ENROLLMENT REQUEST: USING A UNITS TAKEN OVERRIDE

This instruction guide will walk you through the process of enrolling a student into a course with a units taken 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

PROCESS

Use the following steps to use the units taken 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
9. Scroll to the bottom of the page
10. Review the Error Message

This error message indicates the class has an invalid number of credits (also known as units) assigned to it. In order to enroll a student in the class, you must input a valid unit, as indicated by the error message.

11. Check the box next to the Units Taken override
12. Update the units in the Units Taken field to a valid unit number

13. Scroll to the top of the page
14. Click the Submit button

15. 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.

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
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