ENROLLMENT REQUEST: USING A REQUISITES OVERRIDE

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

Enrollment Reque	st
Find an Existing Valu	e Add a New Value
Academic Career:	1111111 GRD Q IFLOR Q 181 Q
Add	

- 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
- Press the tab key to see the course code populate
- 7. Click the **Submit** button

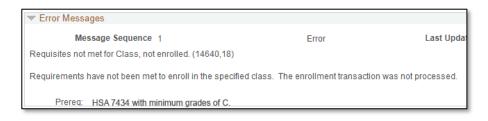
Enrollment Request ID 000000000	Status Pending	Submit
User ID 1111111	Operator Enrollment Access	
Enrollment Request Details	Find Vi	ew All First 🕚
Sequence Nbr 1 Pending *Action Enroll v	Action Reason	
 Override Action Date Wait List Okay 	Action Date	
Class Nbr 11556	HSA 7980 2C47 Dis7980 Doctoral Research Regular Academic Session Graduate	



8. Note the status has changed from Pending to Errors



- 9. Scroll to the bottom of the page to review the Error Message
- 10. Review the Error Message



This error indicates the class has a prerequisite that the student has not yet completed.

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



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



14. Note the status has changed from Errors to Success

	est ID 0027900127 ser ID 11111111	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