

## ENROLLMENT REQUEST: USING A TIME CONFLICT OVERRIDE

This instruction guide will walk you through the process of enrolling a student into a course with a time conflict override.

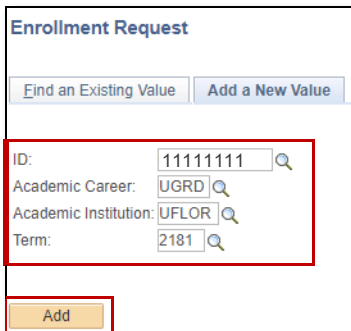
### NAVIGATION

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

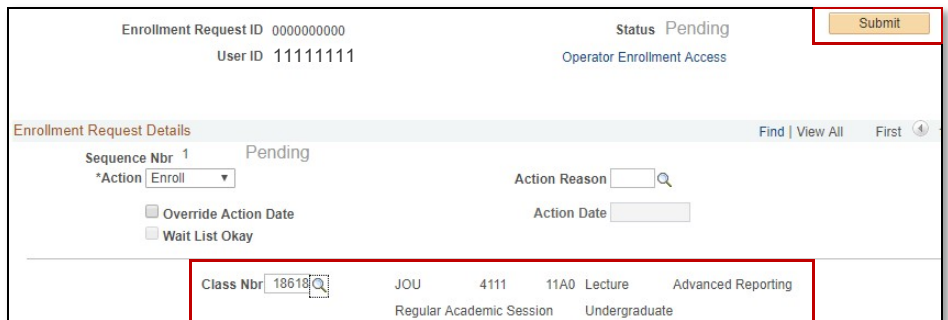
Use the following steps to use the time conflict override:



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, each with a search icon: 'ID:' (11111111), 'Academic Career:' (UGRD), 'Academic Institution:' (UFLOR), and 'Term:' (2181). A red box highlights these four fields. At the bottom left, there 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 'User ID 11111111'. The status is 'Pending' and the operator is 'Enrollment Access'. A 'Submit' button is highlighted with a red box. Below this is the 'Enrollment Request Details' section, which includes 'Sequence Nbr 1', 'Pending', and '\*Action' set to 'Enroll'. There are checkboxes for 'Override Action Date' and 'Wait List Okay', and an 'Action Date' field. At the bottom, the 'Class Nbr' field is highlighted with a red box and contains the value '18618'. To the right of the Class Nbr field, the course details are displayed: 'JOU 4111 11A0 Lecture Advanced Reporting Regular Academic Session Undergraduate'.

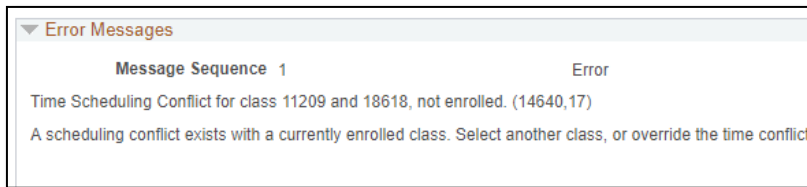
- Note the status has changed from Pending to **Errors**



Enrollment Request ID 0027900124 Status **Errors Found**  
 User ID 11111111 Operator Enrollment Access

**Enrollment Request Details**  
 Sequence Nbr 1 **Errors**

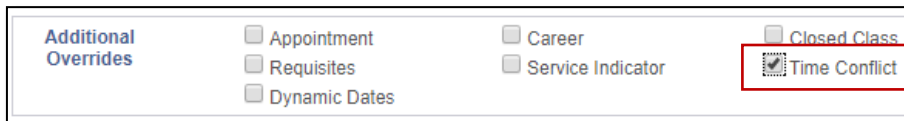
- Scroll** to the bottom of the page
- Review the **Error Message**



**Error Messages**  
 Message Sequence 1 Error  
 Time Scheduling Conflict for class 11209 and 18618, not enrolled. (14640,17)  
 A scheduling conflict exists with a currently enrolled class. Select another class, or override the time conflict.

This error indicates this class time conflicts with another class on the student's schedule

- Check the box next to the **Time Conflict** override



**Additional Overrides**
 Appointment
  Career
  Closed Class  
 Requisites
  Service Indicator
  **Time Conflict**  
 Dynamic Dates

- Scroll** to the top of the page
- Click the **Submit** button



Status **Errors Found** **Submit**  
 Enrollment Access

- Note the status has changed from Errors to **Success**



Enrollment Request ID 0027900124 Status **Success** **Submit**  
 User ID 11111111 Operator Enrollment Access

**Enrollment Request Details** Find | View All | First  
 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)