

QUICK ENROLL A STUDENT: USING A PERMISSION OVERRIDE

This instruction guide will walk you through the process of quick enrolling a student into a course with a permission override.

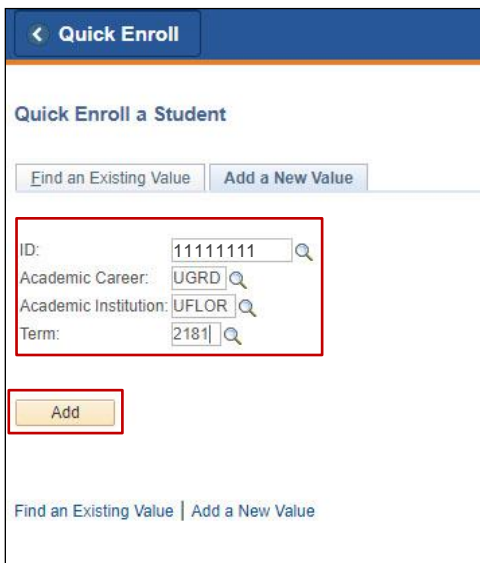
NAVIGATION

Use the following navigation to navigate to the Quick Enroll a Student 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 **Quick Enroll a Student**
7. Click **Add New Value**

PROCESS

Use the following steps to use the permission 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 **Class Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

The screenshot shows the 'Quick Enroll a Student' interface. At the top, there is a blue header with a back arrow and the title 'Quick Enroll a Student'. Below the header, the page is titled 'Quick Enrollment'. The main content area contains several fields: 'Request ID' (0000000000), 'ID' (11111111), 'Career' (Undergrad), 'Institution' (UFLOR), and 'Term' (Spring 2018). A yellow 'Submit' button is located to the right of these fields. Below the form fields is a tabbed interface with 'Class Enrollment' selected. A table below the tabs shows enrollment details. The table has columns for '*Action', 'Class Nbr', 'Section', 'Related 1', and 'Related 2'. The first row shows 'Enroll' in the action column, '19673' in the Class Nbr column, 'BCH 3025' in the Section column, and '0020' and 'Pending' in the Section column. A red box highlights the 'Class Nbr' field and the 'BCH 3025' text.

8. Click the **Errors** link to review the error message

The screenshot shows the 'Quick Enroll a Student' interface after clicking the 'Submit' button. The 'Request ID' is now 0027900108. The 'Submit' button is now disabled and has a dashed border. The 'Class Enrollment' tab is still selected. The table below the tabs shows the same enrollment details as the previous screenshot. A red box highlights the 'Errors' link in the 'Section' column of the first row.

9. Review the Error Message

Quick Enroll a Student

Enrollment Message Log

ID 11111111
Enrollment Request ID 0027900108
Academic Career Undergraduate
Academic Institution University of Florida
Term Spring 2018

Seq # 1 Class Nbr 19673 BCH 3025 Section 0020
Enrollment Request Action Enroll

Message Severity Error
Message Text
Department Consent Required to Enroll in Class, Add Not Processed. (14640,38)
Consent is needed to enroll in the class. The add transaction was not processed.

Return

10. Click the **Return** button

11. Click the **Class Overrides** tab

Quick Enrollment

Request ID 0027900108 ID 11111111
Career Undergrad Institution UFLOR Term Spring 2018 Submit

Class Enrollment Units and Grade Other Class Info General Overrides **Class Overrides**

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	19673	BCH 3025	0020	Errors

12. Check the **Class Permission** override checkbox
13. Click the **Submit** button

The screenshot shows the 'Quick Enroll a Student' interface. At the top, there is a navigation bar with a back arrow and the text 'Quick Enroll'. Below this, the title 'Quick Enrollment' is displayed. The form contains several input fields: 'Request ID' (0027900108), 'ID' (11111111), 'Career' (Undergrad), 'Institution' (UFLOR), and 'Term' (Sprin 2018). A yellow 'Submit' button is highlighted with a red box. Below the form, there are several tabs: 'Class Enrollment', 'Units and Grade', 'Other Class Info', 'General Overrides', and 'Class Overrides'. The 'Class Overrides' tab is active, showing a table with columns: 'Closed Class', 'Class Links', 'Class Units', 'Grading Basis', 'Class Permission', 'Dynamic Dates', and 'WaitList Pos'. The 'Class Permission' column has a checked checkbox, which is highlighted with a red box.

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

The screenshot shows the 'Quick Enroll a Student' interface after the enrollment action. The 'Submit' button is now greyed out. The table below the tabs shows the enrollment status. The table has columns: '*Action', 'Class Nbr', 'Section', 'Related 1', and 'Related 2'. The 'Success' status is highlighted with a red box.

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	19673	BCH 3025	0020	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