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:

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.

![Student Enrollment 1 Tab Image]

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**NOTE**: In cases where students receive a W grade, the status will appear as enrolled, but the status reason will be “Withdrawn from Class” as is the case here.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 3 TAB

Transcript Notes

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

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**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.
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