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:

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  

![Screen shot of Student Information System]

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

![Screen shot of Student Information System]

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

13. Scroll to the **Unit Load** column
14. Check the **Unit Load** checkbox
15. Scroll back to the left
16. Click the Show Tabs icon
17. Click Submit

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
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