

ENROLLMENT REQUEST: USING A PERMISSION OVERRIDE

This instruction guide will walk you through the process of enrolling a student into a course with a permission 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 permission override:

The screenshot shows the 'Enrollment Request' form. It has two buttons at the top: 'Find an Existing Value' and 'Add a New Value'. Below these are four input fields: 'ID:' with the value '11111111', 'Academic Career:' with the value 'UGRD', 'Academic Institution:' with the value 'UFLOR', and 'Term:' with the value '2181'. Each field has a magnifying glass icon to its right. At the bottom left, there is an 'Add' button highlighted with a red box.

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
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 user information: '43435271 Dolores Umbrige' and 'University of Florida Spring 2018'. Below this, it shows 'Undergraduate Liberal Arts and Sciences'. The main section displays 'Enrollment Request ID 000000000' and 'Status Pending' with a 'Submit' button. Below that, it shows 'User ID 11111111' and 'Operator Enrollment Access'. The 'Enrollment Request Details' section shows 'Sequence Nbr 1' and 'Pending' status. There is an '*Action' dropdown menu set to 'Enroll' and an 'Action Reason' field. Below these are checkboxes for 'Override Action Date' and 'Wait List Okay', and an 'Action Date' field. At the bottom, there is a table of course details with 'Class Nbr 12557' highlighted in a red box. The table includes columns for 'ANT', '4907', '9536', 'Lecture', 'Research Projects', 'Regular Academic Session', and 'Undergraduate'.

8. Note that there are **Errors**
9. Scroll to the bottom of the page to review the **Error Message**

Enrollment Request ID 0027900121
User ID 11111111

Status **Errors Found** Submit

Operator Enrollment Access

Enrollment Request Details Find | View All | First

Sequence Nbr 1 **Errors**

10. Review the **Error Message**

Error Messages

Message Sequence	1	Error
Department Consent Required to Enroll in Class, Add Not Processed. (14640,38)		
Consent is needed to enroll in the class. The add transaction was not processed.		

This error message indicates the class is departmentally controlled

11. Check the box next to the **Permission** override

<input checked="" type="checkbox"/>	Permission Nbr	<input type="text"/>
Additional Overrides	<input type="checkbox"/> Appointment <input type="checkbox"/> Requisites <input type="checkbox"/> Dynamic Dates	
Drop This Class if Enrolled <input type="checkbox"/>		

12. Scroll to the top of the page
13. Click the **Submit** button

Enrollment Request ID 0027900121
User ID 11111111

Status **Errors Found** Submit

Operator Enrollment Access

Enrollment Request Details Find | View All | First

Sequence Nbr 1 **Errors**

14. Note the status has changed from Errors to **Success**

Enrollment Request

11111111	Dolores Umbridge	University of Florida
Undergraduate	Liberal Arts and Sciences	Spring 2018

Enrollment Request ID 0027900121
User ID 1000101

Status **Success** 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