

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:

Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Academic Institution: [=] UFLOR

Term: [=] 2171

Subject Area: [=] ANT

Catalog Nbr: [begins with] 3514C

Academic Career: [=] Undergraduate

Campus: [begins with] MAIN

Description: [begins with]

Course ID: [begins with]

Course Offering Nbr: [=]

Academic Organization: [begins with]

Case Sensitive

Search Results

View All First 1 of 1 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UFLOR	2171	ANT	3514C	Undergrad	MAIN	Intro Biolog Anthro	010068	1

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

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

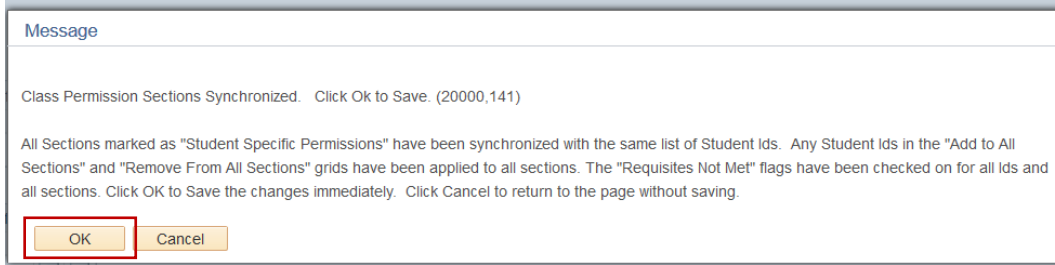
9. Click the **Course Level Update** tab

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

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



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