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:

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
8. Note that there are Errors

9. Scroll to the bottom of the page to review the Error Message

10. Review the Error Message

This error message indicates the class is departmentally controlled

11. Check the box next to the Permission override

12. Scroll to the top of the page

13. Click the Submit button

14. Note the status has changed from Errors to 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
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