

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

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 the allowable maximum term unit load (generally 18 credit hours). 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

11. Click the **General Overrides** tab
12. Check the **Unit Load** checkbox

Quick Enrollment

Request ID 0000000000 Albrta Alligator ID ⊘ ★
 Career Undergrad Institution UFLOR Term Fall 2023 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
+	-	<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 **Submit**

Quick Enrollment
 Request ID 0027900099 ID 11111111
 Career Undergrad Institution UFLOR Term Sprin 2018

Submit

Show tabs		Class Nbr	Section	Related 1	Related 2	Unit Taken
+	-	Enroll	18618	JOU 4111	11A0	Errors
						JOU 4111 3.00

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

Quick Enrollment
 Request ID 0027900099 ID 11111111
 Career Undergrad Institution UFLOR 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	18618	JOU 4111	11A0
					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