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

8. Click the **Errors** link to review the error message
9. **Review the Error Message**

   ![Error Message Log]

   **Message Severity:** Error
   **Message Text:**
   
   Department Consent Required to Enroll in Class. Add Not Processed. (146403,38)

   Consent is needed to enroll in the class. The add transaction was not processed.

   ![Return Button]

10. **Click the Return button**

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

![Quick Enroll a Student](image)

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

![Quick Enroll a Student](image)

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  
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