

QUICK ENROLL A STUDENT: HOW TO SEARCH FOR ALL AVAILABLE CLASSES

This instruction guide will walk you through the process of searching for all available classes via the Quick Enroll a Student page.

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 enroll a student into a course:



1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

- Click the **Look up** icon (magnifying glass) in the **Class Nbr** section

Criteria Entry

Quick Enrollment

Request ID 000000000 Jason Grimes ID 11111111

Career Undergrad Institution UFOR Term Fall 2018

Submit

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

*Action	Class Nbr	Section	Related 1	Related 2
Enroll		Pending		

- Click the OK button on the pop-up message
 - Note: This message is just letting you know that you need to enter search criteria in order to see results

Message

Maximum number of records found matching specified key(s) -- others not included in list. (4,2)

When performing a Lookup, the database returned more rows than can be accommodated in the list box.

Use a Partial Key value or Advanced Search to limit the number of rows returned or specify more characters to further qualify the key value.

OK

- Click the **select subject** button

Criteria Entry

Quick Enrollment

Enter Search Criteria

Search for Classes

University of Florida | Fall 2018

Select at least 2 search criteria. Select Search to view your search results.

Class Search

select subject Subject

Course Number is exactly

Course Career Undergraduate

Show Open Classes Only

Additional Search Criteria

Return to Quick Enrollment

Clear Search

8. Click the **Select** link next to the desired subject

Criteria Entry

Course Subject Lookup

Quick Enrollment
Course Subject Lookup

University of Florida | Fall 2018

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

Select	AAE	Vocational Preparatory Instruction
Select	ABE	Agricultural Engineering
Select	ABT	Arabic In Translation
Select	ABX	Adult Education
Select	ACC	Accounting
Select	ACG	Accounting
Select	ACO	Accounting: Occupational/Technical Variable Paced
Select	ACR	Hvacr: Heat./Vent./Ac/Refrig.: Tech./Trades
Select	ACY	Acy - Conversion
Select	ADE	Adult Education
Select	ADP	Animal Sciences
Select	ADV	Advertising
Select	AE	Architecture
Select	AEB	Agricultural Economics & Business
Select	AEC	Agricultural Education And Communication
Select	AED	Agriculture & Extension Education

9. Click the **OK** button on the pop-up message

- o Note: This message is just letting you know that you need to enter *additional* search criteria in order to see results

Message

Maximum number of records found matching specified key(s) -- others not included in list. (4,2)

When performing a Lookup, the database returned more rows than can be accommodated in the list box.

Use a Partial Key value or Advanced Search to limit the number of rows returned or specify more characters to further qualify the key value.

OK

10. Enter the course number into the **Course Number** field
11. Click the **Search** button

Quick Enrollment
 Enter Search Criteria

Search for Classes
 University of Florida | Fall 2018
 Select at least 2 search criteria. Select Search to view your search results.

Class Search

select subject Subject AEC Agricultural Education And Com

Course Number is exactly **3414**

Course Career

Show Open Classes Only

Additional Search Criteria

Return to Quick Enrollment Clear **Search**

12. All available classes will be listed. Choose the desired class by clicking the **Select** button

Quick Enrollment
 Search Results

Use the class section links to access additional class detail

University of Florida | Fall 2018

The following classes match your search criteria Course Subject: **Agricultural Education And Com**, Course Number is exactly '3414', Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

Open Closed

Return to Quick Enrollment New Search Modify Search

2 class section(s) found

AEC 3414 - Leadership Development

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
16976	0165-LEC Regular	MoWeFr 9:35AM - 10:25AM	TBA		08/22/2018 - 12/05/2018	<input checked="" type="radio"/>	Select
15443	26BE-LEC Regular	TBA	TBA		08/22/2018 - 12/05/2018	<input checked="" type="radio"/>	Select

13. Click the **Submit** button to enroll the student in the chosen class

Quick Enroll a Student

Quick Enrollment

Request ID 0204300343 Madeline Black ID 11111111
 Career Undergrad Institution UFLOR Term Fall 2018

Submit

*Action		Class Nbr	Section	Related 1	Related 2
<input type="checkbox"/>	Enroll	16976	AEC3414	28be-LEC	Pending

14. You will now see the student is enrolled in the class

Quick Enroll a Student

Quick Enrollment

Request ID 0204300343 Madeline Black ID 11111111
 Career Undergrad Institution UFLOR Term Fall 2018

Submit

*Action		Class Nbr	Section	Related 1	Related 2
<input type="checkbox"/>	Enroll			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

Policies and Directives

Office of the University Registrar
 352-392-1374
registrar.ufl.edu