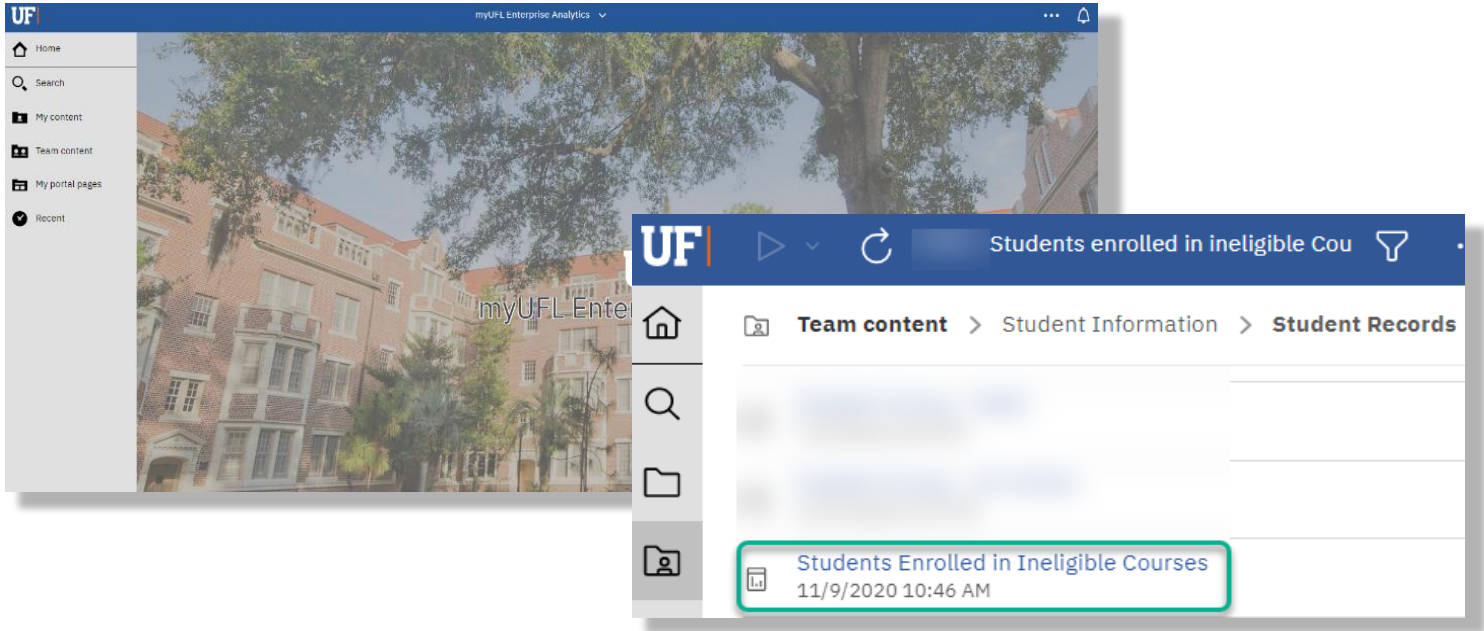# STUDENTS ENROLLED IN INELIGIBLE COURSES

This report can be used to identify students who are active in a student group but have registered for sections without that same student group code. Please adjust students' registration as necessary prior to the end of Drop/Add. After the Drop/Add period has ended, staff should send a memo to the O.U.R. if a schedule adjustment is needed.

NAVIGATION

Use the following steps to navigate to Enterprise Analytics.

Nav Bar > Main Menu > Enterprise Analytics > Access Enterprise Analytics OR go directly to reporting.it.ufl.edu
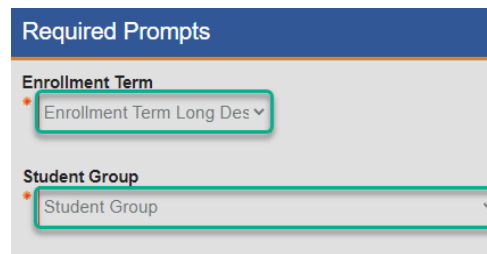

Once you are on the Enterprise Analytics page:

1. To open the report, click on the

    Team Content folder > Student Information > Student Records > [Students Enrolled in Ineligible Courses](#)

Enter your search parameters.

Required prompts:

*   Enrollment Term
*   Student Group

2. After entering search parameters, click **Finish** and review results
    Note: The results will be automatically loaded to Excel

FOR ADDITIONAL ASSISTANCE

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