QUICK ENROLL A STUDENT: USING A REQUISITES OVERRIDE

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

NAVIGATION

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

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

PROCESS

Use the following steps to use the requisites override:

1. Enter the student’s UFID
2. Enter the Academic Career
3. Enter the Term
4. Click the Add button
5. Enter the class number in the Clas Nbr field
6. Press the tab key to see the course code populate
7. Click the Submit button

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

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

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

14. Scroll to the **Requisite** column and check the checkbox
15. Scroll back to the left
16. Click the Show tabs icon
17. Click the Submit button

18. Note the status has changed from Errors to Success

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

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