

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:

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: 'ID:' with the value '43435271', 'Academic Career:' with 'UGRD', 'Academic Institution:' with 'UFOR', and 'Term:' with '2181'. Each field has a magnifying glass icon. At the bottom left, there is an 'Add' button.

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

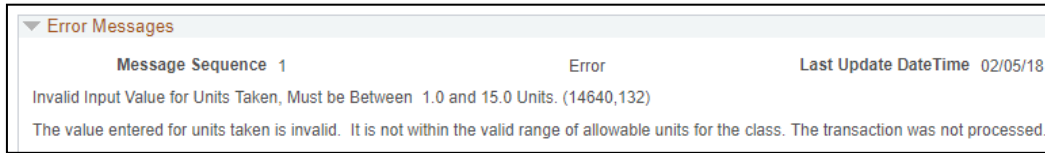
5. Enter the class number in the **Clas Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

The screenshot shows the 'Enrollment Request Details' page. At the top, it displays 'Enrollment Request ID 000000000' and 'User ID' with a 'Submit' button. Below this, it shows 'Status Pending' and 'Operator Enrollment Access'. The main section is titled 'Enrollment Request Details' and includes 'Sequence Nbr 1' and 'Pending'. There are fields for '*Action' (set to 'Enroll'), 'Action Reason', and 'Action Date'. There are also checkboxes for 'Override Action Date' and 'Wait List Okay'. At the bottom, the 'Class Nbr' is '11559', and the course code 'HSA 7980 2C47 Dis7980 Doctoral Research' is displayed, with 'Regular Academic Session' and 'Graduate' below it.

8. Note the status has changed from Pending to **Errors**

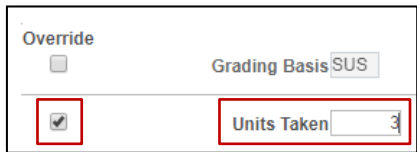
The screenshot shows the 'Enrollment Request Details' page after a status change. At the top, it displays 'Enrollment Request ID 0027900127' and 'User ID'. The 'Status' is now 'Errors Found'. Below this, it shows 'Operator Enrollment Access'. The main section is titled 'Enrollment Request Details' and includes 'Sequence Nbr 1' and '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.

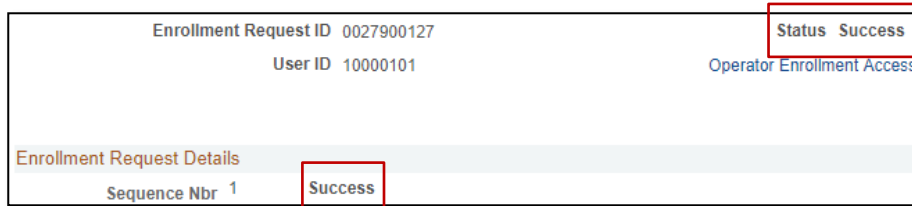
11. Check the box next to the **Units Taken** override
12. Update the units in the **Units Taken** field to a valid unit number



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
helpdesk.ufl.edu