

## 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.

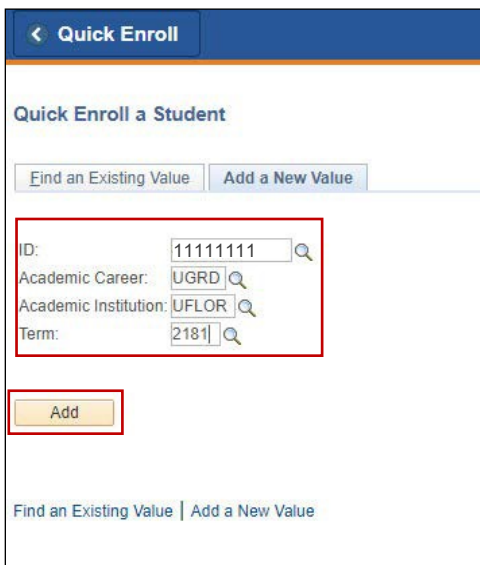
### NAVIGATION

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**

### 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

Quick Enrollment

Request ID 0000000000 ID 11111111  
 Career Undergrad Institution UFLOR Term Spring 2018

**Submit**

*Action		Class Nbr	Section	Related 1	Related 2
<input type="button" value="+"/>	<input type="button" value="-"/>	19673	BCH 3025	0020	Pending

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

Quick Enrollment

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

**Submit**

*Action		Class Nbr	Section	Errors	Related 1	Related 2
<input type="button" value="+"/>	<input type="button" value="-"/>	19673	BCH 3025	0020	<b>Errors</b>	Pending

9. Review the Error Message

**Quick Enroll a Student** New Window | H

Enrollment Message Log

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

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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** Next

Request ID 0027900108 ID 11111111  
 Career Undergrad Institution UFLO Term Spring 2018 [Submit](#)

<b>Class Enrollment</b>	Units and Grade	Other Class Info	General Overrides	<b>Class Overrides</b>	...
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*Action	Class Nbr	Section	Related 1	Related 2
<a href="#">+</a> <a href="#">-</a> Enroll	19673	BCH 3025	0020	<a href="#">Errors</a>

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 main heading is 'Quick Enrollment'. The form contains several fields: 'Request ID' (0027900108), 'ID' (11111111), 'Career' (Undergrad), 'Institution' (UFOR), and 'Term' (Sprin 2018). A yellow 'Submit' button is highlighted with a red box. Below the form fields 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. The row below shows 'BCH 3025' in the 'Class Links' column.

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

The screenshot shows the 'Quick Enroll a Student' interface after the enrollment action. The form fields and tabs are the same as in the previous screenshot. The 'Class Overrides' tab is active, showing a table with columns: '\*Action', 'Class Nbr', 'Section', 'Related 1', and 'Related 2'. The 'Section' column shows '0020' and the 'Related 1' column shows 'Success', which is highlighted with a red box. The row below shows 'Enroll' in the '\*Action' column, '19673' in the 'Class Nbr' column, and 'BCH 3025' in the 'Section' column.

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](http://helpdesk.ufl.edu)

### Policies and Directives

Office of the University Registrar  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)