Updated: February 8, 2023

Page 1 of 2





## **ENROLLMENT REQUEST: ENROLL**

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

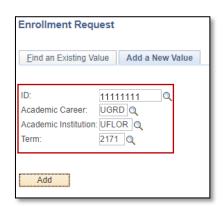
## **N**AVIGATION

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

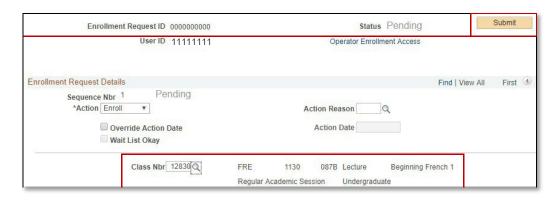
## **PROCESS**

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

- Enter the class number in the Class Nbr field or use the look up tool if the class number is unknown
- Press the tab key to see the course information populate
- 7. Click the **Submit** button



Updated: February 8, 2023

Page 2 of 2





Note the status has changed from Pending to 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
- o 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.