

## ENROLLMENT REQUEST: HOW TO SEARCH FOR ALL AVAILABLE CLASSES

This instruction guide will walk you through the process of searching for all available classes via the Enrollment Request page.

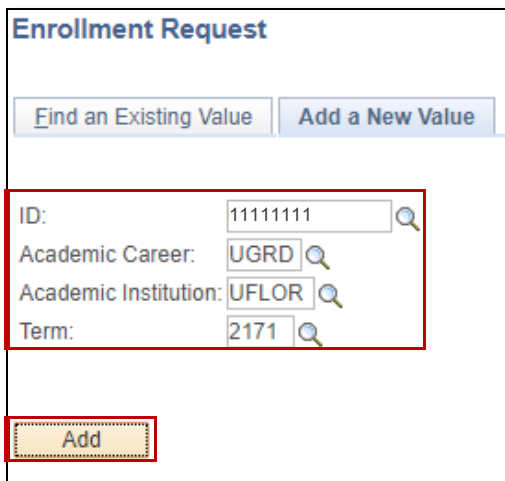
### NAVIGATION

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 view all available classes for 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'. A red box highlights these four input fields. At the bottom of the form, there is a yellow 'Add' button with a red border.

1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

5. Click the **Look up** icon (magnifying glass) in the **Class Nbr** section

Enrollment Request


Undergraduate Liberal Arts and S

Enrollment Request ID 0000000000  
User ID

**Enrollment Request Details**

Sequence Nbr 1 Pending  
\*Action Enroll

Override Action Date  
 Wait List Okay

Class Nbr  

6. Click the **OK** button on the pop-up message
- Note: This message is just letting you know that you need to enter search criteria in order to see results

Message

Maximum number of records found matching specified key(s) -- others not included in list. (4,2)

When performing a Lookup, the database returned more rows than can be accommodated in the list box.

Use a Partial Key value or Advanced Search to limit the number of rows returned or specify more characters to further qualify the key value.

**OK**

7. Click the **select subject** button

< Criteria Entry

Enter Search Criteria

**Search for Classes**

University of Florida | Fall 2018  
Select at least 2 search criteria. Select Search to view your search results.

Class Search

**select subject** Subject

Course Number is exactly   
Course Career Undergraduate   
 Show Open Classes Only

Additional Search Criteria

Return to Quick Enrollment

8. Click the **Select** link next to the desired subject

Criteria Entry

### Course Subject Lookup

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A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9

Select	AAE	Vocational Preparatory Instruction
Select	ABE	Agricultural Engineering
Select	ABT	Arabic In Translation
Select	ABX	Adult Education
Select	ACC	Accounting
Select	ACG	Accounting
Select	ACO	Accounting: Occupational/Technical Variable Paced
Select	ACR	Hvacr: Heat./Vent./Ac/Refrig.: Tech./Trades
Select	ACY	Acy - Conversion
Select	ADE	Adult Education
Select	ADP	Animal Sciences
Select	ADV	Advertising
Select	AE	Architecture
Select	AEB	Agricultural Economics & Business
Select	AEC	Agricultural Education And Communication
Select	AED	Agriculture & Extension Education

9. Click the **OK** button on the pop-up message

- Note: This message is just letting you know that you need to enter *additional* search criteria in order to see results

Message

Maximum number of records found matching specified key(s) -- others not included in list. (4,2)

When performing a Lookup, the database returned more rows than can be accommodated in the list box.

Use a Partial Key value or Advanced Search to limit the number of rows returned or specify more characters to further qualify the key value.

OK

10. Enter the course number into the **Course Number** field
11. Click the **Search** button

Enter Search Criteria

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**Search for Classes**

University of Florida | Fall 2018

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

select subject      Subject AEC      Agricultural Education

Course Number is exactly

Course Career

Show Open Classes Only

▶ Additional Search Criteria

Return to Quick Enrollment

12. All available classes will be listed. Choose the desired class by clicking the **Select** button

< Criteria Entry

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**Search Results**

Use the class section links to access additional class detail

University of Florida | Fall 2018

The following classes match your search criteria Course Subject: **Agricultural Education And Com**, Course Number is exactly '3414', Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

● Open      ■ Closed

Return           

**2 class section(s) found**

▼ AEC 3414 - Leadership Development

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
16976	0165-LEC Regular	MoWeFr 9:35AM - 10:25AM	TBA		08/22/2018 - 12/05/2018	●	<input type="button" value="Select"/>

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
15443	26BE-LEC Regular	TBA	TBA		08/22/2018 - 12/05/2018	●	<input style="border: 2px solid red;" type="button" value="Select"/>

13. Click the **Submit** button to enroll the student in the chosen class

The screenshot shows the 'Enrollment Request' form. At the top right, there are links for 'Related Content' and 'New Window'. The form displays the following information:

- Student ID: 11111111, Name: Rick Grimes, Institution: University of Florida
- Level: Undergraduate, Department: Liberal Arts and Sciences, Term: Fall 2018
- Enrollment Request ID: 0000000000, Status: Pending
- User ID and Operator Enrollment Access fields are present.
- A 'Submit' button is highlighted with a red box.
- Below the main form is an 'Enrollment Request Details' section with a 'Find | View All | First' filter.
- Details include: Sequence Nbr 1, Action: Enroll, Action Reason (searchable), Action Date (input field), and checkboxes for 'Override Action Date' and 'Wait List Okay'.
- Class Nbr: 15443 (searchable), AEC: 3414, 26BE Lecture, Leadership Development, Regular Academic Session, Undergraduate.

14. You will now see the student is enrolled in the class

The screenshot shows the 'Enrollment Request' form after the enrollment action. The status has changed from 'Pending' to 'Success', which is highlighted with a red box. The 'Submit' button is still visible.

- Student ID: 11111111, Name: Rick Grimes, Institution: University of Florida
- Level: Undergraduate, Department: Liberal Arts and Sciences, Term: Fall 2018
- Enrollment Request ID: 0027900178, Status: 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](http://helpdesk.ufl.edu)

### Policies and Directives

Office of the University Registrar  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)