

QUICK ENROLL A STUDENT: USING A TIME CONFLICT OVERRIDE

This instruction guide will walk you through the process of quick enrolling a student into a course with a time conflict override.

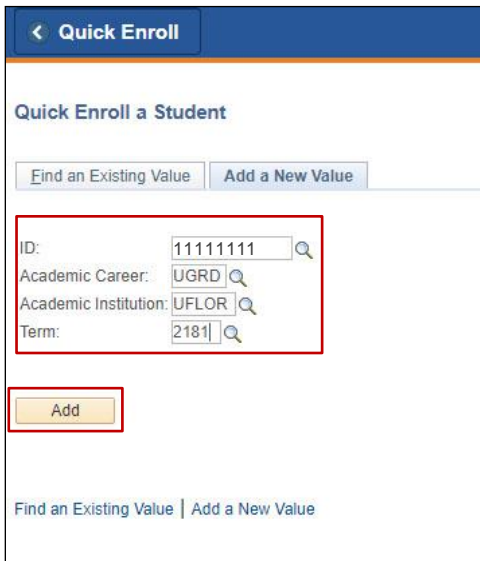
NAVIGATION

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 time conflict 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's a blue header with the title. Below it, the 'Quick Enrollment' section contains fields for Request ID (0000000000), Career (Undergrad), Institution (UFLOR), ID (11111111), and Term (Spring 2018). A 'Submit' button is highlighted with a red box. Below this is a table with 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 columns: *Action, Class Nbr, Section, Related 1, and Related 2. The 'Class Nbr' field contains '20373' and the 'Section' field contains '065C'. The status 'Pending' is shown in the 'Section' column. A red box highlights the 'Class Nbr' and 'Section' fields.

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 a failed enrollment attempt. The Request ID is now 0027900104. The 'Class Nbr' field still contains '20373' and the 'Section' field contains '065C'. The status 'Errors' is now shown in the 'Section' column, highlighted with a red box. The 'Submit' button is now disabled and has a dashed border.

10. This message means the student was not enrolled in the course because the time of the class conflicts with another class the student is currently registered for. Click the **Return** button

Quick Enroll
Quick Enroll a Student

New

Enrollment Message Log

ID	11111111
Enrollment Request ID	0027900104
Academic Career	Undergraduate
Academic Institution	University of Florida
Term	Spring 2018

Seq # 1	Class Nbr 20373	JOU	2040	Sec
Enrollment Request Action	Enroll			

Message Severity Error

Message Text

Time Scheduling Conflict for class 12611 and 20373, not enrolled. (14640,17)

A scheduling conflict exists with a currently enrolled class. Select another class, or override the time conflict.

Return

11. Click the **General Overrides** tab

Quick Enroll
Quick Enroll a Student

Quick Enrollment

N

Request ID 0027900104	ID 11111111		
Career Undergrad	Institution UFLO	Term Sprin 2018	<input type="button" value="Submit"/>

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

	*Action	Class Nbr	Section	Related 1	Related 2
+	-	Enroll	20373	JOU 2040	065C
			Errors	[Search]	[Search]

12. Check the **Time Conflict** checkbox
13. Click the **Submit** button

Quick Enrollment
 Request ID 0027900104 ID 11111111
 Career Undergrad Institution UFLOR Term Spring 2018

Submit

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
+ -	JOU 2040	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Quick Enrollment
 Request ID 0027900104 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	20373	JOU 2040 065C	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