

QUICK ENROLL A STUDENT: USING A CLOSED CLASS OVERRIDE

This instruction guide will walk you through the process of quick enrolling a student into a course with a closed course override.

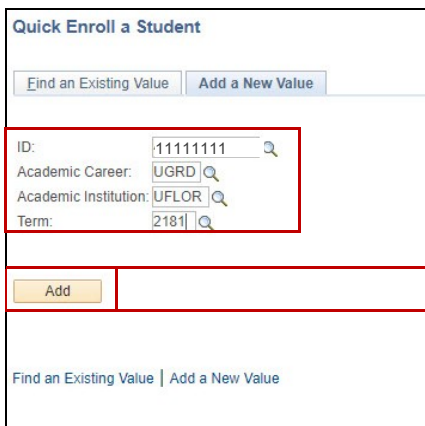
NAVIGATION

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 closed course 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

Quick Enroll a Student

Request ID 0000000000 ID 111111111
 Career Undergrad Institution UFLOR Term Sprin 2018

Submit

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides
*Action	Class Nbr	Section	Related 1	Related 2
+ - Enroll	19673	0020	Pending	

*NOTE: If you do not know the class number, you can click the **Look up** icon (magnifying glass) to search for the class. See screen shot below for an example of what the look up screen looks like.*

Quick Enrollment
Enter Search Criteria

Search for Classes

University of Florida | Fall 2017
 Select at least 2 search criteria. Select Search to view your search results.

▼ **Class Search**

select subject Subject

Course Number is exactly

Course Career

Show Open Classes Only

▶ **Additional Search Criteria**

Return to Quick Enrollment

- Click the **Errors** link to review the error message

Quick Enrollment
 Request ID 0027900108 ID 11111111
 Career Undergrad Institution UFLOR Term Spring 2018 Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Related 1	Related 2
+	-	*Action	Class Nbr		Section		
		Enroll	19673	BCH 3025	0020	Errors	

- Review the **Error Message**
- Click the **Return** button

Enrollment Message Log
 ID 11111111
 Enrollment Request ID 0027900108
 Academic Career Undergraduate
 Academic Institution University of Florida
 Term Spring 2018

Seq # 1 Class Nbr 19673 BCH 3025 Section 0020
 Enrollment Request Action Enroll

Message Severity Error
Message Text
 Not Enrolled, Class 19673 Full. (14640,7)
 The requested enrollment add was not processed. The enrollment limit for the specified class has been reached.

Return

11. Click the **Class Overrides** tab

Quick Enrollment

Request ID 0027900108 ID 11111111

Career Undergrad Institution UFLOR Term Spring 2018 Submit

Class Enrollment
Units and Grade
Other Class Info
General Overrides
Class Overrides
[...]

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	19673	BCH 3025 0020		

12. Check the **Closed Class** override checkbox

13. Click the **Submit** button

Quick Enrollment

Request ID 0027900108 ID 11111111

Career Undergrad Institution UFLOR Term Spring 2018 Submit

Class Enrollment
Units and Grade
Other Class Info
General Overrides
Class Overrides
[...]

Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	WaitList Pos
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WaitList Pos

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

Quick Enrollment

Request ID 0027900108 ID 11111111

Career Undergrad Institution UFLOR Term Spring 2018 Submit

Class Enrollment
Units and Grade
Other Class Info
General Overrides
Class Overrides
[...]

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	19673	BCH 3025 0020		

NOTE: You may see **Messages** rather 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

Policies and Directives

Office of the University Registrar

352-392-1374

registrar.ufl.edu