ENROLLMENT REQUEST: USING A CLOSED CLASS OVERRIDE

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

NAVIGATION

Use the following navigation to navigate to the Enrollment Request 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 Request**
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. Note the Status now says Errors Found. Scroll down to review the error message

9. Review the Error Message

The above error message indicates the class is already full.

10. Check the box next to the Closed Class override
11. **Scroll** to the top of the page

12. Click the **Submit** button

13. 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**
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