

## QUICK ENROLL A STUDENT: OTHER LINKS

This instruction guide will highlight other pertinent links on the Quick Enroll a Student page.

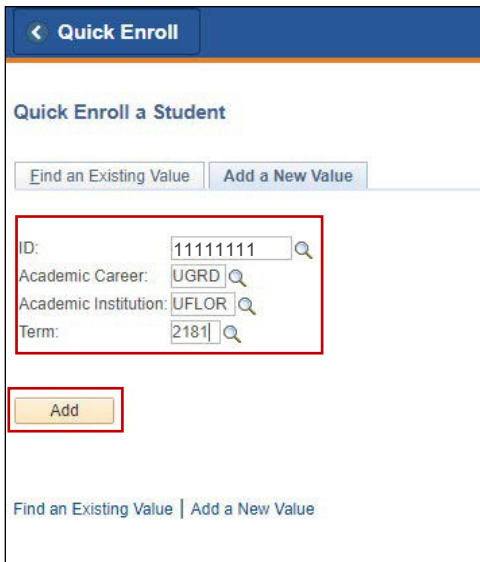
### NAVIGATION

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 view other registration-related links for a student:



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

- Notice there are several links at the bottom of the page. In this instruction guide we will review View Enrollment Access, Enrollment Appointments, Student Services Center, and Study.

**Quick Enroll a Student**

Request ID 0000000000 Alberta Alligator ID

Career Undergrad Institution UFLOR Term Fall 2018

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

Go to: [View Enrollment Access](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)  
[Student Services Center](#) [Calculate Tuition](#) [Study List](#)

## VIEW ENROLLMENT ACCESS

- Click the **View Enrollment Access** link
- Here, you can view your enrollment access
- Click the **Return** button to return to the Quick Enroll a Student page

**Access to Enrollment Functions**

User ID

Enrollment Access ID FULL Full Class Enrollment Access

Enrollment Access Group:

Enrollment Function	Time Period
Enroll	
Enroll W/ Permission	
Drop	
Drop W/ Permission	
Grade Basis Change	
Unit Change	
Wait List Changes	
Grade Add	
Grade Change	
Repeat Coding	

**STUDENT SERVICES CENTER**

1. Click the **Student Services Center** link
2. On the **Academics** tab you can view the student's **Student Program/Plan** summary and the **Term Summary**

3. The courses a student is registered for will have a **green check mark** next to them
  - a. Note, UF is not using the Wait Listed function

<span style="color: green;">✔</span> Enrolled <span style="color: blue;">✖</span> Dropped <span style="color: orange;">▲</span> Wait Listed						
Class	Description	Units	Grading	Grade	Status	
LAW 5000-1H89 (15928)	Contracts (Lecture)	4.00	Graded		✔	
LAW 5100-4590 (16017)	Criminal Law (Lecture)	3.00	Graded		✔	
LAW 6040-2D45 (15949)	Consumer Law (Lecture)	3.00	Graded		✔	
LAW 6111-5001 (15921)	Police and Police Prac (Lecture)	3.00	Graded		✔	
LAW 6360-4820 (15922)	Trial Advocacy (Lecture)	3.00	Satisfactory/Unsatisfactory		✔	
LAW 6950-5427	Law Review	1.00	Satisfactory/Unsatisfactory		✔	

4. **Scroll** down to view more information

- Here you can see the total number of units a student is currently taking. They will show as In Progress until a grade is entered.

[Quick Enrollment](#)

▼ Statistics

	From Enrollment	Combined Term Total	Cumulative Total
<b>Units Toward GPA:</b>			
Taken			
Passed			
In Progress	20.000	20.000	20.000
<b>Units Not for GPA:</b>			
Taken			
Passed			
In Progress			
GPA Calculation			
Total Grade Points			
/ Units Taken Toward GPA			
= GPA			

- Click the [Quick Enrollment](#) link to return to the Quick Enroll a Student page

## ENROLLMENT APPOINTMENTS

- Click the [Enrollment Appointments](#) link
- Here, you can see the Students Enrollment Appointments

Enrollment Appointments Find | View All First 1 of 1 Last

*Appt Block	*Appt Nbr	Start Date	Start Time	End Date	End Time	Find Appointment
TEST1	0001	01/30/2018	9:00AM	05/12/2018	5:00PM	<input type="button" value="Find Appointment"/>

- Click the [Quick Enroll](#) button at the top left of the screen to return to the search page

## STUDY LIST

1. Click the **Study List** link
2. Here, you can view the student's Class Schedule
3. Click the **Cancel** button to return to the Quick Enroll a Student page

Quick Enroll a Student

Quick Enroll

Student Study List Fall 2018

Alberta Alligator  
Undergraduate University of Florida

**Class Schedule Filter Options**

Show Enrolled Classes  Show Waitlisted Classes  Show Dropped Classes Refresh Class Schedule

CHI 1130	Section	Component	Description	Grading Option	Grade	Units	Status
Cls# 12530	019F	Lecture	Beginning Chinese 1	Letter Grade		5.00	Enrolled
		Academic Program	Liberal Arts and Sciences				
	10:40AM - 11:30AM	Mon, Tues, Wed, Thurs, Fri		Matherly Hall 0G0010		08/22/2018 - 12/05/2018	
			Instructor TBA				

Printer Friendly Page

**Cancel**

## 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)