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

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

10. This message means the student was not enrolled in the course because the time of the class conflicts with another class the student is currently registered for
11. Click the **Return** button
12. Click the **General Overrides** tab
13. Check the **Time Conflict** checkbox
14. Click the **Submit** button

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

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

**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