

## 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.

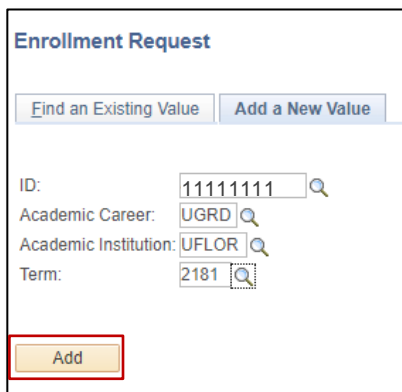
### NAVIGATION

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

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 <input type="text" value="19673"/> <input type="button" value="Q"/>	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	1	Error	Last Upd
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
<b>Status Errors Found</b> <span style="float: right;"><b>Submit</b></span>
Operator Enrollment Access

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

<b>Enrollment Request</b>		
11111111 Jason Grimes	University of Florida	
Undergraduate	Liberal Arts and Sciences	Spring 2018
Enrollment Request ID 0027900126	<b>Status Success</b>	
User ID 10000101	Operator Enrollment Access	
<b>Enrollment Request Details</b>		
Sequence Nbr 1	<b>Success</b>	

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](http://helpdesk.ufl.edu)