** checkbox

13. Click the **Submit** button

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

NOTE: You may see **Messages** rather than Success. If you see this, it means the enrollment action was posted successfully but there is additional information regarding the enrollment.

FOR ADDITIONAL ASSISTANCE

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