

ENROLLMENT

You can use the Enrollment page to view a student's enrollment information, including information on the last person who updated the student's enrollment record.

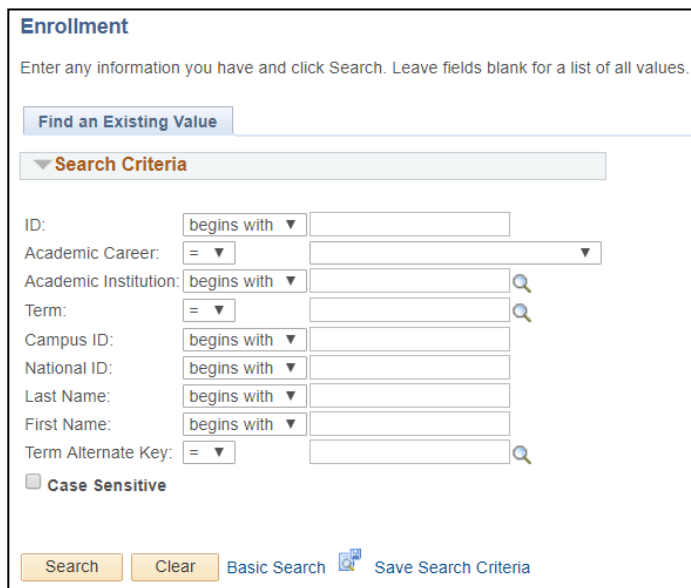
NAVIGATION

Use the following navigation to navigate to the Enrollment 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 **Enrollment**

PROCESS

Use the following steps to use the Enrollment Page:



The screenshot shows the 'Enrollment' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A 'Search Criteria' section is expanded, showing various search fields: ID, Academic Career, Academic Institution, Term, Campus ID, National ID, Last Name, First Name, and Term Alternate Key. Each field has a dropdown menu for search criteria (e.g., 'begins with', '=') and a text input box. There are also search icons next to the Academic Institution and Term Alternate Key fields. At the bottom, there are 'Search' and 'Clear' buttons, a 'Basic Search' link with a magnifying glass icon, and a 'Save Search Criteria' link.

1. Enter a **UFID** or **First Name and Last Name**
2. Click the **Search** button

STUDENT ENROLLMENT 1 TAB

The Student Enrollment 1-tab displays course information for a student in a given term.

The screenshot shows the 'Student Enrollment 1' tab with the following details:

- Student:** Esteban Registrar, SR009
- Term:** Spring2017
- Career:** Undergraduate
- Institution:** University of Florida
- Class Details:**
 - *Class Nbr: 1002
 - Subject: ANT
 - Description: INTRO BIOLOG ANTHRO
 - Catalog Nbr: 3514C
 - Component: Laboratory
 - Class Section: ABCD
 - Academic Group: Liberal Arts and Sciences
 - Career: Undergrad
 - Session: Regular
 - Status: Enrolled
 - Reason: Withdrawn from Class
 - Status Date: 01/19/2017
 - Action: [Dropdown]
 - Reason: [Search]
- Grading:**
 - Override Grading Basis:
 - *Grading Basis: GRD (Letter Grade)
 - Grade In/Official: W (Withdraw)
 - Repeat Code: [Search]
- Units:**
 - Units Taken: 4.00
 - Units Earned: 4.00
 - Course Count: 1.00
 - Progress: 4.00
 - Billing Units: 4.00
 - FA Progress: 4.00

Navigation: Go to Term History, Enrollment Summary. Buttons: Save, Return to Search, Notify, Refresh.

In this example, this student has 3 enrollment transactions in the term. You can click the **View All** link to view all of the student's enrollments, or you can click the **next** icon (right arrow).

Class Details

Basic information about the class including **course title** and **section**. You will also see the **enrollment status** of the student.

NOTE: In cases where students receive a **W grade**, the status will appear as enrolled, but the status reason will be "Withdrawn from Class" as is the case here.

You may also see students in dropped status without a grade. In these cases, you should see a reason such as "Cancelled Class."

Grading

Student's grading basis and the student's grade if a grade has been assigned. Also, if the student is repeating the class, a repeat code will appear at the time of grading.

Units

Notes the units taken at the time the student enrolled in the class.

NOTE: On this page, the Units Earned will not reflect a failing or a W grade as is the case here. These fields indicate the credit and course count values as of the date that the student enrolled and do not reflect the impact of a Failing grade.

STUDENT ENROLLMENT 2 TAB

Dates

On this page you can view when the class was **added**, **dropped**, or **graded**. You can also view the student's **primary program** in the term. If the student has been graded, you can view whether the **grade assigned is included in the GPA**.

Student Enrollment 1		Student Enrollment 2		Student Enrollment 3		Student Enrollment 4		Last Enrollment Action	
Esteban Registrar		SR009		Institution		University of Florida			
Term	Spring2017	Career	Undergraduate	Find View All		First	1 of 1	Last	
Class Nbr	1030	HUMAN OSTEOLOGY		Lecture					
Subject	ANT	Catalog Nbr	4525	Class Section		0002			
Academic Group	Liberal Arts and Sciences		Undergrad	Session		Regular Academic Session			
Status / Reason:	Enrolled	Withdrawn from Class		Status Date		01/24/2017			
Enrollment Add Date	01/19/2017	Enrollment Drop Date		01/24/2017					
Grade Date	01/24/2017	Primary Program:		Liberal Arts and Sciences					
Grading Basis Date	01/19/2017	Repeat Date				<input type="checkbox"/> Include in GPA			
Grade Points Per Unit	0.000	Repeat Scheme:		Repeat Scheme		<input type="checkbox"/> Audit Grading Basis			
Grade Points	0.000	Units Attempted:		Yes		<input type="checkbox"/> Earn Credit			
Grading Scheme:	University of Florida								
<input type="button" value="Save"/>		<input type="button" value="Return to Search"/>		<input type="button" value="Notify"/>		<input type="button" value="Refresh"/>			
Student Enrollment 1 Student Enrollment 2 Student Enrollment 3 Student Enrollment 4 Last Enrollment Action									

STUDENT ENROLLMENT 3 TAB

Transcript Notes

If transcript notes were assigned, you can view those notes on this page.

Student Enrollment 1		Student Enrollment 2		Student Enrollment 3		Student Enrollment 4		Last Enrollment Action	
Esteban Registrar		SR009		Institution		University of Florida			
Term	Spring2017	Career	Undergraduate	Find View All		First	2 of 2	Last	
Class Nbr									
Subject	Catalog Nbr		Class Section						
Academic Group			Session						
Status:	Enrolled	Reason:	Enrolled	Status Date		01/24/2017			
Student Position			Tuition Group						
Note ID									
*Transcript Note				*Transcript Note		1			
				Sequence Nbr		<input type="checkbox"/> Note From Incomplete Process			
<input type="button" value="Save"/>		<input type="button" value="Return to Search"/>		<input type="button" value="Notify"/>		<input type="button" value="Refresh"/>			
Student Enrollment 1 Student Enrollment 2 Student Enrollment 3 Student Enrollment 4 Last Enrollment Action									

STUDENT ENROLLMENT 4 TAB

Requirement Designation

If the class has a **Writing or Math requirement**, you will see that information on this page. Also, if a separate grade is required for the Math or Writing requirement, you can view that **grade** here.

NOTE: Independent Studies - **Instructor ID** is not being used at UF.

Student Enrollment 1 | Student Enrollment 2 | Student Enrollment 3 | **Student Enrollment 4** | Last Enrollment Action

Esteban Registrar SR009
Term Spring2017 Career Undergraduate Institution University of Florida

Find | View All First 2 of 2 Last

Class Nbr
Subject Catalog Nbr Class Section
Academic Group Session

Status: Enrolled Reason: Enrolled Status Date 01/24/2017

Grade Input Official Grade

Requirement Designation

Designation RD Option
RD Grade

Independent Studies

Instructor ID

Save Return to Search Notify Refresh

Student Enrollment 1 | Student Enrollment 2 | Student Enrollment 3 | Student Enrollment 4 | Last Enrollment Action

LAST ENROLLMENT ACTION TAB

This page displays the **last action taken** on each class line and the **UFID** of the individual who performed the action.

Student Enrollment 1 | Student Enrollment 2 | Student Enrollment 3 | Student Enrollment 4 | **Last Enrollment Action**

Esteban Registrar SR009
Term Spring2017 Career Undergraduate Institution University of Florida

Find | View All First 2 of 2 Last

Class Nbr
Subject Catalog Nbr Class Section
Academic Group Session

Status: Enrolled Reason: Enrolled Status Date 01/24/2017

Last Enrollment

Action: Enrollment
Process: Enrollment
User ID **UFID**
ID

Save Return to Search Notify Refresh

Student Enrollment 1 | Student Enrollment 2 | Student Enrollment 3 | Student Enrollment 4 | Last Enrollment Action

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

helpdesk.ufl.edu

Policies and Procedures

Office of the University Registrar

352-392-1374

registrar.ufl.edu