



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.

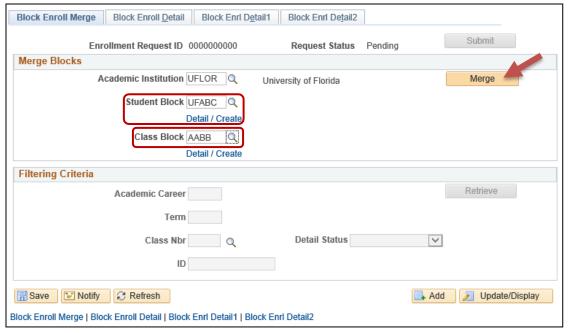
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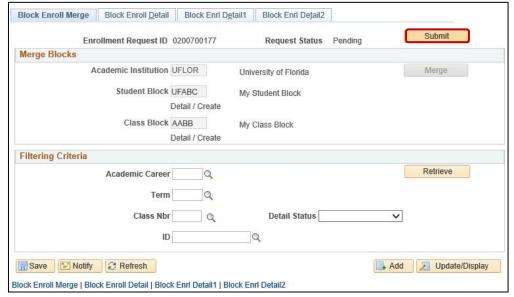
4. Click Merge.







5. Click Submit.



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.

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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.



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



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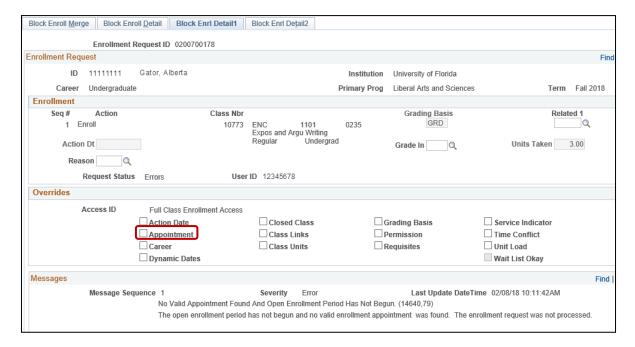
5. Additional errors may be viewed by clicking the tabs at the top of the screen.



CORRECTING COMMON ERRORS

No Valid Appointment:

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



5. Click Save.

Maximum Term Unit Load Exceeded:

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

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Find

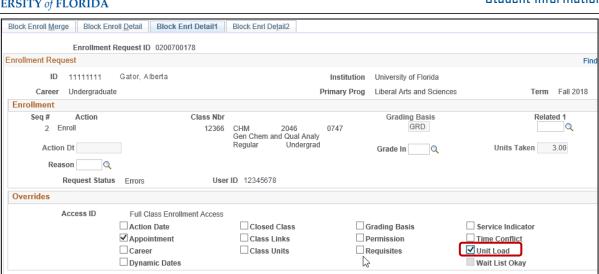
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myUFI





5. Click Save.

Requisites Not Met for Class:

Messages

1. View the error in Block Enroll Detail by following the steps above for "Viewing Errors."

Severity

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

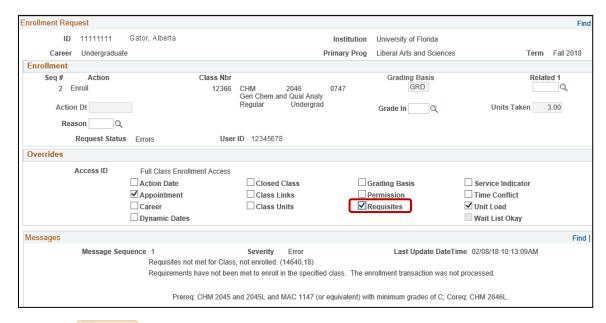
Maximum term Unit Load exceeded. (14640.30)

Error

- 2. Click Detail.
- 3. Error States: Requisites not met for Class.

Message Seguence 1

4. On the **Block Enroll Detail1 tab**, in the Overrides section, click the **Requisites box** to override this error.



5. Click Save. Save

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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/.