QUICK ENROLL A STUDENT: USING AN APPOINTMENT OVERRIDE

This instruction guide will walk you through the process of quick 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 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 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**. Click the **Errors** link to review the error message

   ![Quick Enroll a Student](image1)

   ![Quick Enroll a Student](image2)

   ![Message Log](image3)

   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.

9. Click the **Return** button
10. Click the **General Overrides** tab

![Quick Enroll a Student](image)

11. Check the **Appointment** checkbox

12. Click the **Submit** button

![Quick Enroll a Student](image)

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

![Quick Enroll a Student](image)
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
helpdesk.ufl.edu