ASSIGNING PREREQUISITE OVERRIDES TO STUDENTS IN ALL SECTIONS OF A CLASS

The process detailed in this instruction guide outlines how to assign the prerequisite override to all sections of a class.

NAVIGATION

Use the following navigation to navigate to the Class Permissions Page:

1. Click the NavBar icon
2. Click Main Menu
3. Click Student Information System
4. Click Records and Enrollment
5. Click Term Processing
6. Click Class Permissions
7. Click Class Permissions

PROCESS

Use the following steps to use the prerequisite override:

1. Enter Term
2. Enter the Subject Area
3. Enter the Catalog Nbr
4. Select the Academic Career
5. Click the Search button
6. Select the desired class
7. In the **Class Permissions Data** section, click the **Permission** tab

![Permission Tab Image]

8. Check the box in the **Requisites Not Met** column

![Requisites Not Met Image]

9. Click the **Course Level Update** tab

![Course Level Update Tab Image]

10. In the **Add to All Sections** section, enter the **UFID** of the student you wish to allow to enroll in class

11. When you are finished entering UFIDs, click the **Synchronize and Override All Sections** button

![Synchronize and Override All Sections Image]

**QUICK TIP!**
You can add additional students by clicking on the (+) **Plus Sign** and entering the UFID’s of other students.
12. You will see a warning message
13. Click the OK button

![Message]

Class Permission Sections Synchronized: Click OK to Save. (20000.141)

All Sections marked as "Student Specific Permissions" have been synchronized with the same list of Student IDs. Any Student IDs in the "Add to All Sections" and "Remove From All Sections" grids have been applied to all sections. The "Requests Not Met" flags have been checked on for all IDs and all sections. Click OK to save the changes immediately. Click Cancel to return to the page without saving.

14. Click the Save button

QUICK TIP!
You also have the option to remove students from the requisite override by adding UFIDs in the Remove From All Sections section.

FOR ADDITIONAL ASSISTANCE

**Technical Issues**
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

**Policies and Directives**
Office of the University Registrar
352-392-1374
registrar.ufl.edu