

ENROLLMENT REQUEST: WEEKLY SCHEDULE

This instruction guide will walk you through the process of accessing a student's weekly schedule via the Enrollment Request page.

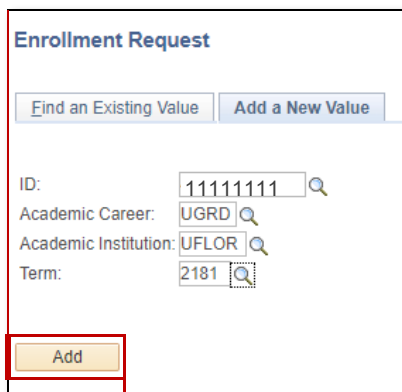
NAVIGATION

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 navigate to a student's weekly schedule from the Enrollment Request page:



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'. At the bottom left of the form, an 'Add' button is 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. **RIGHT CLICK** the red arrow next to the student's name
6. A menu will appear with available actions. Click **Weekly Schedule**



The screenshot shows the 'Enrollment Request' page with a table of student records. The first row shows '12345678' as the ID, 'Alberta Alligator' as the name, and 'Undergraduate' as the status. A red box highlights a small downward-pointing arrow next to the name. A context menu is open over this arrow, showing an 'Actions' section with a 'Weekly Schedule' option highlighted by a red box. Below the table, the 'Enrollment Request ID' is shown as '0000000000'.

The Weekly Schedule displays

ALBERTA ALLIGATOR ID 12345678 🚫 ★

<< Previous Week
Week of 8/27/2018 - 9/2/2018
Next Week >>

Show Week of
 Start Time
 End Time

| Schedule | | | | | | | |
|----------|----------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------|-------------------|-----------------|
| Time | Monday Aug 27 | Tuesday Aug 28 | Wednesday Aug 29 | Thursday Aug 30 | Friday Aug 31 | Saturday Sep 1 | Sunday Sep 2 |
| 7:00AM | | | | | | | |
| 8:00AM | GEB 5215 - 106C Lecture 7:25AM - 9:35AM Hough Hall 02250 | ANT2410 - 0292 Lecture 8:30AM - 9:20AM Location: TBA | GEB 5215 - 106C Lecture 7:25AM - 9:35AM Hough Hall 02250 | ANT2410 - 0292 Lecture 8:30AM - 9:20AM Location: TBA | GEB 5215 - 106C Lecture 7:25AM - 9:35AM Hough Hall 02250 | | |
| 9:00AM | | PHI 4930 - 02D2 Independent Study 9:35AM - 10:40AM Location: TBA | | PHI 4930 - 02D2 Independent Study 9:35AM - 10:40AM Location: TBA | | | |
| 10:00AM | | | | | | | |

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
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