

ENROLLMENT REQUEST: ENROLL

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

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 enroll a student into a course:

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 tool if the class number is unknown
6. Press the **tab** key to see the course information populate
7. Click the **Submit** button

8. Note the status has changed from Pending to **Success**.

Enrollment Request ID 0027900118	Status Success
User ID 11111111	Operator Enrollment Access
Enrollment Request Details	
Sequence Nbr 1	Success

NOTE: You may see **Messages** or **Errors** rather than Success.

- If it changes to Success, the student has been successfully registered
- If it changes to Errors, the enrollment action was not posted and additional information regarding the error is displayed
- If the status has changed to Messages, the enrollment action was posted successfully but there is additional information regarding the enrollment
 - The most common message you will see is the enrollment requirement was set to Yes. This indicates the student was enrolled in the course successfully.