ENROLLMENT REQUEST: USING AN APPOINTMENT OVERRIDE

This instruction guide will walk you through the process of enrolling a student with a future registration start time into a course using the appointment override.

NAVIGATION
Use the following navigation to navigate to the Enrollment Request 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 Enrollment Request
7. Click Add New Value

PROCESS
Use the following steps to use the appointment 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**

   ![Enrollment Request Details](image)

   **Status** Errors Found

9. Scroll to the bottom of the page

10. Review the **Error Message**

   ![Error Messages](image)

   - **Message Sequence**: 1
   - **Error**: No Valid Appointment Found And Open Enrollment Period Has Not Begun. (14840,79)
   - **Last Update Date/Time**: 04/05/22 2:28:13PM

   The open enrollment period has not begun and no valid enrollment appointment was found. The enrollment request was not processed.

This message means the student was not enrolled in the course because their registration start time has not been reached or they have no registration start time.

11. Check the box next to the **Appointment override**

   ![Additional Overrides](image)

12. Scroll to the top of the page

13. Click the **Submit** button

   ![Submit button](image)

14. Confirm the status has changed from **Errors** to **Success**

   ![Enrollment Request Details](image)

   **Status**: Success

   **Operator Enrollment Access**
NOTE: You may see **Messages** other 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
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