

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:

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 magnifying glass icon: 'ID:' with the value '11111111', 'Academic Career:' with the value 'UGRD', 'Academic Institution:' with the value 'UFLOR', and 'Term:' with the value '2171'. At the bottom left of the form is an 'Add' button.

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 **Clas 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

The screenshot shows the 'Enrollment Request Details' page. At the top, it displays 'Enrollment Request ID 000000000' and 'Status Pending' with a 'Submit' button. Below this, it shows 'User ID 11111111' and 'Operator Enrollment Access'. The main section is titled 'Enrollment Request Details' and includes a search bar. The details are as follows:

Sequence Nbr	1	Pending		
*Action	Enroll	Action Reason		
<input type="checkbox"/>	Override Action Date	Action Date		
<input type="checkbox"/>	Wait List Okay			
Class Nbr	12830	FRE	1130	087B Lecture
		Regular Academic Session	Undergraduate	Beginning French 1

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** 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