

ENROLLMENT REQUEST: USING A UNIT LOAD OVERRIDE

This instruction guide will walk you through the process of enrolling a student into a course with a unit load 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 unit load 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: 'ID:' with the value '11111111', 'Academic Career:' with the value 'UGRD', 'Academic Institution:' with the value 'UFLOR', and 'Term:' with the value '2181'. Each field has a magnifying glass icon to its right. At the bottom left of the form, there is an orange 'Add' button.

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 000000000' and 'Status Pending' with a 'Submit' button. Below this, it shows 'User ID 11111111' and 'Operator Enrollment Access'. The main section is titled 'Enrollment Request Details' and includes a 'Find | View All | First' dropdown. The details show 'Sequence Nbr 1' and 'Pending' status. There is a dropdown 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 columns for 'Class Nbr', 'Course Code', 'Section', 'Section Type', and 'Level'. The 'Class Nbr' field is highlighted with a red box and contains the value '18618'. The other fields in the table are: 'JOU', '4111', '11A0 Lecture', 'Advanced Reporting', 'Regular Academic Session', and 'Undergraduate'.

8. 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

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

Error Messages
 Message Sequence 1 Error
 Maximum term Unit Load exceeded. (14640,30)
 Add transaction not processed. The maximum term unit load would be exceeded.

This error indicates the student is registered for more than the allowable maximum term unit load (generally 18 credit hours).

11. Check the box next to the **Unit Load** override

Additional Overrides
 Appointment Career Closed Class Class Links
 Requisites Service Indicator Time Conflict Unit Load
 Dynamic Dates

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

Status **Errors Found** Submit

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

Enrollment Request ID 0027900124 Status **Success**
 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

Policies and Directives

Office of the University Registrar

352-392-1374

registrar.ufl.edu