

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 units taken 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 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.

Enrollment Message Log
 ID 11111111
 Enrollment Request ID 0027900106
 Academic Career Undergraduate
 Academic Institution University of Florida
 Term Spring 2018

Seq #	Class Nbr	Section	Research Projects
1	12557 ANT 4907	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.

10. Click the **Return** button
11. Click the **Units and Grade** tab

Quick Enrollment
 Request ID 0027900106 ID 11111111
 Career Undergrad Institution UFLOM 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	

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

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

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
3.00	1.00	GRD				No	

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

Quick Enrollment
 Request ID 0027900106 ID 11111111
 Career Undergrad Institution UFLOM 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	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