

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 course override.

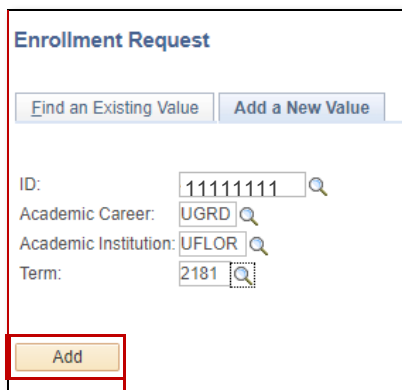
NAVIGATION

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 course override:



The screenshot shows the 'Enrollment Request' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are four input fields, each with a search icon to its right: 'ID:' with the value '11111111', 'Academic Career:' with the value 'UGRD', 'Academic Institution:' with the value 'UFLOR', and 'Term:' with the value '2181'. At the bottom left of the form, there is a yellow 'Add' button, which is highlighted with a red rectangular box.

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 or use the Look up icon if the class number is unknown
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

Enrollment Request ID 0000000000 Status Pending **Submit**
User ID 11111111 Operator Enrollment Access

Enrollment Request Details Find | View All First

Sequence Nbr 1 Pending
*Action Enroll Action Reason
 Override Action Date Action Date
 Wait List Okay

Class Nbr 19673	BCH	3025	0020	Lecture	Fundament of Biochem
	Regular Academic Session	Undergraduate			

8. Note the Status now says **Errors Found**. Scroll down to review the error message

Enrollment Request ID 0027900126 **Status Errors Found** **Submit**
User ID 11111111 Operator Enrollment Access

Enrollment Request Details Find | View All First

Sequence Nbr 1 **Errors**

9. Review the **Error Message**

Error Messages

Message Sequence	Error	Last Upd
1	Not Enrolled, Class 19673 Full. (14640,7) The requested enrollment add was not processed. The enrollment limit for the specified class has been reached.	

The above error message indicates the class is already full.

10. Check the box next to the **Closed Class** override

Additional Overrides

<input type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input checked="" type="checkbox"/> Closed Class
<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Time Conflict
<input type="checkbox"/> Dynamic Dates		

11. **Scroll** to the top of the page
12. Click the **Submit** button

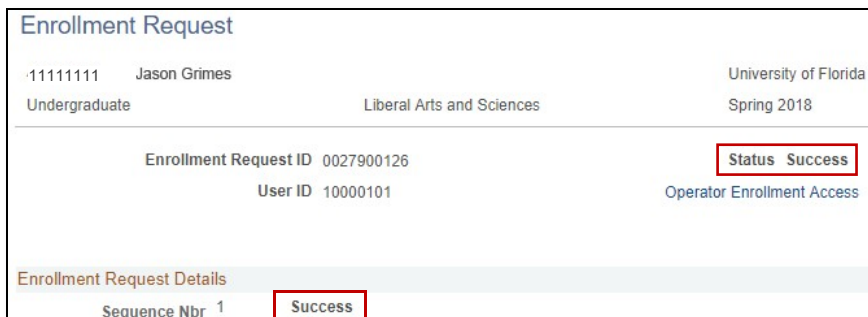


University of Florida
Spring 2018

Status **Errors Found**

Operator Enrollment Access

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



Enrollment Request

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Undergraduate Liberal Arts and Sciences Spring 2018

Enrollment Request ID 0027900126 **Status Success**
User ID 10000101 Operator Enrollment Access

Enrollment Request Details

Sequence Nbr 1 **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

352-392-HELP

helpdesk.ufl.edu

Policies and Directives

Office of the University Registrar

352-392-1374

registrar.ufl.edu