

QUICK ENROLL A STUDENT: USING A REQUISITES OVERRIDE

This instruction guide will walk you through the process of quick enrolling a student into a course with a requisites 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 requisites override:

Quick Enroll a Student

Find an Existing Value | Add a New Value

ID: 11111111

Academic Career: UGRD

Academic Institution: UFLOR

Term: 2181

Add

Find an Existing Value | Add a New Value

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 **Clas Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

The screenshot shows the 'Quick Enroll a Student' interface. At the top, there is a 'Home' button and the title 'Quick Enroll a Student'. Below this, the 'Quick Enrollment' section displays the following information: Request ID 0000000000, ID 11111111, Career Undergrad, Institution UFLOR, and Term Spring 2018. A 'Submit' button is highlighted with a red box. Below the form fields, there are tabs for 'Class Enrollment', 'Units and Grade', 'Other Class Info', 'General Overrides', and 'Class Overrides'. The 'Class Enrollment' tab is active, showing a table with the following data:

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	11556 HSA 7980	2C47	Pending	

8. Note the status has changed from Pending to **Errors**
9. Click the **Errors** link to review the error message

The screenshot shows the 'Quick Enroll a Student' interface after an enrollment attempt. The 'Quick Enrollment' section displays the following information: Request ID 0027900111, ID 11111111, Career Undergrad, Institution UFLOR, and Term Spring 2018. A 'Submit' button is highlighted with a red box. Below the form fields, there are tabs for 'Class Enrollment', 'Units and Grade', 'Other Class Info', 'General Overrides', and 'Class Overrides'. The 'Class Enrollment' tab is active, showing a table with the following data:

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	11556 HSA 7980	2C47	Errors	

10. This message means the student was not enrolled in the course because he or she has not completed a required prerequisite
11. Click the **Return** button

Quick Enroll a Student

Enrollment Message Log

ID 11111111
Enrollment Request ID 0027900111
Academic Career Undergraduate
Academic Institution University of Florida
Term Spring 2018

Seq # 1 Class Nbr 11556 HSA 7980 Section 2C47 Doctoral Research
Enrollment Request Action Enroll

Message Severity **Error**
Message Text

Requisites not met for Class, not enrolled. (14640,18)
Requirements have not been met to enroll in the specified class. The enrollment transaction was not processed.
Prereq: HSA 7434 with minimum grades of C.

Return

12. Click the **Class Overrides** tab

Quick Enroll a Student

Request ID 0027900112 ID 11111111
Career Undergrad Institution UFLOR Term Spring 2018 Submit

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

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	11556	HSA 7980 2C47	Errors	

13. Click the **Show all columns** icon

Quick Enroll a Student

Request ID 0027900112 ID 11111111
Career Undergrad Institution UFLOR Term Spring 2018

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

Closed Class	Class Links	Class Units	Grading Basis	Class Permission
HSA 7980	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. Scroll to the **Requisite** column and check the checkbox

Quick Enroll a Student

Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Requirement Designation	Career	Service Indicator	Requisites
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. **Scroll** back to the left
16. Click the **Show tabs** icon
17. Click the **Submit** button

Quick Enrollment

Request ID 0027900112 ID 11111111
Career Undergrad Institution UFLOR Term Sprin 2018

*Action	Class Nbr	Section	Related 1	Related 2	Unit Taken
Enroll	11556	HSA 7980 2C47	Errors	HSA 7980	99.00

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

Quick Enrollment

Request ID 0027900111 ID 11111111
Career Undergrad Institution UFLOR Term Sprin 2018

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

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	11556	HSA 7980 2C47	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