

## QUICK ENROLL A STUDENT: ENROLL

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

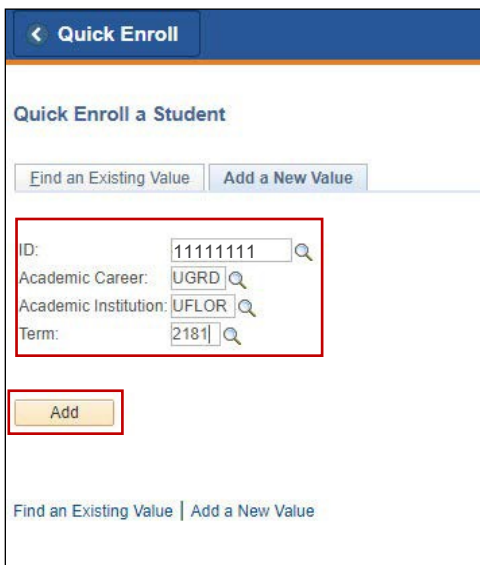
### NAVIGATION

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 enroll a student into a course:



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 **Clas Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

**Quick Enroll a Student**

Quick Enrollment

Request ID 0204300343 ID 11111111  
Career Undergrad Institution UFLOR Term Fall 2018

**Submit**

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Related 1	Related 2
*Action	Class Nbr				Section		
<input type="checkbox"/> <input type="checkbox"/> Enroll	14483 ABE 2012C				0127 Pending		

8. Note the status has changed from Errors to **Messages**
  - o The status may also change to Errors or Success. If it changes to errors, click the Errors link to review the error message. If it changes to Success, the student has been successfully registered
9. If the status has changed to Messages, click the **Messages** link to review the message

**Quick Enroll a Student**

Quick Enrollment

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**Submit**

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Related 1	Related 2
*Action	Class Nbr				Section		
<input type="checkbox"/> <input type="checkbox"/> Enroll	14483 ABE 2012C				0127 <b>Messages</b>		

10. This message means the General Education requirement was set to Yes. This indicates the student was enrolled in the course successfully.

**Quick Enroll a Student**

Enrollment Message Log

ID	11111111
Enrollment Request ID	0204300349
Academic Career	Undergraduate
Academic Institution	University of Florida
Term	Fall 2018

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Seq #	1	Class Nbr	14483	ABE	2012C
Enrollment Request Action	Enroll				

Message Severity **Message**

Message Text

The Requirement Designation Options was set to "YES" by the enrollment process. (14640,141)

## FOR ADDITIONAL ASSISTANCE

### Technical Issues

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

### Policies and Directives

Office of the University Registrar  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)