

## 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 **Create a Class Block**.

### 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 1: CREATE A CLASS BLOCK

The first step in the Block Enrollment process is to Create a Class Block.

1. From Block Enrollment, select **Create Class Block**.
2. Click the **Add a New Value** tab.
3. The Academic Institution should default to **UFOR**.
4. Identify a **5-character alphanumeric code** for your Class Enrollment Block.
5. Click **Add** to identify classes that should be added to the block.



6. Enter a **Description** for the block.
7. Enter **Term**.

8. Enter **Class Nbr.** You can also click the **magnifying glass** beside the Class Nbr field to search for classes.

Block Enrollment Classes

Academic Institution UFLOR University of Florida  
 Class Enrollment Block AABB \*Description My Class Block

Find | View All First 2 of 2 Last

*Term	*Action	Class Nbr	Grading Basis	Units	Crse Count	Related 1	Related 2
2188	Enroll			0.00			

- Enter the **Subject**.
- Enter the **Course Number**.
- Click **Search**.

Search for Classes

University of Florida | Fall 2018  
 Select at least 2 search criteria. Select Search to view your search results.

Class Search

select subject Subject SLS Student Life Skills (Learning)

Course Number is exactly 1102

Course Career

Show Open Classes Only

Additional Search Criteria

Return to Block Enrollment Classes Clear Search

- Click OK if you receive a message stating that the “Search will return over 50 classes.”
- Click **Select** to choose a class.

Return to Block Enrollment Classes New Search Modify Search

62 class section(s) found

SLS 1102 - Enhancing the Freshman Experience

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
20474	0018-LEC Regular	Tu 11:45AM - 12:35PM	Matherly Hall 0151	Staff	08/22/2018 - 12/05/2018	<span style="color: green;">●</span> Select

- Click **“+”** to add additional classes to the block.
- Click **Save**.

Block Enrollment Classes
New Window | Help | Personalize
Saved

Academic Institution UFLOR University of Florida

Class Enrollment Block AABB \*Description My Class Block

Find | View All First 2 of 2 Last

*Term	*Action	Class Nbr	Grading Basis	Units	Crse Count	Related 1	Related 2
2188	Enroll	20474	GRD	1.00	1.00		

Reason Drop if Enroll Grade In SLS 1102 0018  
 Enhanc Freshman Exper Regular Undergrad

Transcript Note ID Repeat Code Instructor ID

**Overrides**

<input type="checkbox"/> Access ID	<input type="checkbox"/> Full Class Enrollment Access	<input type="checkbox"/> Class Links	<input type="checkbox"/> Class Permission	<input type="checkbox"/> TimeConflict
<input type="checkbox"/> Action Date	<input type="checkbox"/> Career	<input type="checkbox"/> Class Units	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Unit Load
<input type="checkbox"/> Appointment	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Grading Basis	<input type="checkbox"/> Requisites	<input type="checkbox"/> Wait List Okay
<input type="checkbox"/> Dynamic Dates				

**Requirement Designation**

Ovrdr Requirement Designation

Requirement Designation Option Requirement Designation Grade

Go to Add Merge Process Class Block Defaults

Save Notify Refresh Add Update/Display

**Note:** The bottom of the screen is reserved for overrides. These overrides will be based on security and will be the same overrides to which you have access in Quick Enroll. Overrides can be handled at this point or later in the Block Enroll Merge process. If they are used now, they will apply to all students in the block. If they are handled later, you will have to individually override each student's errors as in the Quick Enroll a Student process.

### 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](mailto: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/>.