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 class 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 class 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. If you do not know the class number, you can click the **Look up icon** (magnifying glass) to search for the class.

6. Press the **tab** key to see the course code populate.

7. Click the **Submit** button.
8. Click the **Errors** link to review the error message

9. Review the **Error Message**

10. Click the **Return** button
11. Click the **Class Overrides** tab

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

13. Click the **Submit** button

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

**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
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