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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:

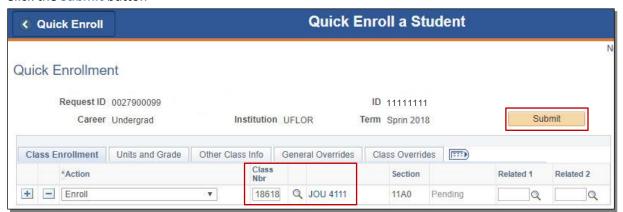


- 1. Enter the student's **UFID**
- 2. **Enter the Academic Career**
- 3. Enter the Term
- 4. Click the Add button



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- 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



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



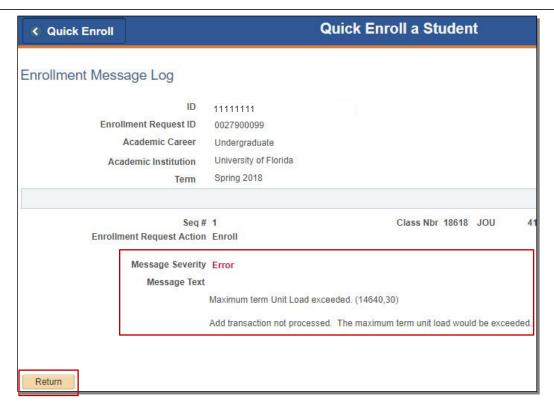
10. This message means the student was not enrolled in the course because enrolling in the course would exceed the allowable maximum term unit load (generally 18 credit hours). Click the **Return** button

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



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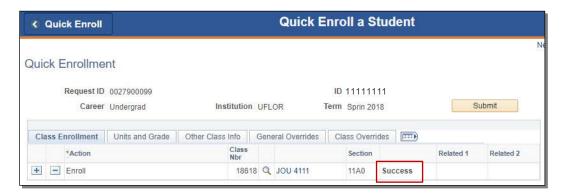




13. Click Submit



14. Note the status has changed from Errors to 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.

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FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk 352-392-HELP helpdesk.ufl.edu