

BLOCK ENROLLMENT

This instruction guide will cover the process for Block Enrollment of students. This process allows colleges and departments to identify cohorts of students with similar, or identical, course needs and enroll them in one process. The role required for this process is [UF_SR_BLOCK_ENROLL](#).

There are 3 steps required to complete Block Enrollment; Create a Class Block, Create a Student Block, and Block Enroll Merge. In this Instruction Guide, we will cover how to complete a **Block Enroll Merge**.

NAVIGATION

To access Block Enrollment, follow the steps below.

1. Log into myUFL using your **GatorLink username** and **password**.
2. Navigate to **NavBar > Main Menu > Student Information System > Records and Enrollment > Enroll Students > Block Enrollment**.

STEP 3: BLOCK ENROLL MERGE

Block Enroll Merge is intended to enroll many students into one or many classes at once. While the first two steps can be combined into this step using the Detail/Create links, it is only recommended for one-time use cases and advanced users of this process. If errors occur, it is up to the user to individually override the errors (if the user has the ability).

1. From Block Enrollment, select **Block Enroll Merge**.
2. Click the **Add a New Value** tab.
3. Enter the **Student Block** and **Class Block** that were created/edited in the previous steps.

Note: Click the magnifying glasses and click Look Up to search for the codes if you do not remember.

4. Click **Merge**.

Block Enroll Merge | Block Enroll Detail | Block Enrl Detail1 | Block Enrl Detail2

Enrollment Request ID 0000000000 Request Status Pending

Merge Blocks

Academic Institution UFLOR University of Florida

Student Block UFABC

Class Block AABB

Filtering Criteria

Academic Career

Term

Class Nbr Detail Status

ID

[Block Enroll Merge](#) | [Block Enroll Detail](#) | [Block Enrl Detail1](#) | [Block Enrl Detail2](#)

5. Click **Submit**.

Block Enroll Merge | Block Enroll Detail | Block Enrl Detail1 | Block Enrl Detail2

Enrollment Request ID 0200700177 Request Status Pending

Merge Blocks

Academic Institution UFLOR University of Florida

Student Block UFABC My Student Block

Class Block AABB My Class Block

Filtering Criteria

Academic Career

Term

Class Nbr Detail Status

ID

[Block Enroll Merge](#) | [Block Enroll Detail](#) | [Block Enrl Detail1](#) | [Block Enrl Detail2](#)

6. Click **Retrieve** to navigate back to **Block Enroll Detail** to review the transaction and verify that the correct students have been brought over from the block and that classes have been added to Pending.

Filtering Criteria

Academic Career

Term

Class Nbr Detail Status

ID

[Block Enroll Merge](#) | [Block Enroll Detail](#) | [Block Enrl Detail1](#) | [Block Enrl Detail2](#)

[Block Enroll Merge](#) | **[Block Enroll Detail](#)** | [Block Enrl Dgtail1](#) | [Block Enrl Dgtail2](#)

Enrollment Request ID 0200700177

Seq #	ID	Name	Term	Career	Class Nbr	Action	Status	DETAIL
1	11111111	Gator, Alberta	2188	UGRD	10773	Enroll	Errors found	DETAIL
2	11111111	Gator, Alberta	2188	UGRD	20474	Enroll	Errors found	DETAIL
3	22222222	Doe, John	2188	UGRD	10773	Enroll	Success/Messages	DETAIL
4	22222222	Doe, John	2188	UGRD	20474	Enroll	Success	DETAIL

VIEWING ERRORS

1. Student errors may be located from the **Block Enroll Merge** screen once you have clicked Retrieve.
2. This will take you to the 2nd tab, **Block Enroll Detail**.
3. Locate the **Status field** to see if the request for a class for a particular student was successful.

[Block Enroll Merge](#) | **[Block Enroll Detail](#)** | [Block Enrl Dgtail1](#) | [Block Enrl Dgtail2](#)

Enrollment Request ID 0200700177

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3	22222222	Doe, John	2188	UGRD	10773	Enroll	Success/Messages	DETAIL
4	22222222	Doe, John	2188	UGRD	20474	Enroll	Success	DETAIL

4. If an error is noted, click **DETAIL**.

[Block Enroll Merge](#) | **[Block Enroll Detail](#)** | [Block Enrl Dgtail1](#) | [Block Enrl Dgtail2](#)

Enrollment Request ID 0200700177

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- Additional errors may be viewed by clicking the **tabs** at the top of the screen.



CORRECTING COMMON ERRORS

No Valid Appointment:

- View the error in **Block Enroll Detail** by following the steps above for “Viewing Errors.”
- Click **Detail**.
- Error States: **No Valid Appointment Found**.
- On the **Block Enroll Detail1 tab**, in the Overrides section, click the **Appointment box** to override this error.

Block Enroll Merge | Block Enroll Detail | **Block Enrl Detail1** | Block Enrl Detail2

Enrollment Request ID 0200700178

Enrollment Request Find

ID	11111111	Gator, Alberta	Institution	University of Florida	
Career	Undergraduate	Primary Prog	Liberal Arts and Sciences	Term	Fall 2018

Enrollment

Seq #	Action	Class Nbr	Grading Basis	Related 1
1	Enroll	10773 ENC Expos and Argu Writing Regular	1101 0235 GRD	

Action Dt: Reason:

Request Status: Errors User ID: 12345678

Overrides

<input type="checkbox"/> Action Date <input type="checkbox"/> Appointment <input type="checkbox"/> Career <input type="checkbox"/> Dynamic Dates	<input type="checkbox"/> Closed Class <input type="checkbox"/> Class Links <input type="checkbox"/> Class Units	<input type="checkbox"/> Grading Basis <input type="checkbox"/> Permission <input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator <input type="checkbox"/> Time Conflict <input type="checkbox"/> Unit Load <input type="checkbox"/> Wait List Okay
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Messages Find

Message Sequence	Severity	Error	Last Update DateTime
1	Error	No Valid Appointment Found And Open Enrollment Period Has Not Begun. (14640,79) The open enrollment period has not begun and no valid enrollment appointment was found. The enrollment request was not processed.	02/08/18 10:11:42AM

- Click **Save**. 

Maximum Term Unit Load Exceeded:

- View the error in **Block Enroll Detail** by following the steps above for “Viewing Errors.”
- Click **Detail**.
- Error States: **Maximum Term Unit Load Exceeded**.
- On the **Block Enroll Detail1 tab**, in the Overrides section, click the **Unit Load box** to override this error.

Block Enroll Merge		Block Enroll Detail		Block Enr Detail1		Block Enr Detail2	
Enrollment Request ID 0200700178							
Enrollment Request Find							
ID	11111111	Gator, Alberta	Institution	University of Florida			
Career	Undergraduate		Primary Prog	Liberal Arts and Sciences		Term	Fall 2018
Enrollment							
Seq #	Action	Class Nbr	Grading Basis	Related 1			
2	Enroll	12366 CHM 2046 0747 Gen Chem and Qual Analy Regular Undergrad	GRD	<input type="text"/>			
Action Dt	<input type="text"/>		Grade In	<input type="text"/>		Units Taken	3.00
Reason	<input type="text"/>						
Request Status	Errors	User ID		12345678			
Overrides							
Access ID	Full Class Enrollment Access						
<input type="checkbox"/> Action Date	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Grading Basis	<input type="checkbox"/> Service Indicator				
<input checked="" type="checkbox"/> Appointment	<input type="checkbox"/> Class Links	<input type="checkbox"/> Permission	<input type="checkbox"/> Time Conflict				
<input type="checkbox"/> Career	<input type="checkbox"/> Class Units	<input type="checkbox"/> Requisites	<input checked="" type="checkbox"/> Unit Load				
<input type="checkbox"/> Dynamic Dates			<input type="checkbox"/> Wait List Okay				
Messages Find							
Message Sequence	1	Severity	Error	Last Update DateTime 02/08/18 10:11:42AM			
Maximum term Unit Load exceeded. (14640,30) Add transaction not processed. The maximum term unit load would be exceeded.							

5. Click **Save**. 

Requisites Not Met for Class:

1. View the error in **Block Enroll Detail** by following the steps above for “Viewing Errors.”
2. Click **Detail**.
3. Error States: **Requisites not met for Class**.
4. On the **Block Enroll Detail1** tab, in the Overrides section, click the **Requisites** box to override this error.

Enrollment Request Find							
ID	11111111	Gator, Alberta	Institution	University of Florida			
Career	Undergraduate		Primary Prog	Liberal Arts and Sciences		Term	Fall 2018
Enrollment							
Seq #	Action	Class Nbr	Grading Basis	Related 1			
2	Enroll	12366 CHM 2046 0747 Gen Chem and Qual Analy Regular Undergrad	GRD	<input type="text"/>			
Action Dt	<input type="text"/>		Grade In	<input type="text"/>		Units Taken	3.00
Reason	<input type="text"/>						
Request Status	Errors	User ID		12345678			
Overrides							
Access ID	Full Class Enrollment Access						
<input type="checkbox"/> Action Date	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Grading Basis	<input type="checkbox"/> Service Indicator				
<input checked="" type="checkbox"/> Appointment	<input type="checkbox"/> Class Links	<input type="checkbox"/> Permission	<input type="checkbox"/> Time Conflict				
<input type="checkbox"/> Career	<input type="checkbox"/> Class Units	<input checked="" type="checkbox"/> Requisites	<input checked="" type="checkbox"/> Unit Load				
<input type="checkbox"/> Dynamic Dates			<input type="checkbox"/> Wait List Okay				
Messages Find							
Message Sequence	1	Severity	Error	Last Update DateTime 02/08/18 10:13:09AM			
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: CHM 2045 and 2045L and MAC 1147 (or equivalent) with minimum grades of C; Coreq: CHM 2046L.							

5. Click **Save**. 

ADDITIONAL HELP

Further resources are available at <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/>.

For help with technical issues, contact the UF Computing Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with processes or policies related to block enrollment, contact the Office of the University Registrar at 352-392-1374 or <https://registrar.ufl.edu/>.