


Slide 1 - Slide 1

myUFL Student Information System



## OUR003: The Registration Process in myUFL

Welcome to **OUR003: The Registration Process in myUFL!** This course is brought to you by UF Training & Organizational Development in collaboration with the Office of the University Registrar.

**UF** Office of Human Resources Services Training and Organizational Development UNIVERSITY of FLORIDA

**UF** | myUFL

### OUR003: The Registration Process in myUFL

Welcome to **OUR003: The Registration Process in myUFL!** This course is brought to you by UF Training & Organizational Development in collaboration with the Office of the University Registrar.

Slide 2 - MODULE 1

The screenshot shows a presentation slide with a blue header bar on the left containing the text "myUFL Student Information System" and "OUR003: The Registration Process". A navigation bar at the top features six numbered tabs: 1 Welcome!, 2 Click Box, 3 Quick Enroll Click Box Overview, 4 Enrolling & Dropping Click Box, 5 Enrollment Request Click Box, and 6 Resources & Click Box Assessment. The main content area has a white background with the heading "Welcome!" in blue. Below the heading are three paragraphs of text. In the top right corner of the slide, it says "Slide 1 of 6". On the right side, there is a vertical orange bar with icons for a home button, a refresh button, and a "Click Box" label. At the bottom left, there is a blue bar with the "UF" logo and "myUFL" text. At the bottom right, there are two navigation arrows (left and right) and a "Click Box" label.

**Welcome!**

This training will walk you through the registration process in myUFL.

It is intended for college and department staff who perform registration functions such as enrolling students in courses or dropping courses from a student's schedule.

This training course should take you approximately 1 hour to complete.

Slide 3 - M1

myUFL Student Information System  
OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll  
Click Box  
Overview

4  
Enrolling &  
Click Box  
Dropping

5  
Enrollment  
Click Box  
Request

6  
Resources &  
Click Box  
Assessment

Slide 2 of 6 Click Box

## Course Organization & Navigation

The following icons, will help you navigate through this course.

 Move backward and forward	 View a simulation
 Exit the course	 Click through a process
 Return to the beginning of the course	 Objectives
 Visit the Registration toolkit	

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### Course Organization & Navigation

The following icons, will help you navigate through this course.

Move backward and forward

Return to the beginning of the course

Exit the course

Visit the Registration toolkit

Objectives

View a simulation

Click through a process

Slide 4 - M1

myUFL Student Information System  
OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll  
of Click Box  
Overview

4  
Enrolling &  
Dropping

5  
Enrollment  
Request

6  
Resources &  
Click Box  
Assessment

## Course Organization & Navigation

- This training is divided into six learning modules. We recommend you view the modules in order
- At the end of each module, you will have the opportunity to participate in learning activities, such as quizzes, games, or simulations to support your learning
- Use the menu at the top of the screen and the arrows at the bottom of the screen to navigate through the course materials
- If you need to work through this course in more than one sitting, you can exit the course using the "X" at the top of the window. When you return to complete your training, the course will resume where you left off

Once you successfully complete this course, you may request the following security roles from your DSA, depending on whether you work at the department level or college level:

**Department**  
[UF\\_SR\\_DEPT\\_ENR\\_REQUEST](#)  
[UF\\_SR\\_DEPT\\_QUICKENRL\\_PERC](#)

**College**  
[UF\\_SR\\_COLL\\_ENR\\_REQUEST](#)  
[UF\\_SR\\_COLL\\_QUICKENRL\\_PERC](#)

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Slide 3 of 6

### Course Organization & Navigation

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Once you successfully complete this course, you may request the following security roles from your DSA, depending on whether you work at the department level or college level:

**Department**

[UF\\_SR\\_DEPT\\_ENR\\_REQUEST](#)  
[UF\\_SR\\_DEPT\\_QUICKENRL\\_PERC](#)

**College**

[UF\\_SR\\_COLL\\_ENR\\_REQUEST](#)  
[UF\\_SR\\_COLL\\_QUICKENRL\\_PERC](#)

Slide 5 - M1

**myUFL Student Information System**  
OUR003: The Registration Process

1  
Click Box!

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Click Box

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Quick Enroll  
Click Box  
Overview

4  
Enrolling &  
Dropping  
Click Box

5  
Enrollment  
Request  
Click Box

6  
Resources &  
Assessment  
Click Box

Slide 4 of 6

Click  
Box

## Course Organization & Navigation

- There will be screen shots throughout this course to help you navigate through each process
- Wren, a departmental administrator in the College of Health and Human Performance, will stop by from time-to-time to offer her experience with registration
- Occasionally, you'll get to walk through the processes with Wren by clicking through a simulation of the process. You can identify these simulations by the mouse icon to the right

Hi everyone, I'm Wren!  
I'm here to walk you  
through the registration  
process.



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**Course Organization & Navigation**

Hi everyone, I'm Wren! I'm here to walk you through the registration process.

- There will be screen shots throughout this course to help you navigate through each process
- Wren, a departmental administrator in the College of Health and Human Performance, will stop by from time-to-time to offer her experience with registration

## Slide 6 - M1


myUFL Student Information System  
OUR003: The Registration Process

1 Click Box!  
2 Click Box!  
3 Quick Enroll of Click Box!  
4 Enrolling & Dropping Click Box!  
5 Enrollment Request Click Box!  
6 Resources & Assessment Click Box!

Slide 5 of 6 Click Box

## Final Assessment

- At the end of the training, you will be required to complete a Final Assessment
- A minimum score of **80 points** is required to receive credit for this course
- If you do not pass the assessment, you must re-register for the course
- Once you successfully complete this course, your training transcript will update immediately



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Navigation icons: Home, Back, Forward, Refresh

### Final Assessment

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## Slide 7 - M1

**myUFL Student Information System**  
 OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll  
of Student  
Overview

4  
Enrolling &  
Dropping

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Enrollment  
Request

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Resources &  
Click Box  
Assessment

## Course Objectives

Slide 6 of 6

This course will cover the essential registration functions conducted by UF staff. These actions include **Enroll** and **Drop**.

Upon completion of this course, you will be able to:

- Recognize and appropriately apply the common terms associated with registration
- Use the Quick Enroll a Student page to enroll a student in a class
- Use the Quick Enroll a Student page to drop a student from a class
- Use the Enrollment Request page to enroll a student in a class
- Use the Enrollment Request page to drop a student from a class

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Slide 9 - MODULE 2

<p>myUFL Student Information System OUR003: The Registration Process</p>	<p>1 Click Box!</p>	<p>2 Key Terms</p>	<p>3 Quick Enroll Click Box Overview</p>	<p>4 Enrolling &amp; Click Box Dropping</p>	<p>5 Enrollment Click Box Request</p>	<p>6 Resources &amp; Click Box Assessment</p>
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Slide 1 of 8



## Module 2: Key Terms

### Objectives

Upon completion of this module, you will be able to:

- Recognize and appropriately apply the common terms associated with registration
- Identify the purpose of each registration-related override and use them appropriately

Click Box  
Home  
Close

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**Module 2: Key Terms**

**Objectives**

Upon completion of this module, you will be able to:

- Recognize and appropriately apply the common terms associated with registration



Slide 10 - M2

myUFL Student Information System  
OUR003: The Registration Process

1  
Click Box!

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Click Box

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Click Box  
Quick Enroll  
of Class  
Overview


4  
Click Box  
Enrolling &  
Dropping

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Click Box  
Enrollment  
Request

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Click Box  
Resources &  
Class  
Assessment

Slide 2 of 8 Click Box

## Key Terms



Before we get started, there are some key terms we need to go over.

**Action Date** – Allows you to take an action on a particular date other than today's date. Generally for retroactive course enrollments college and department-level advisors will not have the ability to adjust the action date

**Enroll** – Add a class to a student's course load

**Drop** – Remove a class from a student's course load

---

A convenient [Quick Reference Guide](#) with all terms can be found on the Registration toolkit.

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**Key Terms**

**Action Date** – Allows you to take an action on a particular date other than today's date. Generally for retroactive course enrollments college and department-level advisors will not have the ability to adjust the action date

**Enroll** – Add a class to a student's course load

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A convenient [Quick Reference Guide](#) with all terms can be found on the Registration toolkit.

Before we get started, there are some key terms we need to go over.

Slide 11 - M2

**myUFL Student Information System**  
OUR003: The Registration Process

1  
Click Box!

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Quick Enroll  
Click Box  
Overview

4  
Enrolling &  
Click Box  
Dropping

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Enrollment  
Click Box  
Request

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Resources &  
Click Box  
Assessment

## Key Terms - Overrides



Overrides allow you to enroll or drop students despite receiving an error in the system. Let's go over the most common ones.

The overrides you have access to are determined by your security in myUFL.

**Requisite Override** – Allows the override of pre-requisites for the class

**Class Permission Override** – Allows for a class to be put on the student's schedule even if the class is departmentally controlled (this override appears as **Permissions** on the Enrollment Request page, rather than **Class Permissions**)

**Unit Load Override** – Allows an override of the student's maximum class load capacity (usually 18 credits for undergraduates)

Slide 3 of 8

Click Box
Home
Close

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**Key Terms - Overrides**

Overrides allow you to enroll or drop students despite receiving an error in the system. Let's go over the most common ones.

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The overrides you have access to are determined by your security in myUFL.

Page 10 of 86

Slide 12 - M2

**myUFL Student Information System**  
OUR003: The Registration Process

1  
Click Box!

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Click Box

3  
Quick Enroll  
Click Box  
Overview

4  
Enrolling &  
Dropping  
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Enrollment  
Request  
Click Box

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Resources &  
Click Box  
Assessment

Slide 4 of 8 Click Box

## Additional Overrides

**Appointment Override** – Allows an override of the student's assigned registration time


**Time Conflict Override** – Allows for this class to be put on the student's schedule even if there is a class that meets at the same time

**Requirement Designation Override** – Used to override whether a course meets a Math or Writing requirement

**Career Override** – Allows the override of the required career that the student must be to enroll in this course

**Closed Class Override** – Allows for a class to be put on the student's schedule even if the class is full *(this will only allow up to 5% over the room capacity)*

Here are some additional overrides to be aware of in the system.



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Click Box  
Home  
Close  
◀ ▶

**Additional Overrides**

Here are some additional overrides to be aware of in the system.

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## Slide 13 - M2

**myUFL Student Information System**  
 OUR003: The Registration Process

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Quick Enroll  
Click Box  
Overview

4  
Enrolling &  
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Dropping

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Enrollment  
Click Box  
Request

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Resources &  
Click Box  
Assessment

Slide 5 of 8 Click Box

## Key Terms - Registration Statuses

**Success** or **Messages** – Both mean the action was completed successfully.

**Messages** – When you see **Messages** as a status, it is because the system did something automatically.

Generally, this is seen when enrolling students in courses that have a Writing Requirement.

**Messages** can also be seen when dropping a student from a course **after** the drop/add deadline.

**Errors** – Means the system was unable to process the transaction. Click the **Errors** link for more details on the error type and how to resolve it.

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**Key Terms - Registration Statuses**

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Slide 14 - M2

myUFL Student Information System  
OUR003: The Registration Process

1 Click Box!	2 Click Box	3 Quick Enroll Click Box Overview	4 Enrolling & Click Box Dropping	5 Enrollment Click Box Request	6 Resources & Click Box Assessment
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Slide 6 of 8

## Key Terms - Units Taken Error Message



Similar to the overrides we've discussed, you will receive an error message if you do not enter the units of a **variable credit course** prior to submitting the request. The default unit is set to 99 but can be adjusted as needed.

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Navigation icons: Home, Back, Forward, Click Box

### Key Terms - Units Taken Error Message

Similar to the overrides we've discussed, you will receive an error message if you do not enter the units of a **variable credit course** prior to submitting the request. The default unit is set to 99 but can be adjusted as needed.

Slide 15 - M2

myUFL Student Information System  
OUR003: The Registration Process

1 Click Box!	2 Click Box	3 Quick Enroll Click Box Overview	4 Enrolling & Click Box Dropping	5 Enrollment Click Box Request	6 Resources & Click Box Assessment
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Slide 7 of 8

# Knowledge Check!

What is the purpose of the **Class Permission Override**?

- Allows an override of the student's assigned registration time
- Allows for this class to be put on the student's schedule even if there is a class that meets at the same time
- Allows for a class to be put on the student's schedule even if the class is full
- Allows for a class to be put on the student's schedule even if the class is departmentally controlled

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**Knowledge Check**

What is the purpose of the **Class Permission Override**?

Slide 16 - M2

myUFL Student Information System  
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1 Click Box!  
2 Click Box  
3 Quick Enroll Click Box  
4 Enrolling & Dropping Click Box  
5 Enrollment Request Click Box  
6 Resources & Click Box Assessment

Slide 8 of 8

### Knowledge Check!

When using the **Closed Class Override**, how far above the room capacity will the system allow you to enroll students?

5%

25%

1%

10%

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Click Box


**Knowledge Check**

When using the **Closed Class Override**, how far above the room capacity will the system allow you to enroll students?

Slide 18 - MODULE 3

<p><b>myUFL Student Information System</b> OUR003: The Registration Process</p>	<p>1 Click Box!</p>	<p>2 Click Box</p>	<p>3 Quick Enroll a Student Overview</p>	<p>4 Enrolling &amp; Dropping</p>	<p>5 Enrollment Request</p>	<p>6 Resources &amp; Assessment</p>
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Slide 1 of 11








## Quick Enroll a Student - Overview

**Objectives**

Upon completion of this module, you will be able to:

- Quick Enroll a Student in the myUFL Student Information System

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**Quick Enroll a Student - Overview**

**Objectives**

Upon completion of this module, you will be able to:

- Quick Enroll a Student in the myUFL Student Information System



Slide 19 - M3

myUFL Student Information System  
OUR003: The Registration Process

1  
Click Box!

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Click Box

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Quick Enroll  
a Student  
Overview

4  
Enrolling &  
Dropping

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Enrollment  
Request

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Resources &  
Assessment

Slide 2 of 11 Click Box

## Navigation

Use the following navigation to get to the Quick Enroll a Student page.

Always begin by clicking the **NavBar Icon** in the upper right corner of myUFL.

```

graph LR
    A[Main Menu] --> B[Student Information System]
    B --> C[Records & Enrollment]
    C --> D[Enroll Students]
    D --> E[Quick Enroll a Student]
            
```

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**Navigation**

Use the following navigation to get to the Quick Enroll a Student page. Always begin by clicking the **NavBar Icon** in the upper right corner of myUFL.

- Main Menu
- Records & Enrollment
- Student Information System
- Enroll Students
- Quick Enroll a Student

Slide 20 - M3

myUFL Student Information System  
OUR003: The Registration Process


1 Click Box!	2 Click Box	3 Quick Enroll Click Box Overview	4 Enrolling & Click Box Dropping	5 Enrollment Click Box Request	6 Resources & Click Box Assessment
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Slide 3 of 11

# Quick Enroll a Student

Let's go through the basic steps of the Quick Enroll a Student process.

We'll go into the specific details of the process in the next module!



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Navigation icons: Home, Back, Forward, Click Box

**Quick Enroll a Student**

Let's go through the basic steps of the Quick Enroll a Student process.

We'll go into the specific details of the process in the next module!

Slide 21 - M3

myUFL Student Information System  
OUR003: The Registration Process

1  
Click Box!

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Click Box

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Click Box  
Quick Enroll  
Overview

4  
Click Box  
Enrolling &  
Dropping

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Click Box  
Enrollment  
Request

6  
Click Box  
Resources &  
Assessment

## Quick Enroll a Student

Slide 4 of 11

1

Search for the student you need to Quick Enroll by entering their **UFID**, **Academic Career**, and **Term**.

**Academic Institution** should default to UFLOR, but if it does not, enter **UFLOR** in the field.

Then click **Add**.

NOTE: User Defaults for Academic Career and Academic Institution can be set at Set Up SACR > User Defaults, User Defaults 1.

NOTE: For all actions, it is recommended that you **Add a New Value** rather than append to the previous request.

Find an Existing Value
Add a New Value

ID:

Academic Career:

Academic Institution:

Term:

Click Box

Click the Add button

Find an Existing Value | Add a New Value

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### Quick Enroll a Student

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NOTE: For all actions, it is recommended that you **Add a New Value** rather than append to the previous request.

Click the **Add** button

Slide 22 - M3

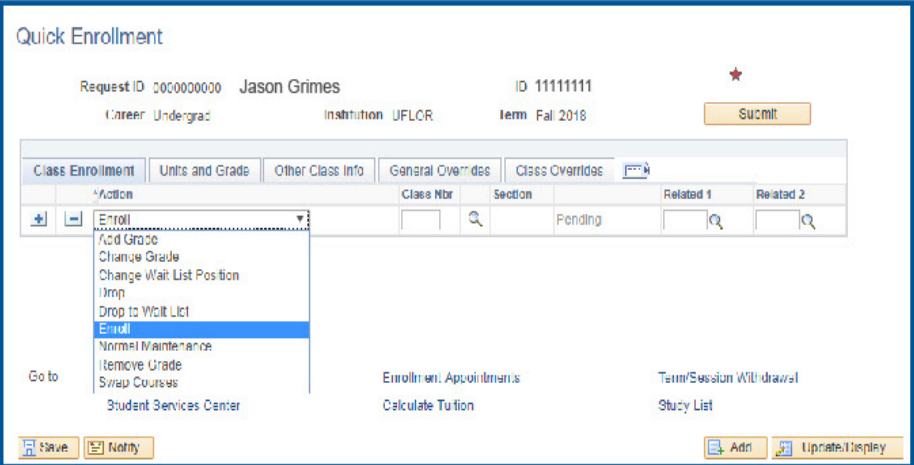
myUFL Student Information System  
OUR003: The Registration Process

1 Click Box! 2 Click Box 3 Quick Enroll Overview 4 Enrolling & Dropping 5 Enrollment Request 6 Resources & Assessment

Slide 5 of 11

## Quick Enroll a Student

**2** The **Action** menu defaults to **Enroll** but can be changed if necessary.



The screenshot shows the 'Quick Enrollment' form. At the top, it displays 'Request ID 000000000 Jason Grimes ID 111111111' and 'Career Undergrad Institution UFLCR Term Fall 2018'. Below this is a 'Submit' button. The main section has tabs for 'Class Enrollment', 'Units and Grade', 'Other Class Info', 'General Overrides', and 'Class Overrides'. The 'Class Enrollment' tab is active, showing a table with columns for 'Action', 'Class Nbr', 'Section', 'Pending', 'Related 1', and 'Related 2'. The 'Action' dropdown menu is open, listing options such as 'Enroll', 'Add Grade', 'Change Grade', 'Change Wait List Position', 'Drop', 'Drop to Wait List', 'Normal Maintenance', 'Remove Grade', and 'Swap Courses'. The 'Enroll' option is highlighted. At the bottom of the form are buttons for 'Save', 'Nothry', 'Add', and 'Update/Display'.

### Quick Enroll a Student

The **Action** menu defaults to **Enroll** but can be changed if necessary.

Slide 23 - M3

myUFL Student Information System  
OUR003: The Registration Process

1 Click Box! Click Box! Click Box! Click Box! Click Box! Click Box!

2 Click Box! Click Box! Click Box! Click Box! Click Box! Click Box!

3 Quick Enroll Overview

4 Enrolling & Dropping

5 Enrollment Request

6 Resources & Assessment

Slide 6 of 11

### Quick Enroll a Student

3 After selecting the appropriate action, you can click the **Show all Columns icon** to see all available options, or simply review them with the other tabs.

View via tabs

View via columns

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### Quick Enroll a Student

After selecting the appropriate action, you can click the **Show all Columns icon** to see all available options, or simply review them with the other tabs.

Slide 24 - M3

myUFL Student Information System  
OUR003: The Registration Process

1  
Click Box!

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Click Box

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Click Box  
Quick Enroll  
of Student  
Overview

4  
Click Box  
Enrolling &  
Dropping

5  
Click Box  
Enrollment  
Request

6  
Click Box  
Resources &  
Assessment

Slide 7 of 11 Click Box

## Quick Enroll a Student

4

Select the appropriate **Action** and enter the **Class Nbr**, then click **Submit** to process the request.

Click the Submit button

**Quick Enrollment**

Request ID 0000000000 Jason Grimes ID 11111111

Career Undergrad Institution UFLOR Term Fall 2018

★  
Click Box

Class Enrollment

Units and Grade

Other Class Info

General Overrides

Class Overrides

[...]

	*Action	Class Nbr	Section	Related 1	Related 2
+	-	Enroll ▾	14483 🔍 ABE 2012C	0127	Pending 🔍

◀ ▶

**Quick Enroll a Student**

Select the appropriate **Action** and enter the **Class Nbr**, then click **Submit** to process the request.


Slide 25 - M3

<p>myUFL Student Information System OUR003: The Registration Process</p>	<p>1 Click Box!</p>	<p>2 Click Box</p>	<p>3 Quick Enroll Click Box Overview</p>	<p>4 Enroll Box &amp; Click Box Dropping</p>	<p>5 Enrollment Click Box Request</p>	<p>6 Resources &amp; Click Box Assessment</p>
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Slide 8 of 11

## Helpful Tips

- Errors can generally be overridden in **General Overrides** and **Class Overrides**, but it is best to do so consciously rather than just with all of the overrides checked.
- Once an enrollment request has been processed successfully, it cannot be deleted with the [-] button. Insert a new enrollment request to change any of that information.
- Though it can be tempting to check all the override buttons at the time of processing enrollment, it is best practice to override each error **deliberately** rather than not understanding which error needs to be overridden.



Click Box  
Home  
Close

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Helpful Tips

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Slide 26 - M3



<p>myUFL Student Information System OUR003: The Registration Process</p>	<p>1 Click Box!</p>	<p>2 Click Boxes</p>	<p>3 Quick Enroll Click Box Overview</p>	<p>4 Enrollment &amp; Dropping Click Box</p>	<p>5 Enrollment Request Click Box</p>	<p>6 Resources &amp; Click Box Assessment</p>
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Slide 9 of 11

## Helpful Tips

- Errors appear one at a time. For example, if a student has not taken a prerequisite course *and* the course is departmentally controlled, both the **Requisite** and **Class Permission** override boxes will need to be checked, but you will only see one error at a time.
- You will receive a warning message if you attempt to save the request without hitting **Submit**. This warning means the request will be saved as pending but won't affect the student's record.



Helpful Tips

- Errors appear one at a time. For example, if a student has not taken a prerequisite course *and* the course is departmentally controlled, both the **Requisite** and **Class Permission** override boxes will need to be checked, but you will only see one error at a time.
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Slide 27 - M3

myUFL Student Information System  
OUR003: The Registration Process

1 Click Box!	2 Click Box	3 Quick Enroll Click Box Overview	4 Enrolling & Click Box Dropping	5 Enrollment Click Box Request	6 Resources & Click Box Assessment
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Slide 10 of 11

# Knowledge Check!



Let's test our knowledge and see what we've learned so far!

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Navigation icons: Home, Back, Forward, Click Box

**Knowledge Check!**

Let's test our knowledge and see what we've learned so far!

Slide 28 - M3

**myUFL Student Information System**  
OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Click Box  
Quick Enroll  
of Student  
Overview

4  
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Enrolling &  
Dropping

5  
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Enrollment  
Request

6  
Click Box  
Resources &  
Assessment

Slide 11 of 11 Click Box

## Knowledge Check!

It is best practice to override each error found **deliberately** rather than checking them all at once. Why?

You may not understand why an error occurred

You may override an error that warns you to correct something on the student's record

Both options are correct

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**Knowledge Check!**

It is best practice to override each error found **deliberately** rather than checking them all at once. Why?

Slide 30 - MODULE 4

**myUFL Student Information System**  
OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll  
of Student  
Overview

4  
Enrolling &  
Dropping

5  
Enrollment  
Request

6  
Resources &  
Click Box  
Assessment

💡

## Module 4: Enrolling and Dropping via Quick Enroll a Student

Slide 1 of 9  
Click Box  
🏠  
📄

Objectives

Upon completion of this module, you should be able to:

- Appropriately enroll a student in a course using the Quick Enroll Action Enroll in the myUFL Student Information System
- Appropriately drop a course using the Quick Enroll Action Drop in the myUFL Student Information System

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◀
▶

**Module 4: Enrolling and Dropping via Quick Enroll a Student**

**Objectives**

Upon completion of this module, you should be able to:

- Appropriately enroll a student in a course using the Quick Enroll Action Enroll in the myUFL Student Information System

## Slide 31 - M4

**myUFL Student Information System**  
 OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll  
Click Box  
Overview

4  
Enrolling &  
Click Box  
Dropping

5  
Enrollment  
Click Box  
Request

6  
Resources &  
Click Box  
Assessment

Enrolling a Student in a Course


Slide 2 of 9

Click Box

Once you have searched for the student and are on the Quick Enroll page:

- 1 Enter the **Class Nbr** or click the magnifying glass to search for classes in the Schedule,
- 2 Click the **Class Enrollment** tab and ensure **Enroll** is selected in the Action dropdown menu.
- 3 Click on the **General Overrides** tab and **Class Overrides** tab. Check the appropriate overrides, if needed.
- 4 Hit **Submit** and then check for errors.

These are the four simple steps for enrolling a student in a course.



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## Enrolling a Student in a Course

Once you have searched for the student and are on the Quick Enroll page:

Enter the **Class Nbr** or click the magnifying glass to search for classes in the Schedule,

Click the **Class Enrollment** tab and ensure **Enroll** is selected in the Action dropdown menu.

Click on the **General Overrides** tab and **Class Overrides** tab. Check the appropriate overrides, if needed.

Hit **Submit** and then check for errors.

These are the four simple steps for enrolling a student in a course.

Slide 32 - M4



myUFL Student Information System  
OUR003: The Registration Process

1 Click Box!  
2 Click Box  
3 Quick Enroll of Student Overview  
4 Enrolling & Dropping  
5 Enrollment Request  
6 Resources & Assessment

Slide 3 of 9

# Enrolling a Student in a Course

Let's practice enrolling a student together!  
Click the simulation icon to get started.



Quick Enroll a Student - Enroll

UF myUFL

Navigation icons: Home, Back, Forward, and a vertical bar with a 'Click Box' label.

## Enrolling a Student in a Course

Let's practice enrolling a student together!

Click the simulation icon to get started.

Slide 33 - ENROLL SIM

The screenshot displays the myUFL website interface. At the top left, the 'UF myUFL' logo is visible. The top right navigation bar includes icons for home, search, settings, and a 'Help Box' icon. Below the logo, there are three tabs: 'Top Page' (selected), 'Staff Page', and 'Custom Page'. On the right side of the page, there are links for 'Personalize Content | Layout' and a 'Help' icon.

The main content area is divided into several sections:

- New User Help:** A section with the heading 'New User Help' and the text 'No articles currently available'. It includes a link for 'View All Articles and Sections'.
- Staff News:** A section with the heading 'Staff News' and the text 'No articles currently available'. It includes a link for 'View All Articles and Sections'.
- UF News:** A section with the heading 'UF News' and a sub-section 'Top Stories'. It lists various news items under the heading 'UNIVERSITY of FLORIDA', including links to articles about innovation hubs, brain stimulation, most-read stories of 2017, Kiplinger Best College Values list, consumer sentiment records, inspiring people, weirdest stories, infant learning, research expenditures, economic outlook, social good, Amazon protection, and spookiest stories.

In the center of the page, there is a large orange callout box with the text: 'Click the **NavBar** icon.'

At the bottom right of the page, there are two buttons: 'Back' and 'Next'.

Slide 34 - ENROLL SIM

The screenshot shows the myUFL website interface. At the top left, there is a logo for 'UF myUFL'. Below it, there are tabs for 'Top Page', 'Staff Page', and 'Custom Page'. The main content area is divided into sections: 'New User Help' (No articles currently available), 'Staff News' (No articles currently available), and 'UF News' (Top Stories). The 'UF News' section lists various articles under the heading 'UNIVERSITY of FLORIDA'. A callout box with an orange border and the text 'Click Main Menu.' is positioned over the 'UF News' section. On the right side, there is a 'NavBar' with icons for 'Recent Places' (calendar), 'My Favorites' (star), and 'Main Menu' (document icon). The 'Main Menu' icon is highlighted with a red border and a yellow background, with a 'Click Box' label above it. At the bottom right, there are 'Back' and 'Next' buttons.

Slide 35 - ENROLL SIM

The screenshot shows the myUFL website interface. At the top left is the UF logo and 'myUFL' text. Below it are tabs for 'Top Page', 'Staff Page', and 'Custom Page'. The main content area is divided into sections: 'New User Help' (no articles available), 'Staff News' (no articles available), and 'UF News' (Top Stories). The 'UF News' section lists various articles under the heading 'UNIVERSITY of FLORIDA'. On the right side, there is a 'NavBar: Main Menu' with a gear icon. The menu items are: Help, Local Interest, Quick Links, Search, Financials, Human Resources, Student Information System (highlighted with a red box and a yellow background), MyUFMarket Admin, and Account System. Below the menu are 'Back' and 'Next' buttons. An orange callout box with the text 'Click Student Information System.' points to the 'Student Information System' menu item.



Slide 36 - ENROLL SIM

The screenshot shows the myUFL website interface. At the top left is the UF logo and 'myUFL' text. Below it are tabs for 'Top Page', 'Staff Page', and 'Custom Page'. The main content area is divided into sections: 'New User Help' (no articles available), 'Staff News' (no articles available), and 'UF News' (Top Stories). The 'UF News' section lists various articles under the heading 'UNIVERSITY of FLORIDA'. On the right side, there is a 'NavBar: Main Menu' with a search icon and a settings gear. The menu items include: 'Student Information Sy...', 'University of Florida Utility', 'Self Service', 'Campus Community', 'Student Recruiting', 'Student Admissions', 'Records and Enrollment' (highlighted with a red box), 'UFIC Study Abroad', and 'Curriculum Management'. Below the menu are 'Back' and 'Next' buttons. An orange callout box with the text 'Click Records and Enrollment.' is overlaid on the 'Records and Enrollment' menu item.

Slide 37 - ENROLL SIM

The screenshot displays the myUFL website interface. At the top left, the 'UF myUFL' logo is visible. Below it, there are tabs for 'Top Page', 'Staff Page', and 'Custom Page'. The main content area is divided into several sections: 'New User Help' (no articles available), 'Staff News' (no articles available), and 'UF News' (top stories). A list of news items is provided, including 'Innovation Hub and Warrington College of Business Provide Space for Women's Collaboratory and Gator Accelerator' and 'Deep brain stimulation shows promise for select Tourette patients in new UF-led worldwide registry'. On the right side, there is a 'NavBar: Main Menu' with a gear icon. The menu items are: 'Records and Enrollment', 'Enroll Students' (highlighted with a red box and a 'Click Box' label), 'Student Term Information', 'Career and Program Information', 'Enrollment Summaries', 'Term Processing', 'Enrollment Reporting' (highlighted in yellow), 'Enrollment Verifications', and 'Transcripts'. Below the menu are 'Back' and 'Next' buttons. An orange callout box with the text 'Click Enroll Students.' is overlaid on the page.

Slide 38 - ENROLL SIM

The screenshot displays the myUFL website interface. At the top left, the 'UF myUFL' logo is visible. Below it, there are tabs for 'Top Page', 'Staff Page', and 'Custom Page'. The main content area is divided into several sections: 'New User Help' (with a note that no articles are currently available), 'Staff News' (also with a note that no articles are currently available), and 'UF News' (featuring a list of 'Top Stories' from the University of Florida). On the right side, there is a 'NavBar: Main Menu' with a gear icon for settings. The menu items include 'Enroll Students', 'Block Enrollment', 'Quick Enroll a Student', 'Quick Admit a Student', 'Student Milestones', 'Student OEE Enrollment Data', 'Enrollment', 'Enrollment Request', and 'Enrollment Request Search'. A callout box with an orange border and white background points to the 'Quick Enroll a Student' menu item, containing the text 'Click Quick Enroll a Student.' Below the menu, there are 'Back' and 'Next' buttons.

Slide 39 - ENROLL SIM

Quick Enroll a Student

Home Quick Enroll a Student New Window | Help

Find an Existing Value Add a New Value

ID:  Click Box

Academic Career:

Academic Institution: UFLOR

Term:





Add

Find an Existing Value | Add a New Value

On the Add New Value tab, enter the student's **UFID** in the **ID** field.

Click the **ID** field.


Back Next


[Home](#) **Quick Enroll a Student**    


New Window | Help


### Quick Enroll a Student

[Find an Existing Value](#) [Add a New Value](#)

ID:  

Academic Career:  

Academic Institution:  

Term:  

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Now, enter the appropriate career in the **Academic Career** field.

Click the **Academic Career** field.

[Back](#) [Next](#)

Slide 41 - ENROLL SIM

Quick Enroll a Student

Find an Existing Value | Add a New Value

ID: 11111111

Academic Career: UGRD

Academic Institution: UFLOR

Term: **Click Here**

Add

Find an Existing Value | Add a New Value

Finally, enter the appropriate term in the **Term** field.

Click the **Term** field.

Back Next

Slide 42 - ENROLL SIM

Quick Enroll a Student

Home Quick Enroll a Student New Window | Help

Quick Enroll a Student

Find an Existing Value Add a New Value

ID: 11111111 Academic Career: UGRD Academic Institution: UFLOR Term: 2188





ClickBox

Click the **Add** button.

Find an Existing Value | Add a New Value

Back Next

Slide 43 - ENROLL SIM

[Home](#) **Quick Enroll a Student**    

[New Window](#) | [Help](#) | [Personalize Page](#)

### Quick Enrollment

Request ID 000000000 Jason Grimes ID 11111111  
Career Undergrad Institution UFLOR Term Fall 2018

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
*Action	Class Nbr	Section	Related 1	Related 2			
<input type="button" value="+"/> <input type="button" value="-"/>	Enroll <input type="text" value="14483"/> <input type="button" value="Look up"/>	Pending	<input type="text"/> <input type="button" value="Look up"/>	<input type="text"/> <input type="button" value="Look up"/>			

Go to [View Enrollment Access](#) [Student Services Center](#) [Withdrawal](#)

Enter the class number in the **Class Nbr** field or click the **Look up** icon (magnifying glass) to search for the course if class number is unknown.

You can press the **Tab** key to see the course code populate.

Click the **Class Nbr** field to continue.



Slide 44 - ENROLL SIM

[Quick Enroll](#) **Quick Enroll a Student**

[New Window](#) | [Help](#) | [Personalize Page](#)

### Quick Enrollment

Request ID 0204300343   Jason Grimes   ID 11111111  
Career Undergrad   Institution UFLOR   Term Fall 2018 Click Box

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
*Action	Class Nbr		Section	Related 1	Related 2		
Enroll	14483	ABE 2012C	0127	Pending			

Click the **Submit** button.

Go to [View Enrollment Access](#)   [Enrollment Appointments](#)   [Term/Session Withdrawal](#)  
[Student Services Center](#)   [Calculate Tuition](#)   [Study List](#)

Back   Next

Slide 45 - ENROLL SIM

[Quick Enroll](#) **Quick Enroll a Student**

[New Window](#) | [Help](#) | [Personalize Page](#)

### Quick Enrollment

Request ID 0204300343   Jason Grimes   ID 11111111  
Career Undergrad   Institution UFLOL   Term Fall 2018   [Submit](#)

[Class Enrollment](#) | [Units and Grade](#) | [Other Class Info](#) | [General Overrides](#) | [Class Overrides](#)

*Action	Class Nbr	Section	Related 1	Related 2
<a href="#">+</a> <a href="#">-</a> Enroll	14483  ABE 2012C	0127 <a href="#">Click-Box</a>		

Go to [View Enrollment Access](#) [Student Services Center](#) [Withdrawal](#)

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)





[Back](#) [Next](#)

Note the status has now changed from Pending to **Messages**.

Click the **Messages** link to view the messages and ensure the enrollment was processed successfully.

Note: When you see the **Messages** link, this means that the Action was processed successfully.

Slide 46 - ENROLL SIM

[Quick Enroll](#) **Quick Enroll a Student**    

[New Window](#) | [Help](#) | [Personalize Page](#)

### Enrollment Message Log

ID	:11111111	Jason Grimes
Enrollment Request ID	0204300349	
Academic Career	Undergraduate	
Academic Institution	University of Florida	
Term	Fall 2018	

---

Seq # 1	Class Nbr 14483 ABE	2012C	Section 0127	Intro Biological Eng
Enrollment Request Action	Enroll			

Message Severity **Message**

Message Text

The Requirement Designation Options was set to 'YES' by the enrollment process. (14640,141)

Here, you can view the messages associated with this action.

Click the **Next** button to continue.

[Return](#) [Back](#) [Next](#)

Slide 47 - M4

myUFL Student Information System  
OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll  
Click Box

4  
Enrolling &  
Dropping

5  
Enrollment  
Request

6  
Resources &  
Click Box  
Assessment


Slide 4 of 9

## Dropping a Course

Once you have searched for the student and are on the Quick Enroll page:

- 1 Select **Drop** from the Action dropdown menu.
- 2 Next, in the **Class Nbr** field, enter the class number or click the magnifying glass to see the student's enrolled classes. Be sure to check the box next to the necessary class!
- 3 Click **Submit** and, as always, check for any errors.

Let's switch gears and talk about how to drop a student from a course.



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### Dropping a Course

Once you have searched for the student and are on the Quick Enroll page:

Select **Drop** from the Action dropdown menu.

Next, in the **Class Nbr** field, enter the class number or click the magnifying glass to see the student's enrolled classes. Be sure to check the box next to the necessary class!

Click **Submit** and, as always, check for  any errors.

Let's switch gears and talk about how to drop a student from a course.

Slide 48 - M4



myUFL Student Information System  
OUR003: The Registration Process

1 Click Box!  
2 Click Box  
3 Quick Enroll a Student Overview  
4 Enrolling & Dropping  
5 Enrollment Request  
6 Resources & Assessment

Slide 5 of 9

# Dropping a Course

Let's practice dropping a course together!  
Click the simulation icon to get started.



Quick Enroll a Student - Drop

UF myUFL

Navigation icons: back, forward, home, search, and a 'Click Box' label.

### Dropping a Course

Let's practice dropping a course together!

Click the simulation icon to get started.

Slide 49 - DROP SIM

The screenshot shows the myUFL website interface. At the top left is the UF logo and 'myUFL' text. On the top right are icons for home, search, settings, and a 'HELP' button. Below the header is a navigation bar with 'Top Page', 'Staff Page', and 'Custom Page' tabs. To the right of the navigation bar are links for 'Personalize Content | Layout' and '? Help'. The main content area is divided into three columns. The left column has a 'New User Help' widget with 'No articles currently available' and a 'View All Articles and Sections' link. Below it is a 'UF News' widget with a 'Top Stories' sub-section. The middle column has a 'Staff News' widget with 'No articles currently available' and a 'View All Articles and Sections' link. The right column contains a large orange callout box with the text 'Click the NavBar icon.' Below this callout box are two grey buttons labeled 'Back' and 'Next'. The 'UF News' widget lists various news items under the heading 'UNIVERSITY of FLORIDA', including links to articles about innovation hubs, brain stimulation, most-read stories of 2017, Kiplinger Best College Values list, consumer sentiment, and spookiest stories.

Slide 50 - Slide 50

The screenshot shows the myUFL website interface. At the top left is the UF myUFL logo. The top navigation bar includes a home icon, a search icon, a settings gear icon, and a hamburger menu icon. Below the navigation bar are tabs for 'Top Page', 'Staff Page', and 'Custom Page'. The main content area is divided into sections: 'New User Help' (no articles available), 'Staff News' (no articles available), and 'UF News' (Top Stories). The 'UF News' section lists various articles under the heading 'UNIVERSITY of FLORIDA'. A red-bordered box highlights a 'Click Box Main Menu' button in the right-hand sidebar. An orange callout box with the text 'Click Main Menu.' is positioned over the main content area. At the bottom right, there are 'Back' and 'Next' navigation buttons.

Slide 51 - Slide 51

The screenshot shows the myUFL website interface. At the top left, there is a navigation bar with the UF logo and 'myUFL' text. Below this, there are tabs for 'Top Page', 'Staff Page', and 'Custom Page'. The main content area is divided into several sections: 'New User Help' (no articles available), 'Staff News' (no articles available), and 'UF News' (Top Stories). The 'UF News' section lists various articles with blue links. On the right side, there is a 'NavBar: Main Menu' with a gear icon. The menu items are: 'Help', 'Local Interest', 'Quick Links', 'Search', 'Financials', 'Human Resources', 'Student Information System', 'MyUFMarket Admin', and 'Account System'. The 'Student Information System' item is highlighted with a yellow background and a red border. A callout box with an orange background and white text points to this item, containing the text 'Click Student Information System.'.



Slide 52 - Slide 52

The screenshot shows the myUFL website interface. At the top left is the UF logo and 'myUFL' text. Below it are tabs for 'Top Page', 'Staff Page', and 'Custom Page'. The main content area is divided into two columns. The left column contains sections for 'New User Help' (with 'No articles currently available'), 'UF News' (with 'Top Stories' and a list of news items), and 'Staff News' (with 'No articles currently available'). The right column features a 'NavBar: Main Menu' with a search icon and a gear icon. The menu items include 'Student Information Sy...', 'University of Florida Utility', 'Self Service', 'Campus Community', 'Student Recruiting', 'Student Admissions', 'Records and Enrollment', 'UFIC Study Abroad', 'Curriculum Management', and 'Financial Aid'. A red-bordered callout box with the text 'Click Records and Enrollment.' is positioned over the 'Records and Enrollment' menu item. Below the menu are 'Back' and 'Next' buttons.

Slide 53 - Slide 53

The screenshot shows the myUFL website interface. At the top left, there is a navigation bar with 'UF myUFL' and icons for home, search, settings, and a menu. Below this, there are tabs for 'Top Page', 'Staff Page', and 'Custom Page'. The main content area is divided into several sections: 'New User Help' (no articles available), 'Staff News' (no articles available), and 'UF News' (top stories). A red rectangular box highlights the 'Enroll Students' link in the 'Records and Enrollment' menu. An orange callout box with the text 'Click Enroll Students.' is positioned over the 'Enroll Students' link. The 'Records and Enrollment' menu also includes links for 'Student Term Information', 'Career and Program Information', 'Enrollment Summaries', 'Term Processing', 'Enrollment Reporting', and 'Enrollment Verifications'. At the bottom of the menu, there are 'Back' and 'Next' buttons.

Slide 54 - Slide 54

The screenshot shows the myUFL website interface. At the top left, there is a navigation bar with the UF logo and 'myUFL' text. Below this, there are tabs for 'Top Page', 'Staff Page', and 'Custom Page'. The main content area is divided into several sections: 'New User Help' (with a refresh icon and 'No articles currently available'), 'Staff News' (with a refresh icon and 'No articles currently available'), and 'UF News' (with a refresh icon and 'Top Stories'). The 'UF News' section lists several articles under the heading 'UNIVERSITY of FLORIDA'. On the right side, there is a 'NavBar: Main Menu' with a gear icon. The menu items include 'Enroll Students', 'Block Enrollment', 'Quick Enroll a Student', 'Quick Admit a Student', 'Student Milestones', 'Student OEE Enrollment Data', 'Enrollment', 'Enrollment Request', and 'Enrollment Request Search'. A callout box with an orange background and white text says 'Click Quick Enroll a Student.' and points to the 'Quick Enroll a Student' menu item. Below the menu items, there are 'Back' and 'Next' buttons.

Slide 55 - Slide 55

Quick Enroll a Student

Home    Quick Enroll a Student    Home    Search    Settings    Menu

New Window | Help

Quick Enroll a Student

Find an Existing Value    Add a New Value

ID:  Click Box

Academic Career:

Academic Institution: UFLOR

Term:

Add

Find an Existing Value | Add a New Value

On the Add New Value tab, enter the student's **UFID** in the **ID** field.

Click the **ID** field.

Back    Next

Slide 56 - Slide 56

Quick Enroll a Student

Home | New Window | Help

Find an Existing Value | Add a New Value

ID: 11111111

Academic Career: UGRD

Academic Institution: UFLOR

Term:

Add

Find an Existing Value | Add a New Value

Now, enter the appropriate career in the **Academic Career** field.

Click the **Academic Career** field.

Back | Next

Slide 57 - Slide 57

Quick Enroll a Student

Home New Window | Help

Find an Existing Value | Add a New Value

ID:

Academic Career:

Academic Institution:

Term:

Add

Find an Existing Value | Add a New Value

Finally, enter the appropriate term in the **Term** field.

Click the **Term** field.

Back | Next

Slide 58 - Slide 58

Quick Enroll a Student

Find an Existing Value | Add a New Value

ID: 11111111

Academic Career: UGRD

Academic Institution: UFLOR

Term: 2188

ClickBox

Click the **Add** button.

Find an Existing Value | Add a New Value

Back Next

Slide 59 - Slide 59

Quick Enroll a Student

Request ID 000000000 Jason Grimes ID :11111111  
Career Undergrad Institution UFLOR Term Fall 2018

Quick Enrollment

*Action		Class Nbr	Section	Related 1	Related 2
<input type="button" value="+"/>	<input type="button" value="-"/> <b>Enroll</b> <input type="button" value="Click Box"/>	<input type="text"/>	<input type="text"/>	Pending <input type="text"/>	<input type="text"/>

Note the Action menu defaults to Enroll.  
Click the dropdown **Action** menu to view other options.

Go to [View Enrollment Access](#) [Session Withdrawal](#)  
[Student Services Center](#) [List](#)



Slide 60 - Slide 60

**Quick Enroll a Student**

Request ID 000000000 Jason Grimes ID 11111111  
Career Undergrad Institution UFLOR Term Fall 2018

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides

*Action	Class Nbr	Section	Related 1	Related 2
<input type="button" value="+"/> <input type="button" value="-"/> <b>Enroll</b> Add Grade Change Grade Change Wait List Position <b>Drop</b> <input type="button" value="Click Box"/> Drop to Wait List Enroll Normal Maintenance Remove Grade Swap Courses	<input type="text"/>	<input type="text"/> <input type="button" value="Q"/>	Pending <input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

Go to [Student Services Center](#)

Select **Drop** from the dropdown menu.

Slide 61 - Slide 61

[Home](#) **Quick Enroll a Student** [Home](#) [Search](#) [Settings](#) [Menu](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

### Quick Enrollment

Request ID 0000000000 Jason Grimes ID 11111111  
Career Undergrad Institution UFVOR Term Fall 2018 [Submit](#)

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	[...]	
	*Action	Class Nbr	Section	Related 1	Related 2		
<a href="#">+</a>	<a href="#">-</a>	Drop	<input type="text"/>	Click Box	Pending		





Go to [View Enrollment Access](#) [Session Withdrawal](#)  
[Student Services Center](#) [List](#)

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

[Back](#) [Next](#)

Click the **Look up** icon in the Class Nbr field.

Slide 62 - Slide 62

[Quick Enroll](#) **Quick Enroll a Student**    

[New Window](#) | [Help](#) | [Personalize Page](#)

### Enrollment Listing

[Enrollment Request](#)

### Enrollment Listing

Request ID 0000000000 Jason Grimes ID 11111111  
Career Undergrad Institution UFLOR Term Fall 2018

Enrollment List										Find	First
<input type="checkbox"/>	Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Grade	Sessio	
<input type="checkbox"/>	ABE Lecture Intro Biological Engr	2012C	0127	3.00	14483	Enrolled	Enrolled	Letter Grd		Regul Sessio	
<input checked="" type="checkbox"/>	ACG Lecture Intro Finan Accountng	2021	02DG			Enrolled		Letter Grd		Regul Sessio	

[Return](#)

Click the **check box** next to the appropriate class.

Note: It may appear that the box is already checked but it is not. You must click the check box to return to the Quick Enroll a Student page and complete the request.

[Back](#) [Next](#)

Slide 63 - Slide 63

[Quick Enroll](#) **Quick Enroll a Student**

[New Window](#) | [Help](#) | [Personalize Page](#)

### Quick Enrollment

Request ID 0000000000 Jason Grimes ID 11111111  
Career Undergrad Institution UFLOR Term Fall 2018 Click Box

**Class Enrollment** | Units and Grade | Other Class Info | General Overrides | Class Overrides

*Action	Class Nbr	Section	Related 1	Related 2
Drop	14483	ABE 2012C 0127 Pending		

Go to [View Enrollment Access](#) [Session Withdrawal](#)  
[Student Services Center](#) [List](#)

Save Notify Add Update/Display

On the next page, you can see that the course information populated into the fields.

Click the **Submit** button to process the drop request.

Back Next

Slide 64 - Slide 64

[Quick Enroll](#) **Quick Enroll a Student**

[New Window](#) | [Help](#) | [Personalize Page](#)

### Quick Enrollment

Request ID 0204300365 Jason Grimes ID 11111111  
Career Undergrad Institution UFLOR Term Fall 2018

**Class Enrollment** | Units and Grade | Other Class Info | General Overrides | Class Overrides

*Action	Class Nbr	Section	Related 1	Related 2
Drop	14483  ABE 2012C	0127	<b>Success</b>	

Go to [View Enrollment Access](#) [Student Services Center](#) [on Withdrawal](#)

Note that the status has changed from Pending to **Success**.  
Click the **Next** button to continue.


Slide 65 - M4

myUFL Student Information System  
OUR003: The Registration Process

1 Click Box!  
2 Click Box  
3 Quick Enroll of Click Box Overview  
4 Enrolling & Dropping Click Box  
5 Enrollment Request Click Box  
6 Resources & Click Box Assessment

Slide 6 of 9

# Knowledge Check!



Let's test our knowledge and see what we've learned so far about enrolling in and dropping courses!

UF myUFL

Navigation icons: Home, Back, Forward, and a vertical bar with a 'Click Box' label.

### Knowledge Check!

Let's test our knowledge and see what we've learned so far about enrolling in and dropping courses!

Slide 66 - M3

myUFL Student Information System  
OUR003: The Registration Process

1 Click Box!  
2 Click Box  
3 Quick Enroll Click Box  
4 Enrolling & Dropping Click Box  
5 Enrollment Request Click Box  
6 Resources & Click Box Assessment

Slide 7 of 9

# Knowledge Check!

When dropping a course, if you click on the magnifying glass next to Class Nbr, you will need to check the box next to the class in question, as it may appear to already be checked, but it is not.

TRUE FALSE

UF myUFL

Click Box  
Home  
Close

Navigation arrows

**Knowledge Check!**

When dropping a course, if you click on the magnifying glass next to Class Nbr, you will need to check the box next to the class in question, as it may appear to already be checked, but it is not.

Slide 67 - M3

myUFL Student Information System  
OUR003: The Registration Process

1 Click Box!	2 Click Boxes	3 Quick Enroll Click Box Overview	4 Enrolling & Dropping Click Box	5 Enrollment Request Click Box	6 Resources & Click Box Assessment
-----------------	------------------	--	---	---	---

Slide 8 of 9

# Knowledge Check!

What must you always do after you enroll a student in or drop a course?

- Check for errors
- Manually update the transcript
- Manually remove the student from Canvas

UF | myUFL

Navigation icons: Home, Back, Forward, Click Box

**Knowledge Check!**

What must you always do after you enroll a student in or drop a course?



Slide 68 - M4

**myUFL Student Information System**  
 OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll  
of Student  
Overview

4  
Enrolling &  
Dropping

5  
Enrollment  
Request

6  
Resources &  
Assessment

Slide 9 of 9 Click Box

## Quick Enroll a Student Resources

Additional Quick Enroll a Student simulations and instruction guides can be found on the [Registration toolkit](#).

**Simulations**

- [Enroll](#)
- [Drop](#)
- [Closed Class Override](#)
- [Permission Override](#)
- [Requisites Override](#)
- [Time Conflict Override](#)
- [Unit Load Override](#)
- [Unit Taken Override](#)

**Instruction Guides**

- [Enroll](#)
- [Drop](#)
- [Closed Class Override](#)
- [Permission Override](#)
- [Requisites Override](#)
- [Time Conflict Override](#)
- [Unit Load Override](#)
- [Unit Taken Override](#)

myUFL

**Quick Enroll a Student Resources**

Additional Quick Enroll a Student simulations and instruction guides can be found on the [Registration toolkit](#).

<p><b>Simulations</b></p> <ul style="list-style-type: none"> <li><a href="#">Enroll</a></li> <li><a href="#">Drop</a></li> <li><a href="#">Closed Class Override</a></li> <li><a href="#">Permission Override</a></li> <li><a href="#">Requisites Override</a></li> <li><a href="#">Time Conflict Override</a></li> <li><a href="#">Unit Load Override</a></li> <li><a href="#">Unit Taken Override</a></li> </ul>	<p><b>Instruction Guides</b></p> <ul style="list-style-type: none"> <li><a href="#">Enroll</a></li> <li><a href="#">Drop</a></li> <li><a href="#">Closed Class Override</a></li> <li><a href="#">Permission Override</a></li> <li><a href="#">Requisites Override</a></li> <li><a href="#">Time Conflict Override</a></li> <li><a href="#">Unit Load Override</a></li> <li><a href="#">Unit Taken Override</a></li> </ul>
--	---

Slide 70 - MODULE 5

**myUFL Student Information System**  
OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll of Student Overview

4  
Enrolling & Dropping

5  
Enrollment Request

6  
Resources & Click Box Assessment

## Module 5: Enrollment Request

Slide 1 of 10

**Objectives**

Upon completion of this module, you will be able to:

- Drop a course for a student on the Enrollment Request Page
- Enroll a student in a course on the Enrollment Request Page
- View your Operator Enrollment Access

myUFL

**Module 5: Enrollment Request**

**Objectives**

Upon completion of this module, you will be able to:

- Drop a course for a student on the Enrollment Request Page

Slide 1 of 10

Slide 71 - M5

myUFL Student Information System  
OUR003: The Registration Process

1 Click Box! Quick Enroll a Student Overview

2 Click Box! Enrolling & Dropping

3 Click Box! Quick Enroll a Student Overview

4 Click Box! Enrolling & Dropping


5 Click Box! Enrollment Request

6 Click Box! Resources & Assessment

Slide 2 of 10

## Navigation

Use the following navigation to get to the Quick Enroll a Student page.

Always begin by clicking the **NavBar Icon**  in the upper right corner of myUFL.

Main Menu → Student Information System → Records & Enrollment → Enroll Students → Enrollment Request

UF myUFL

### Navigation

Use the following navigation to get to the Quick Enroll a Student page.

Always begin by clicking the **NavBar Icon** in the upper right corner of myUFL.

- Main Menu
- Records & Enrollment
- Student Information System
- Enroll Students
- Enrollment Request

Slide 72 - M5

myUFL Student Information System  
OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll of Student Overview

4  
Enrolling & Dropping

5  
Enrollment Request

6  
Resources & Assessment

Slide 3 of 10 Click Box

## Enrollment Request

The actions that are available on the Enrollment Request page are **Drop** and **Enroll** actions.

**Enrollment Request** allows you to do the same actions as Quick Enroll a Student.


The biggest difference is that all details on the Enrollment Request page are presented on one page, rather than multiple tabs.

**Enrollment Request Details**

Sequence Nbr 1 Pending

\*Action: Enroll ▼

- Add Grade
- Change Grade
- Change Wait List Position
- Drop
- Drop to Wait List
- Enroll
- Normal Maintenance
- Remove Grade
- Swap Courses



UF
myUFL

◀ ▶

### Enrollment Request

The actions that are available on the Enrollment Request page are **Drop** and **Enroll** actions.

**Enrollment Request** allows you to do the same actions as Quick Enroll a Student.

The biggest difference is that all details on the Enrollment Request page are presented on one page, rather than multiple tabs.

Slide 73 - M5

myUFL Student Information System  
OUR003: The Registration Process

1 Click Box! Click Box! Click Box! Click Box! Click Box! Click Box!

2 Click Box! Click Box! Click Box! Click Box! Click Box! Click Box!

3 Quick Enroll of Student Overview Click Box! Click Box! Click Box! Click Box! Click Box! Click Box!

4 Enrolling & Dropping Click Box! Click Box! Click Box! Click Box! Click Box! Click Box!

5 Enrollment Request Click Box! Click Box! Click Box! Click Box! Click Box! Click Box!


6 Resources & Assessment Click Box! Click Box! Click Box! Click Box! Click Box! Click Box!

Slide 4 of 10 Click Box!

# Enrollment Request

You may see other actions in the dropdown menu but UF is not using some of those actions. For example: Change Wait List Position, Drop to Wait List, Normal Maintenance, and Swap Courses.

You will not have access to add, change, or remove grades. If you select any of those options you will receive an error.



UF myUFL

### Enrollment Request

You may see other actions in the dropdown menu but UF is not using some of those actions. For example: Change Wait List Position, Drop to Wait List, Normal Maintenance, and Swap Courses.

You will not have access to add, change, or remove grades. If you select any of those options you will receive an error.

Slide 4 of 10

Slide 74 - M5

myUFL Student Information System  
OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll  
of Student  
Overview

4  
Enrolling &  
Dropping

5  
Enrollment  
Request

6  
Resources &  
Assessment

## View your Operator Enrollment Access

Slide 5 of 10 Click Box

You can view your Operator Enrollment Access by clicking the [View your Operator Enrollment Access](#) link.

This list displays all the enrollment functions, as well as the time periods for which you can perform these actions.

Click the [Operator Enrollment Access](#) link.

You can also view your Enrollment Access on the Quick Enroll a Student page.

<b>Enrollment Request</b>		
11111111	Jason Grimes	University of Florida
Undergraduate	Agricultural and Life Sciences	Fall 2017
Enrollment Request ID 0000000000		Status Pending <span style="float: right; border: 1px solid orange; padding: 2px;">Submit</span>
User ID 07542010		<a href="#">Operator Enrollment Access</a>

myUFL

◀
▶

**View your Operator Enrollment Access**

You can view your Operator Enrollment Access by clicking the [View your Operator Enrollment Access](#) link.

This list displays all the enrollment functions, as well as the time periods for which you can perform these actions.

Click the [Operator Enrollment Access](#) link.

You can also view your Enrollment Access on the Quick Enroll a Student page.

Slide 75 - M5

myUFL Student Information System  
OUR003: The Registration Process

1 Click Box!  
2 Click Box  
3 Quick Enroll Click Box Overview  
4 Enrolling & Dropping Click Box  
5 Enrollment Request Click Box  
6 Resources & Click Box Assessment

Slide 6 of 10

## View your Operator Enrollment Access

To the right is an example of what your **Operator Enrollment Access** page may look like.

### Access to Enrollment Functions

User ID: 07542010

Enrollment Access ID: FUL1 - Full Class Enrollment Access

Enrollment Access Group:

Enrollment Function	Time Period
Enroll	
Enroll W/ Permission	
Drop	
Drop W/ Permission	
Grade Basis Change	
Unit Change	
Wait List Changes	
Grade Add	
Grade Change	
Repeat Coding	

[Return](#)

UF myUFL

### View your Operator Enrollment Access

To the right is an example of what your **Operator Enrollment Access** page may look like.

Slide 76 - M5

myUFL Student Information System  
OUR003: The Registration Process

1 Click Box! Click Box! Click Box! Click Box! Click Box! Click Box!

2 Click Box! Click Box! Click Box! Click Box! Click Box! Click Box!

3 Quick Enroll of Click Box! Click Box! Click Box! Click Box! Click Box! Click Box!

4 Enrolling & Dropping Click Box! Click Box! Click Box! Click Box! Click Box! Click Box!

5 Enrollment Request Click Box! Click Box! Click Box! Click Box! Click Box! Click Box!

6 Resources & Assessment Click Box! Click Box! Click Box! Click Box! Click Box! Click Box!

Slide 7 of 10 Click Box!

## Errors

Another benefit of the **Enrollment Request** page is if an error occurs during the action you are performing, the error will display at the bottom of the page. You do not need to navigate anywhere else in the system to see the error. At the top of the page, you will see the error notification.

**Enrollment Request**

11111111 Jason Grimes University of Florida  
Undergraduate Agricultural and Life Sciences Fall 2017

Enrollment Request ID 0027900089 Status **Errors Found** Submit  
User ID 07542010 Operator Enrollment Access

UF myUFL

Errors

Another benefit of the **Enrollment Request** page is if an error occurs during the action you are performing, the error will display at the bottom of the page. You do not need to navigate anywhere else in the system to see the error. At the top of the page, you will see the error notification.



Slide 77 - M5

**myUFL Student Information System**  
OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll  
of Consent  
Overview

4  
Enrolling &  
Dropping

5  
Enrollment  
Request

6  
Resources &  
Assessment

Slide 8 of 10 Click Box  
Home  
Refresh

## Errors

Simply scroll down to the bottom of the Enrollment Request page to view the **Error Message**.

**Error Messages**

Message Sequence	Error	Last Update DateTime
1	Department Consent Required to Enroll in Class, Add Not Processed. (14640,38) Consent is needed to enroll in the class. The add transaction was not processed.	01/26/18 12:15:19PM

Please note, the Class Permission Override is not available on the Enrollment Request page.

◀ ▶

**Errors**

Simply scroll down to the bottom of the Enrollment Request page to view the **Error Message**.

**Please note, the Class Permission Override is not available on the Enrollment Request page.**

Slide 78 - M5

myUFL Student Information System  
OUR003: The Registration Process

1 Click Box!	2 Click Box	3 Quick Enroll Click Box Overview	4 Enrolling & Click Box Dropping	5 Enrollment Click Box Request	6 Resources & Click Box Assessment
-----------------	----------------	--	---	---	---

Slide 9 of 10

## Knowledge Check

The primary difference between the Quick Enroll a Student page and the Enrollment Request page is that all of the details are presented on one page with Enrollment Request.

TRUE FALSE

UF myUFL

**Knowledge Check**

The primary difference between the Quick Enroll a Student page and the Enrollment Request page is that all of the details are presented on one page with Enrollment Request.

Slide 79 - M5

**myUFL Student Information System**  
OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll  
of Student  
Overview

4  
Enrolling &  
Dropping

5  
Enrollment  
Request

6  
Resources &  
Click Box  
Assessment

Slide 10 of 10 Click Box

## Enrollment Request Resources

Additional Enrollment Request simulations and instruction guides can be found on the [Registration toolkit](#).

<p><b>Simulations</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Enroll</a></li> <li>• <a href="#">Drop</a></li> <li>• <a href="#">Closed Class Override</a></li> <li>• <a href="#">Permission Override</a></li> <li>• <a href="#">Requisites Override</a></li> <li>• <a href="#">Time Conflict Override</a></li> <li>• <a href="#">Unit Load Override</a></li> <li>• <a href="#">Unit Taken Override</a></li> </ul>	<p><b>Instruction Guides</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Enroll</a></li> <li>• <a href="#">Drop</a></li> <li>• <a href="#">Closed Class Override</a></li> <li>• <a href="#">Permission Override</a></li> <li>• <a href="#">Requisites Override</a></li> <li>• <a href="#">Time Conflict Override</a></li> <li>• <a href="#">Unit Load Override</a></li> <li>• <a href="#">Unit Taken Override</a></li> </ul>
--	---

◀ ▶

**Enrollment Request Resources**

Additional Enrollment Request simulations and instruction guides can be found on the [Registration toolkit](#).

<p><b>Simulations</b></p> <ul style="list-style-type: none"> <li><a href="#">Enroll</a></li> <li><a href="#">Drop</a></li> <li><a href="#">Closed Class Override</a></li> <li><a href="#">Permission Override</a></li> <li><a href="#">Requisites Override</a></li> <li><a href="#">Time Conflict Override</a></li> <li><a href="#">Unit Load Override</a></li> <li><a href="#">Unit Taken Override</a></li> </ul>	<p><b>Instruction Guides</b></p> <ul style="list-style-type: none"> <li><a href="#">Enroll</a></li> <li><a href="#">Drop</a></li> <li><a href="#">Closed Class Override</a></li> <li><a href="#">Permission Override</a></li> <li><a href="#">Requisites Override</a></li> <li><a href="#">Time Conflict Override</a></li> <li><a href="#">Unit Load Override</a></li> <li><a href="#">Unit Taken Override</a></li> </ul>
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Slide 81 - MODULE 6

**myUFL Student Information System**  
OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll  
of Student  
Overview

4  
Enrolling &  
Dropping

5  
Enrollment  
Request

6  
Resources &  
Final  
Assessment

## Module 6: Error Messages and Other Resources

Slide 1 of 11

**Objectives**

- Recognize the purpose of each error message
- Resolve the error message with the appropriate override

myUFL

**Module 6: Error Messages and Other Resources**

**Objectives**

- Recognize the purpose of each error message
- Resolve the error message with the appropriate override

Slide 82 - MODULE 6


<b>myUFL Student Information System</b> OUR003: The Registration Process	1 Click Box!	2 Click Box	3 Quick Enroll Click Box Overview	4 Enrolling & Click Box Dropping	5 Enrollment Click Box Request	6 Resources & Click Box Final Assessment
---	-----------------	----------------	--	---	---	--

Slide 2 of 11

## Error Messages

When attempting to enroll a student into a course, you may see an error message. In most cases, these errors can be resolved by using the overrides mentioned in module 2. The following slides go over these error messages and which override to use to resolve the error.

If you encounter an error message not mentioned in the following slides, contact the Office of the University Registrar.



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Click Box  
Home  
Previous  
Next

**Error Messages**

When attempting to enroll a student into a course, you may see an error message. In most cases, these errors can be resolved by using the overrides mentioned in module 2. The following slides go over these error messages and which override to use to resolve the error.

**If you encounter an error message not mentioned in the following slides, contact the Office of the University Registrar.**

Slide 2 of 11

Slide 83 - MODULE 6

**myUFL Student Information System**  
OUR003: The Registration Process

1  
Waitlist

2  
Enrollment

3  
Quick Enroll  
of Student

4  
Enrolling &  
Dropping

5  
Enrollment  
Request

6  
Resources &  
Final  
Assessment

Slide 3 of 11

## Closed Class Override

### What it looks like

Not Enrolled, Class 19673 Full. (14640,7)

The requested enrollment add was not processed. The enrollment limit for the specified class has been reached.

If available, choose the Waitlist Ok option and resubmit the request.

### How to resolve it

Closed Class Override

Closed Class

Allows for a class to be put on the student's schedule even if the class is full *(this will only allow up to 5% over the room capacity)*

Closed Class

### Toolkit Resources

▶

Click Box

Quick Enroll a Student  
Closed Class Override  
Simulation

▶

Click Box

Enrollment Request  
Closed Class  
Override Simulation

◀

▶

UF

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◀
▶

## Closed Class Override

### What it looks like

### How to resolve it

Allows for a class to be put on the student's schedule even if the class is full *(this will only allow up to 5% over the room capacity)*

### Closed Class Override

### Toolkit Resources

[Quick Enroll a Student](#)

Closed Class Override Simulation

[Enrollment Request](#)

Closed Class Override Simulation

Slide 84 - MODULE 6

myUFL Student Information System  
OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll  
Class  
Overview

4  
Enrolling &  
Dropping

5  
Enrollment  
Request

6  
Resources &  
Final  
Assessment

Slide 4 of 11 Click Box

## Class Permission Override

**What it looks like**

Department Consent Required to Enroll in Class, Add Not Processed. (14640,38)  
 Consent is needed to enroll in the class. The add transaction was not processed.

**How to resolve it**

[Class Permission Override](#)

Class Permission

Permission

Allows for a class to be put on the student's schedule even if the class is departmentally controlled (this override appears as **Permissions** on the Enrollment Request page, rather than **Class Permissions**)

**Toolkit Resources**

Click Box

Quick Enroll a Student  
Class Permission  
Override Simulation

Click Box

Enrollment Request  
Class Permission  
Override Simulation

UF

myUFL

◀
▶

**Class Permission Override**

**What it looks like**

**How to resolve it**

Allows for a class to be put on the student's schedule even if the class is departmentally controlled (this override appears as **Permissions** on the Enrollment Request page, rather than **Class Permissions**)

[Class Permission Override](#)

**Toolkit Resources**

[Quick Enroll a Student](#)

Class Permission Override Simulation

[Enrollment Request](#)

Class Permission Override Simulation

Slide 85 - MODULE 6

**myUFL Student Information System**  
OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll a Student Overview

4  
Enrolling & Dropping

5  
Enrollment Request

6  
Resources & Final Assessment

Slide 5 of 11 Click Box

## Requisites Override

**What it looks like**

Requisites not met for Class, not enrolled. (14640,18)

Requirements have not been met to enroll in the specified class. The enrollment transaction was not processed.

Prereq: HSA 7434 with minimum grades of C.

**How to resolve it**

Requisites Override

Requisites

Allows the override of pre-requisites for the class.

Requisites

**Toolkit Resources**

▶

Click Box

Quick Enroll a Student Requisites Override Simulation

▶

Click Box

Enrollment Request Requisites Override Simulation

UF

myUFL

◀
▶

**Requisites Override**

**What it looks like**

**How to resolve it**

Allows the override of pre-requisites for the class.

[Requisites Override](#)

**Toolkit Resources**

[Quick Enroll a Student](#)

Requisites Override Simulation

[Enrollment Request](#)

Requisites Override Simulation



Slide 86 - MODULE 6

**myUFL Student Information System**  
OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll  
Click Box  
Overview

4  
Enrolling &  
Dropping  
Click Box

5  
Enrollment  
Request  
Click Box

6  
Resources &  
Final  
Assessment

Slide 6 of 11 Click Box

## Time Conflict Override

### What it looks like

Time Scheduling Conflict for class 12611 and 20373, not enrolled. (14640,17)

A scheduling conflict exists with a currently enrolled class. Select another class, or override the time conflict.

### How to resolve it

Time Conflict Override

Time Conflict

Allows for this class to be put on the student's schedule even if there is a class that meets at the same time.

Time Conflict

### Toolkit Resources

▶

Click Box

Quick Enroll a Student  
Time Conflict Override  
Simulation

▶

Click Box

Enrollment Request  
Time Conflict  
Override Simulation

UF

myUFL

**Time Conflict Override**

**What it looks like**

**How to resolve it**

Allows for this class to be put on the student's schedule even if there is a class that meets at the same time.

Time Conflict Override

**Toolkit Resources**

[Quick Enroll a Student](#)

Time Conflict Override Simulation

[Enrollment Request](#)

Time Conflict Override Simulation

Slide 87 - MODULE 6

**myUFL Student Information System**  
OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll  
of Student  
Overview

4  
Enrolling &  
Dropping

5  
Enrollment  
Request

6  
Resources &  
Final  
Assessment

Slide 7 of 11 Click Box

## Unit Load Override

**What it looks like**

Maximum term Unit Load exceeded. (14640,30)

Add transaction not processed. The maximum term unit load would be exceeded.

**How to resolve it**

Unit Load Override

Unit Load

Allows an override of the student's maximum class load capacity (usually 18 credits for undergraduates).

Unit Load

**Toolkit Resources**

▶

Click Box

Quick Enroll a Student  
Unit Load Override  
Simulation

▶

Click Box

Enrollment Request  
Unit Load Override  
Simulation

UF

myUFL

◀
▶

**Unit Load Override**

**What it looks like**

**How to resolve it**

Unit Load Override

Allows an override of the student's maximum class load capacity (usually 18 credits for undergraduates).

**Toolkit Resources**

[Quick Enroll a Student](#)

Unit Load Override Simulation

[Enrollment Request](#)

Unit Load Override Simulation

Page 82 of 86

Slide 88 - MODULE 6

myUFL Student Information System  
OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll  
Click Box  
Overview

4  
Enroll &  
Dropping  
Click Box

5  
Enrollment  
Request  
Click Box

6  
Resources &  
Final  
Assessment

Slide 8 of 11 Click Box

## Adjust Units Taken

What it looks like

Invalid Input Value for Units Taken, Must be Between 1.0 and 5.0 Units. (14640,132)

The value entered for units taken is invalid. It is not within the valid range of allowable units for the class. The transaction was not processed.

How to resolve it

Adjust Units Taken

Unit Taken

Allows you to adjust the number of credits of a **variable credit course**.

Units Taken

Toolkit Resources

▶

Click Box

Quick Enroll a Student  
Adjust Units Taken  
Simulation

▶

Click Box

Enrollment Request  
Adjust Units Taken  
Simulation

◀
▶

**Adjust Units Taken**

**What it looks like**

**How to resolve it**

Adjust Units Taken

Allows you to adjust the number of credits of a **variable credit course**.

**Toolkit Resources**

[Quick Enroll a Student](#)

Adjust Units Taken Simulation

[Enrollment Request](#)

Adjust Units Taken Simulation

## Slide 89 - MODULE 6

**myUFL Student Information System**  
 OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll  
Click Box  
Overview

4  
Enrolling &  
Click Box  
Dropping


5  
Enrollment  
Click Box  
Request

6  
Resources &  
Final  
Assessment

Slide 9 of 11

## Resources


- [Registration Process Key Terms](#)
- [myUFL Registration Toolkit](#)
- [Student Information System Toolkits](#)
- [Toolkit Resource Center](#)
- [Office of the University Registrar](#)  
(352) 392-1374
- [UF Computing Help Desk](#)  
(352) 392-HELP



Thanks for joining me today! I hope you have enjoyed learning about the registration process.

If you need additional help, the resources listed to the left are available to you.

**UF** myUFL



**Resources**

- [Registration Process Key Terms](#)
- [myUFL Registration Toolkit](#)
- [Student Information System Toolkits](#)
- [Toolkit Resource Center](#)
- [Office of the University Registrar](#)  
(352) 392-1374
- [UF Computing Help Desk](#)  
(352) 392-HELP

Thanks for joining me today! I hope you have enjoyed learning about the registration process.

If you need additional help, the resources listed to the left are available to you.

Slide 90 - M6

myUFL Student Information System  
OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll  
of Student  
Overview

4  
Enrolling &  
Dropping

5  
Enrollment  
Request

6  
Resources &  
Click Box  
Assessment

Slide 10 of 11

## Summary

You are now able to:

- Recognize and appropriately apply the common terms associated with registration
- Use the Quick Enroll a Student page to enroll a student in a class
- Use the Quick Enroll a Student page to drop a student from a class
- Use the Enrollment Request page to drop a student from a class
- Use the Enrollment Request page to enroll a student in a class

UF

myUFL

Click Box

**Summary**

You are now able to:

- Recognize and appropriately apply the common terms associated with registration

Slide 10 of 11

Slide 91 - M6

**myUFL Student Information System**  
OUR003: The Registration Process

1  
Click Box!

2  
Click Box

3  
Quick Enroll  
of Content  
Overview

4  
Enrolling &  
Dropping

5  
Enrollment  
Request

6  
Resources &  
Assessment

Slide 11 of 11 Click Box

## Final Assessment

You have reached the end of **OUR003: The Registration Process in myUFL**. To receive credit for this training, you must complete the final assessment with a score of at least **80** points. You may take this training as many times as desired by registering again.

Be sure to review the content carefully before taking the final assessment. All assessment attempts will be displayed on your training transcript. If you wish to access this training after taking the final assessment, simply search for the course in myTraining, and click the Start button again.

By clicking the Final Assessment link below, you are acknowledging the following:

- You will not be able to revisit the course content during the assessment.
- If you do not pass the assessment, you will need to retake this training course and take the assessment again.

Final Assessment

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