

## 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:

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 search icon: 'ID:' with the value '11111111', 'Academic Career:' with the value 'UGRD', 'Academic Institution:' with the value 'UFLOR', and 'Term:' with the value '2181'. A red box highlights these four fields. Below the fields is an 'Add' button, also 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 **Clas Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

The screenshot shows the 'Enrollment Request Details' page. At the top, it displays 'Enrollment Request ID 0000000000' and 'Status Pending'. Below this, it shows 'User ID 11111111' and 'Operator Enrollment Access'. There is a 'Submit' button in the top right corner. The main content area is titled 'Enrollment Request Details' and includes a search bar with 'Find | View All | First'. Below this, it shows 'Sequence Nbr 1' and 'Pending'. There is a dropdown menu for '\*Action' 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 with course information. A red box highlights the 'Class Nbr' field with the value '11556' and the course details: 'HSA 7980 2C47 Dis7980 Doctoral Research Regular Academic Session Graduate'.

8. Note the status has changed from Pending to **Errors**

Enrollment Request ID 0027900127  
User ID 11111111  
Operator Enrollment Access

Enrollment Request Details  
Sequence Nbr 1 **Errors**

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

10. Review the **Error Message**

▼ Error Messages

Message Sequence	1	Error	Last Update
Requisites not met for Class, not enrolled. (14640,18)			
Requirements have not been met to enroll in the specified class. The enrollment transaction was not processed.			
Prereq: HSA 7434 with minimum grades of C.			

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

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

Additional Overrides

Appointment  
 Requisites  
 Dynamic Dates

12. **Scroll** to the top of the page

13. Click the **Submit** button

Status **Errors Found**  
Operator Enrollment Access

Submit

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

Enrollment Request ID 0027900127  
User ID 11111111  
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](http://helpdesk.ufl.edu)

### **Policies and Directives**

Office of the University Registrar

352-392-1374

[registrar.ufl.edu](http://registrar.ufl.edu)