

QUICK ENROLL A STUDENT: UPDATING UNITS TAKEN

This instruction guide will walk you through the process of quick enrolling a student into a course and adjusting the units taken.

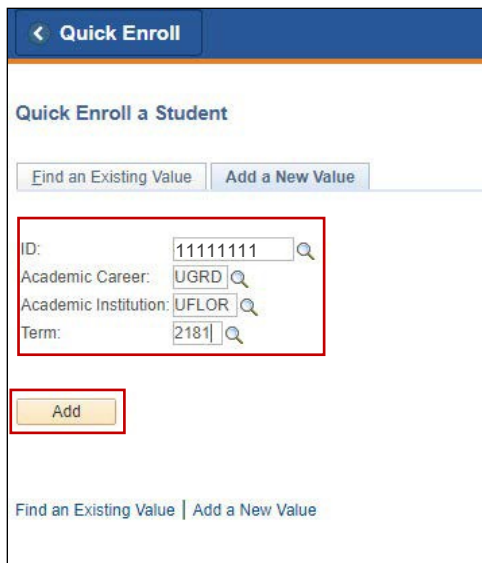
NAVIGATION

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

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

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	12557 ANT 4907	9536 Pending		

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

Quick Enrollment
 Request ID 0027900106 ID 11111111
 Career Undergrad Institution UFLOR Term Sprin 2018

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

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	12557 ANT 4907	9536 Errors		

This error indicates the class has an invalid number of credits (also known as units) assigned to it. In order to enroll a student in the class, you must input a valid unit, as indicated by the error message.

10. Click the **Return** button

Quick Enroll a Student
 Enrollment Message Log
 ID 11111111
 Enrollment Request ID 0027900106
 Academic Career Undergraduate
 Academic Institution University of Florida
 Term Spring 2018
 Seq # 1 Class Nbr 12557 ANT 4907 Section 9536 Research Projects
 Enrollment Request Action Enroll
 Message Severity **Error**
 Message Text
 Invalid Input Value for Units Taken, Must be Between 1.0 and 5.0 Units. (14640,132)
 The value entered for units taken is invalid. It is not within the valid range of allowable units for the class. The transaction was not processed.
 Return

11. Click the **Units and Grade** tab

Quick Enroll a Student
 Quick Enrollment
 Request ID 0027900106 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 12557 ANT 4907 9536 Errors

12. Change the **Unit Taken** column number to a valid unit number

13. Click **Submit**

Quick Enroll a Student
 Quick Enrollment
 Request ID 0027900106 ID 11111111
 Career Undergrad Institution UFLOR Term Sprin 2018 Submit
 Class Enrollment **Units and Grade** Other Class Info General Overrides Class Overrides
 Unit Taken Course Count Grade Base Grade Input Repeat Code Requirement Designation Requirement Designation Option RD Grade
 + - ANT 4907 3.00 1.00 GRD No

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

The screenshot shows the 'Quick Enroll a Student' interface. At the top, there is a blue header with a back arrow and the text 'Quick Enroll'. Below this, the title 'Quick Enrollment' is displayed. The form contains several fields: 'Request ID' (0027900106), 'ID' (11111111), 'Career' (Undergrad), 'Institution' (UFOR), and 'Term' (Sprin 2018). A 'Submit' button is located to the right of the 'Term' field. Below these fields is a tabbed interface 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 for '*Action', 'Class Nbr', 'Section', 'Related 1', and 'Related 2'. The table contains one row with the following data: '+ - Enroll', '12557', 'ANT 4907', '9536', and 'Success'. The 'Success' cell is highlighted with a red border.

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