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:

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

![Error status image]

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

![Error message]

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

10. Review the **Error Message**

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

![Requisite check box]

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

13. Click the **Submit** button

![Submit button]

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

![Success status image]

**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
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