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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.

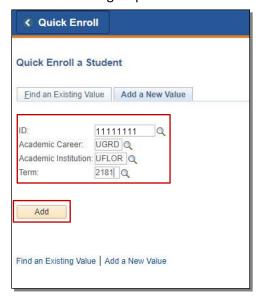
NAVIGATION

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:



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

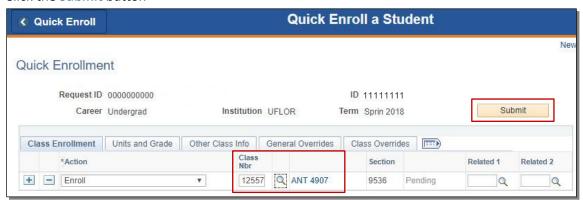




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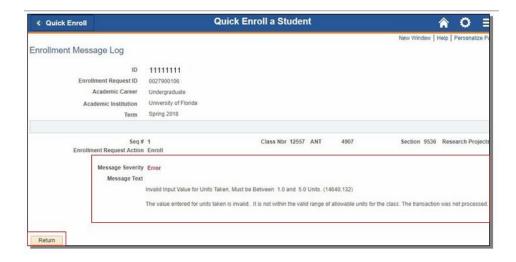
- 5. Enter the class number in the Clas Nbr field
- 6. Press the tab key to see the course code populate
- 7. Click the **Submit** button



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



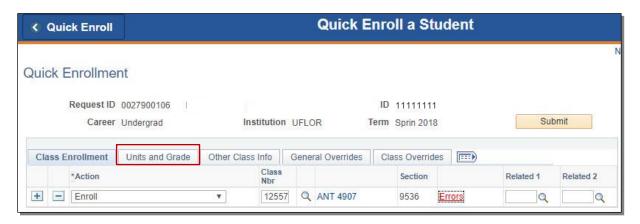
This error indicates the class has an invalid number of credits (also known as units) assigned to it. In order to enroll a student in the class, you must input a valid unit, as indicated by the error message.



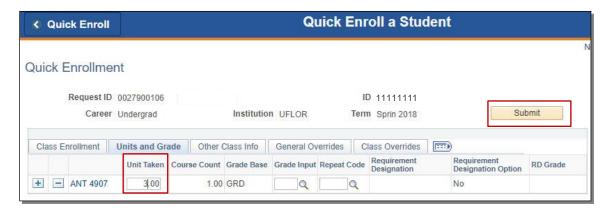




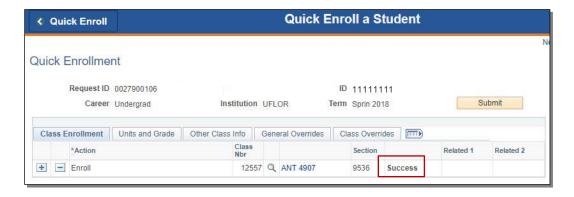
- 10. Click the Return button
- 11. Click the Units and Grade tab



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