

QUICK ENROLL A STUDENT: USING A UNIT LOAD OVERRIDE

This instruction guide will walk you through the process of quick enrolling a student into a course with a unit load 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 unit load course 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

Quick Enroll a Student
 Quick Enrollment
 Request ID 0027900099 ID 11111111
 Career Undergrad Institution UFLOR Term Sprin 2018 Submit

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	18618 JOU 4111	11A0 Pending		

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

Quick Enroll a Student
 Quick Enrollment
 Request ID 0027900099 ID 11111111
 Career Undergrad Institution UFLOR Term Sprin 2018 Submit

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	18618 JOU 4111	11A0 Errors		

10. This message means the student was not enrolled in the course because enrolling in the course would exceed more than 18 credit units (the maximum number of credit allowed per semester)
11. Click the **Return** button

< Quick Enroll
Quick Enroll a Student

Enrollment Message Log

ID	11111111
Enrollment Request ID	0027900099
Academic Career	Undergraduate
Academic Institution	University of Florida
Term	Spring 2018

Seq # 1	Class Nbr 18618	JOU	41
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Enrollment Request Action Enroll

Message Severity **Error**

Message Text

Maximum term Unit Load exceeded. (14640,30)

Add transaction not processed. The maximum term unit load would be exceeded.

Return

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

< Quick Enroll
Quick Enroll a Student

Quick Enrollment

Request ID 0027900099	ID 11111111
Career Undergrad	Institution UFLOR
	Term Spring 2018

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides	
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	*Action	Class Nbr		Section	
+	-	Enroll	18618	JOU 4111	11A0 Errors

13. Scroll to the **Unit Load** column

14. Check the **Unit Load** checkbox

< Quick Enroll

		Appointment	Unit Load
Create Transcript Note	JOU 4111	<input type="checkbox"/>	<input style="border: 2px solid red;" type="checkbox"/>

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

The screenshot shows the 'Quick Enroll a Student' interface. At the top, there is a navigation bar with a back arrow and the text 'Quick Enroll'. Below this, the title 'Quick Enrollment' is displayed. The form contains the following information: Request ID 0027900099, ID 11111111, Career Undergrad, Institution UFLOR, and Term Spring 2018. A 'Submit' button is highlighted with a red box. Below the form, there is a table with columns: Class Nbr, Section, Related 1, Related 2, and Unit Taken. The first row of the table shows Class Nbr 18618, Section JOU 4111, and Unit Taken 3.00. The status 'Errors' is displayed in red text in the 'Section' column, and is also highlighted with a red box. A 'Show tabs' button is visible on the left side of the table.

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

The screenshot shows the 'Quick Enroll a Student' interface after the enrollment action. The form information is the same as in the previous screenshot. The 'Submit' button is still present. The table now shows the status 'Success' in the 'Section' column, which is highlighted with a red box. The 'Show tabs' button is now active, and a dropdown menu is visible with options: Class Enrollment, Units and Grade, Other Class Info, General Overrides, and Class Overrides.

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