

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, each with a search icon: 'ID:' with value '43435271', 'Academic Career:' with value 'UGRD', 'Academic Institution:' with value 'UFOR', and 'Term:' with value '2181'. A red box highlights these four fields. At the bottom left, there is an 'Add' button, also highlighted with a red box.

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

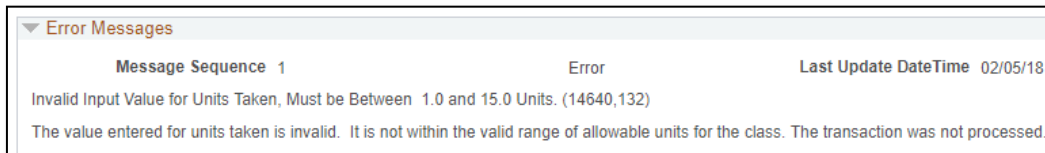
5. Enter the class number in the **Clas Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

The screenshot shows the 'Enrollment Request Details' page. At the top, it displays 'Enrollment Request ID 000000000' and 'User ID 10000101'. The status is 'Pending' and 'Operator Enrollment Access'. A red box highlights the 'Submit' button in the top right corner. Below the header, there is a section for 'Enrollment Request Details' with 'Sequence Nbr 1' and 'Pending' status. 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' field contains '11558', and the course code 'HSA 7980 2C47 Dis7980 Doctoral Research' is displayed.

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

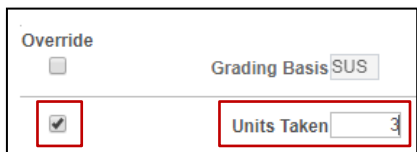
The screenshot shows the 'Enrollment Request Details' page after the status has changed. The status is now 'Errors Found' and 'Operator Enrollment Access'. A red box highlights the 'Status Errors Found' message in the top right corner. Below the header, there is a section for 'Enrollment Request Details' with 'Sequence Nbr 1' and 'Errors' status. A red box highlights the 'Errors' button at the bottom.

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 unit value between 1 and 5.

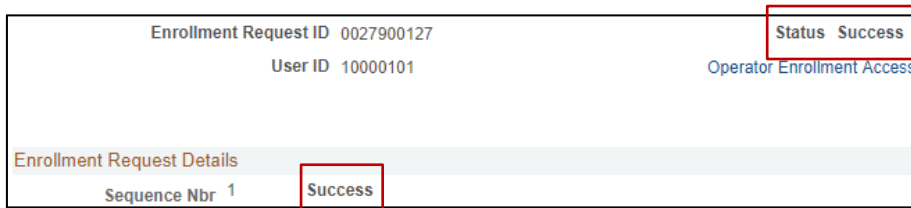
11. Check the box next to the **Units Taken** override
12. Update the units in the **Units Taken** field to a number between **1 and 5**



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



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



FOR ADDITIONAL ASSISTANCE

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The UF Computing Help Desk

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