

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.

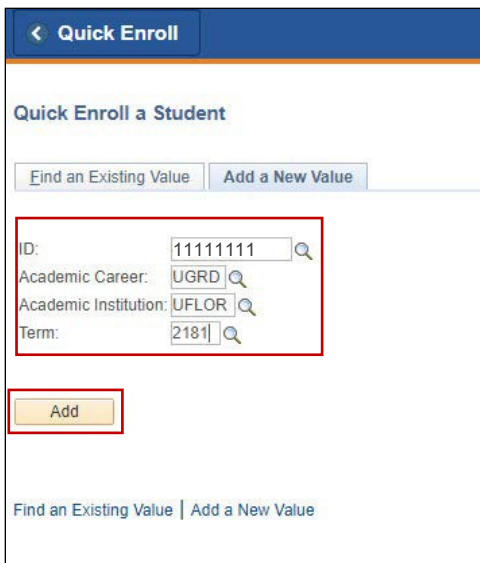
NAVIGATION

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

Quick Enroll a Student New

Quick Enrollment

Request ID 0000000000 ID 11111111
 Career Undergrad Institution UFLOR Term Sprin 2018

Submit

*Action		Class Nbr	Section	Related 1	Related 2
<input type="button" value="+"/>	<input type="button" value="-"/>	20373	065C		

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

Quick Enroll a Student N

Quick Enrollment

Request ID 0027900104 ID 11111111
 Career Undergrad Institution UFLOR Term Sprin 2018

Submit

*Action		Class Nbr	Section	Related 1	Related 2
<input type="button" value="+"/>	<input type="button" value="-"/>	20373	065C Errors		

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
11. 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

12. Click the **General Overrides** tab

Quick Enroll
Quick Enroll a Student

Quick Enrollment

Request ID 0027900104

Career Undergrad

ID 11111111

Institution UFLO

Term Sprin 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	Errors

13. Check the **Time Conflict** checkbox
14. 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"/>	<input type="checkbox"/>

15. 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

Policies and Directives

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