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:

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

![Status: Errors Found]

Enrollment Request Details
Sequence No: 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

![Unit Load Override]

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

![Status: Success]

![Enrollment Request Details]

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