

## 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.

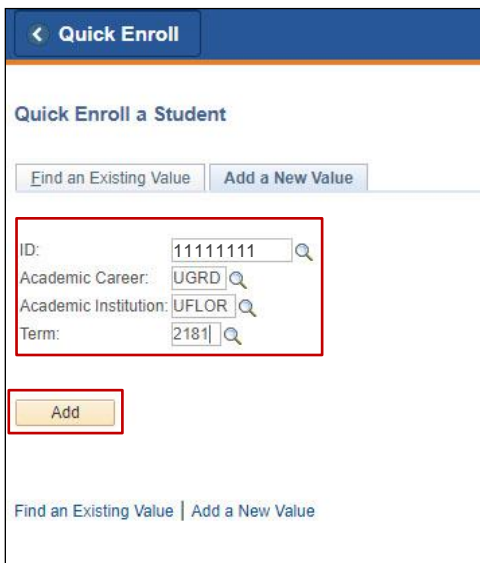
### NAVIGATION

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:



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 navigation bar with 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 information, 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 information displayed is: Request ID 0027900111, ID 11111111, Career Undergrad, Institution UFLOR, and Term Spring 2018. A 'Submit' button is highlighted with a red box. Below the information, 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	

This message means the student was not enrolled in the course because he or she has not completed a required prerequisite.

10. Click the **Return** button

Quick Enroll a Student

Enrollment Message Log

ID 11111111  
Enrollment Request ID 002790011  
Academic Career Undergraduate  
Academic Institution University of Florida  
Term Spring 2018

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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

11. Click the **General Overrides** tab
12. Check the **Requisites** checkbox

Quick Enrollment

Request ID 0000000000 Albrta Alligator ID [redacted] Submit

Career Undergrad Institution UFLOR Term Fall 2023

Class Enrollment		Units and Grade		Other Class Info		General Overrides		Class Overrides		
		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"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. Click the **Submit** button

**Quick Enroll a Student**

Quick Enrollment

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

**Submit**

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

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

**Quick Enroll a Student**

Quick Enrollment

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

**Submit**

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

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](http://helpdesk.ufl.edu)