



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

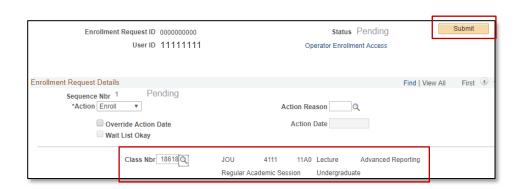
PROCESS

Use the following steps to use the time conflict override:



- Enter the student's **UFID** 1.
- 2. **Enter the Academic Career**
- 3. Enter the Term
- Click the Add button 4.

- 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



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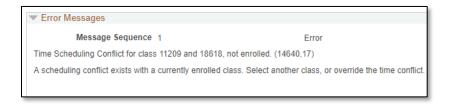
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Student Information System

8. Note the status has changed from Pending to Errors



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



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

11. Check the box next to the Time Conflict 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.



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FOR ADDITIONAL ASSISTANCE

Technical Issues The UF Computing Help Desk 352-392-HELP helpdesk.ufl.edu