Slide 1 - Slide 1

OUR003: The Registration Process in myUFL

Welcome to **OUR003: The Registration Process in myUFL**! This course is brought to you by UF Training & Organizational Development in collaboration with the Office of the University Registrar.

Slide 2 - MODULE 1

Welcome!

This training will walk you through the registration process in myUFL.

It is intended for college and department staff who perform registration functions such as enrolling students in courses or dropping courses from a student's schedule.

This training course should take you approximately 1 hour to complete.

Slide 3 - M1

Course Organization & Navigation

The following icons, will help you navigate through this course.
Move backward and forward
Return to the beginning of the course
Exit the course
Visit the Registration toolkit
Objectives
View a simulation
Click through a process

Slide 4 - M1

Course Organization & Navigation

This training is divided into six learning modules. We recommend you view the modules in order

Once you successfully complete this course, you may request the following security roles from your DSA, depending on whether you work at the department level or college level:

Department
UF_SR_DEPT_ENR_REQUEST
UF_SR_DEPT_QUICKENRL_PERC

College
UF_SR_COLL_ENR_REQUEST
UF_SR_COLL_QUICKENRL_PERC

Slide 5 - M1

Course Organization & Navigation

Hi everyone, I'm Wren! I'm here to walk you through the registration process.

- There will be screen shots throughout this course to help you navigate through each process
- Wren, a departmental administrator in the College of Health and Human Performance, will stop by from time-to-time to offer her experience with registration

Slide 6 - M1

Final Assessment

- At the end of the training, you will be required to complete a Final Assessment
- A minimum score of **80 points** is required to receive credit for this course
- If you do not pass the assessment, you must re-register for the course
- Once you successfully complete this course, your training transcript will update immediately

Slide 7 - M1

Course Objectives

Upon completion of this course, you will be able to:
- Recognize and appropriately apply the common terms associated with registration
- Use the Quick Enroll a Student page to enroll a student in a class
- Use the Quick Enroll a Student page to drop a student from a class
- Use the Enrollment Request page to enroll a student in a class
- Use the Enrollment Request page to drop a student from a class

Slide 9 - MODULE 2

Module 2: Key Terms

Objectives

Upon completion of this module, you will be able to:

•   Recognize and appropriately apply the common terms associated with registration

Slide 10 - M2

Key Terms

Action Date – Allows you to take an action on a particular date other than today's date. Generally for retroactive course enrollments college and department-level advisors will not have the ability to adjust the action date

Enroll – Add a class to a student's course load

Drop – Remove a class from a student's course load

A convenient Quick Reference Guide with all terms can be found on the Registration toolkit.

Before we get started, there are some key terms we need to go over.

Slide 11 - M2

Key Terms - Overrides

Overrides allow you to enroll or drop students despite receiving an error in the system. Let's go over the most common ones.

Requisite Override – Allows the override of pre-requisites for the class

Class Permission Override – Allows for a class to be put on the student's schedule even if the class is departmentally controlled (this override appears as **Permissions** on the Enrollment Request page, rather than **Class Permissions**)

Unit Load Override – Allows an override of the student's maximum class load capacity (usually 18 credits for undergraduates)

The overrides you have access to are determined by your security in myUFL.

Slide 12 - M2

Additional Overrides

Here are some additional overrides to be aware of in the system.

Appointment Override – Allows an override of the student's assigned registration time

Time Conflict Override – Allows for this class to be put on the student's schedule even if there is a class that meets at the same time

Requirement Designation Override – Used to override whether a course meets a Math or Writing requirement

Career Override – Allows the override of the required career that the student must be to enroll in this course

Closed Class Override – Allows for a class to be put on the student's schedule even if the class is full *(this will only allow up to 5% over the room capacity)*

Slide 13 - M2

Key Terms - Registration Statuses

Success or **Messages** – Both mean the action was completed successfully.

Messages – When you see **Messages** as a status, it is because the system did something automatically.

> Generally, this is seen when enrolling students in courses that have a Writing Requirement.

> **Messages** can also be seen when dropping a student from a course **after** the drop/add deadline.

Errors – Means the system was unable to process the transaction. Click the **Errors** link for more details on the error type and how to resolve it.

Slide 14 - M2

Key Terms - Units Taken Error Message

Similar to the overrides we've discussed, you will receive an error message if you do not enter the units of a **variable credit course** prior to submitting the request. The default unit is set to 99 but can be adjusted as needed.

Slide 15 - M2

Knowledge Check

What is the purpose of the Class Permission Override?

Slide 16 - M2

Knowledge Check

When using the Closed Class Override, how far above the room capacity will the system allow you to enroll students?

Slide 18 - MODULE 3

Quick Enroll a Student - Overview

Objectives

Upon completion of this module, you will be able to:

- Quick Enroll a Student in the myUFL Student Information System

Slide 19 - M3

Navigation

Use the following navigation to get to the Quick Enroll a Student page. Always begin by clicking the **NavBar Icon** in the upper right corner of myUFL.

- Main Menu

- Records & Enrollment

- Student Information System

- Enroll Students

- Quick Enroll a Student

Slide 20 - M3

Quick Enroll a Student

Let's go through the basic steps of the Quick Enroll a Student process.

We'll go into the specific details of the process in the next module!

Slide 21 - M3

Quick Enroll a Student

Search for the student you need to Quick Enroll by entering their **UFID**, **Academic Career**, and **Term**.

Academic Institution should default to UFLOR, but if it does not, enter **UFLOR** in the field.

Then click **Add**.

NOTE: User Defaults for Academic Career and Academic Institution can be set at Set Up SACR > User Defaults, User Defaults 1.

NOTE: For all actions, it is recommended that you **Add a New Value** rather than append to the previous request.
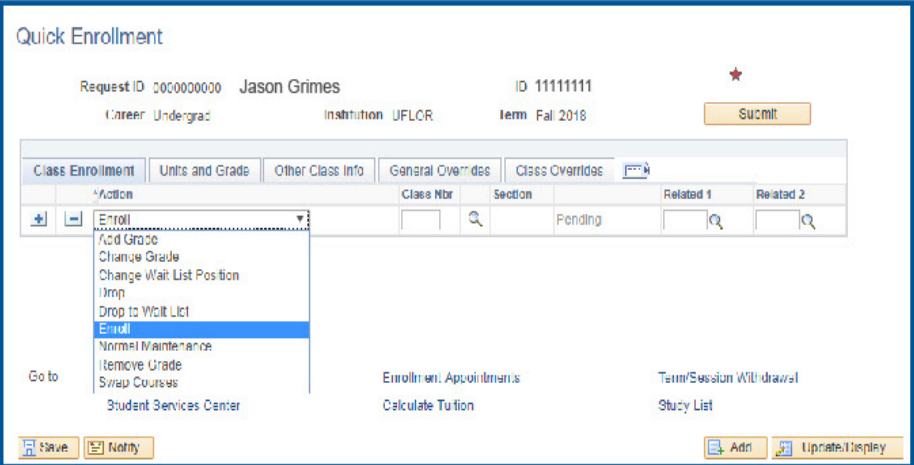
Click the **Add** button

Slide 22 - M3

Quick Enroll a Student

The **Action** menu defaults to **Enroll** but can be changed if necessary.

Slide 23 - M3

Quick Enroll a Student

After selecting the appropriate action, you can click the **Show all Columns icon** to see all available options, or simply review them with the other tabs.

Slide 24 - M3

Quick Enroll a Student

Select the appropriate **Action** and enter the **Class Nbr**, then click **Submit** to process the request.

Slide 25 - M3

Helpful Tips

- Errors can generally be overridden in **General Overrides** and **Class Overrides**, but it is best to do so consciously rather than just with all of the overrides checked.
- Once an enrollment request has been processed successfully, it cannot be deleted with the **[-]** button. Insert a new enrollment request to change any of that information.
- Though it can be tempting to check all the override buttons at the time of processing enrollment, it is best practice to override each error **deliberately** rather than not understanding which error needs to be overridden.

Slide 26 - M3

Helpful Tips

- Errors appear one at a time. For example, if a student has not taken a prerequisite course *and* the course is departmentally controlled, both the **Requisite** and **Class Permission** override boxes will need to be checked, but you will only see one error at a time.
- You will receive a warning message if you attempt to save the request without hitting **Submit**. This warning means the request will be saved as pending but won't affect the student's record.

Slide 27 - M3

Knowledge Check!

Let's test our knowledge and see what we've learned so far!

Slide 28 - M3

Knowledge Check!

It is best practice to override each error found deliberately rather than checking them all at once. Why?

Slide 30 - MODULE 4

Module 4: Enrolling and Dropping via Quick Enroll a Student

Objectives

Upon completion of this module, you should be able to:

•   Appropriately enroll a student in a course using the Quick Enroll Action Enroll in the myUFL
    Student Information System

Slide 31 - M4

Enrolling a Student in a Course

Once you have searched for the student and are on the Quick Enroll page:

Enter the **Class Nbr** or click the magnifying glass to search for classes in the Schedule,

Click the **Class Enrollment** tab and ensure **Enroll** is selected in the Action dropdown menu.

Click on the **General Overrides** tab and **Class Overrides** tab. Check the appropriate overrides, if needed.

Hit **Submit** and then check for errors.

These are the four simple steps for enrolling a student in a course.

Slide 32 - M4

Enrolling a Student in a Course

Let's practice enrolling a student together!

Click the simulation icon to get started.

Slide 33 - ENROLL SIM

Slide 34 - ENROLL SIM

Slide 35 - ENROLL SIM

Slide 36 - ENROLL SIM

Slide 37 - ENROLL SIM

Slide 38 - ENROLL SIM

UF | myUFL

Top Page   Staff Page   Custom Page

New User Help

No articles currently available

View All Articles and Sections

Staff News

No articles currently available

View All Articles and Sections

UF News

Top Stories

UNIVERSITY of FLORIDA

- Innovation Hub and Warrington College of Business Provide Space for Women's Collaboratory and Gator Accelerator
- Deep brain stimulation shows promise for select Tourette patients in new UF-led worldwide registry
- Our most-read stories of 2017
- UF ranks No. 2 on Kiplinger Best College Values list for 2018
- Florida consumer sentiment broke records in 2017, despite a downturn in December
- 17 inspiring people we met in 2017
- Our weirdest stories of 2017
- Certain books can increase infant learning during shared reading, study shows
- University of Florida climbs to 14th among public universities with $791 million in research expenditures
- Rosy outlook on future economic conditions pushes Florida consumer sentiment index up in November
- Virtual reality for social good
- Protecting "The heartbeat of the Amazon"
- Florida consumer sentiment continues downward slide in October
- Check out our spookiest stories, if you dare
- Check out our spookiest stories, if you dare
- Is everything you learned about Columbus wrong?
- Florida consumer sentiment continues downward in September

NavBar: Main Menu

Recent Places

My Favorites

Click **Quick Enroll a Student.**

← **Enroll Students**

Block Enrollment   >

Quick Enroll a Student   Click Box

Quick Admit a Student

Student Milestones

Student OEE Enrollment Data

Enrollment

Enrollment Request

Enrollment Request Search

Back   Next

Slide 39 - ENROLL SIM

< Home   **Quick Enroll a Student**   ⌂ 🔍 ⚙ ☰

New Window | Help

Quick Enroll a Student

Find an Existing Value | Add a New Value

ID: 11111 Click Box 🔍
Academic Career: 🔍
Academic Institution: UFLOR 🔍
Term: 🔍

Add

Find an Existing Value | Add a New Value

On the Add New Value tab, enter the student's **UFID** in the **ID** field.

Click the **ID** field.

Back   Next

< Home   **Quick Enroll a Student**   ⌂ Q ⚙ ≡

New Window | Help

Quick Enroll a Student

Find an Existing Value | Add a New Value

ID: 11111111   Q
Academic Career: uGrd Box
Academic Institution: UFLOR   Q
Term: Q

Add

Find an Existing Value | Add a New Value

Now, enter the appropriate career in the **Academic Career** field.

Click the **Academic Career** field.

Back   Next

Slide 41 - ENROLL SIM

Slide 42 - ENROLL SIM

Slide 43 - ENROLL SIM

Slide 44 - ENROLL SIM

< Quick Enroll	Quick Enroll a Student	🏠 🔍 ⚙ ☰

New Window | Help | Personalize Page

Quick Enrollment

Request ID 0204300343	Jason Grimes	ID 11111111		Click Box
Career Undergrad	Institution UFLOR	Term Fall 2018		

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

		*Action	Class Nbr			Section		Related 1	Related 2
+	−	Enroll	14483	🔍	ABE 2012C	0127	Pending		

Click the **Submit** button.

Go to   View Enrollment Access   Enrollment Appointments   Term/Session Withdrawal

          Student Services Center   Calculate Tuition   Study List

🖫 Save   🔍 Return to Search   🗐 Notify   📇 Add   🗐 Update/Display

Back   Next

Slide 45 - ENROLL SIM

Slide 46 - ENROLL SIM

< Quick Enroll   **Quick Enroll a Student**   ⌂ 🔍 ⚙ ☰

New Window | Help | Personalize Page

Enrollment Message Log

ID   11111111   Jason Grimes
Enrollment Request ID   0204300349
Academic Career   Undergraduate
Academic Institution   University of Florida
Term   Fall 2018

Seq # 1   Class Nbr 14483 ABE   2012C   Section 0127 Intro Biological Eng
Enrollment Request Action Enroll

Message Severity **Message**
Message Text

The Requirement Designation Options was set to 'YES' by the enrollment process. (14640,141)

Here, you can view the messages associated with this action.

Click the **Next** button to continue.

Return

Back   Next

Slide 47 - M4

Dropping a Course

Once you have searched for the student and are on the Quick Enroll page:

>   Select **Drop** from the Action dropdown menu.

>   Next, in the **Class Nbr** field, enter the class number or click the magnifying glass to see the student's enrolled classes. Be sure to check the box next to the necessary class!

>   Click **Submit** and, as always, check for ☐any errors.

Let's switch gears and talk about how to drop a student from a course.

Slide 48 - M4

Dropping a Course

Let's practice dropping a course together!

Click the simulation icon to get started.

Slide 49 - DROP SIM

UF | myUFL

Top Page   Staff Page   Custom Page

Personalize Content | Layout   ? Help

New User Help
No articles currently available

View All Articles and Sections

Staff News
No articles currently available

View All Articles and Sections

UF News
Top Stories
UNIVERSITY of FLORIDA
- Innovation Hub and Warrington College of Business Provide Space for Women's Collaboratory and Gator Accelerator
- Deep brain stimulation shows promise for select Tourette patients in new UF-led worldwide registry
- Our most-read stories of 2017
- UF ranks No. 2 on Kiplinger Best College Values list for 2018
- Florida consumer sentiment broke records in 2017, despite a downturn in December
- 17 inspiring people we met in 2017
- Our weirdest stories of 2017
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- Protecting "The heartbeat of the Amazon"
- Florida consumer sentiment continues downward slide in October
- Check out our spookiest stories, if you dare
- Check out our spookiest stories, if you dare
- Is everything you learned about Columbus wrong?
- Florida consumer sentiment continues downward in September

Click the **NavBar** icon.

Back   Next

Slide 50 - Slide 50

Slide 51 - Slide 51

Slide 52 - Slide 52

Click **Records and Enrollment.**

Slide 53 - Slide 53

Slide 54 - Slide 54

Slide 55 - Slide 55

On the Add New Value tab, enter the student's **UFID** in the **ID** field.

Click the **ID** field.

Slide 56 - Slide 56

Slide 57 - Slide 57

Slide 58 - Slide 58

Slide 59 - Slide 59

Slide 60 - Slide 60

Slide 61 - Slide 61

Click the **Look up** icon in the Class Nbr field.

Slide 62 - Slide 62

Click the **check box** next to the appropriate class.

Note: It may appear that the box is already checked but it is not. You must click the check box to return to the Quick Enroll a Student page and complete the request.

Slide 63 - Slide 63

Slide 64 - Slide 64

Slide 65 - M4

Knowledge Check!

Let's test our knowledge and see what we've learned so far about enrolling in and dropping courses!

Slide 66 - M3

Knowledge Check!

When dropping a course, if you click on the magnifying glass next to Class Nbr, you will need to check the box next to the class in question, as it may appear to already be checked, but it is not.

Slide 67 - M3

Knowledge Check!

What must you always do after you enroll a student in or drop a course?

Slide 68 - M4

Quick Enroll a Student Resources

Additional Quick Enroll a Student simulations and instruction guides can be found on the Registration toolkit.

Simulations	Instruction Guides
Enroll	Enroll
Drop	Drop
Closed Class Override	Closed Class Override
Permission Override	Permission Override
Requisites Override	Requisites Override
Time Conflict Override	Time Conflict Override
Unit Load Override	Unit Load Override
Unit Taken Override	Unit Taken Override

Slide 70 - MODULE 5

Module 5: Enrollment Request

Objectives

Upon completion of this module, you will be able to:

* Drop a course for a student on the Enrollment Request Page

Slide 1 of 10

Slide 71 - M5

Navigation

Use the following navigation to get to the Quick Enroll a Student page.

Always begin by clicking the **NavBar Icon** in the upper right corner of myUFL.

Main Menu
Records & Enrollment
Student Information System
Enroll Students
Enrollment Request

Slide 72 - M5

Enrollment Request

The actions that are available on the Enrollment Request page are **Drop** and **Enroll** actions.

Enrollment Request allows you to do the same actions as Quick Enroll a Student.

The biggest difference is that all details on the Enrollment Request page are presented on one page, rather than multiple tabs.

Slide 73 - M5

Enrollment Request

You may see other actions in the dropdown menu but UF is not using some of those actions. For example: Change Wait List Position, Drop to Wait List, Normal Maintenance, and Swap Courses.

You will not have access to add, change, or remove grades. If you select any of those options you will receive an error.

Slide 4 of 10

Slide 74 - M5

View your Operator Enrollment Access

You can view your Operator Enrollment Access by clicking the **View your Operator Enrollment Access** link.

This list displays all the enrollment functions, as well as the time periods for which you can perform these actions.

Click the **Operator Enrollment Access** link.

You can also view your Enrollment Access on the Quick Enroll a Student page.

Slide 75 - M5

View your Operator Enrollment Access

To the right is an example of what your **Operator Enrollment Access** page may look like.

Slide 76 - M5

Errors

Another benefit of the **Enrollment Request** page is if an error occurs during the action you are performing, the error will display at the bottom of the page. You do not need to navigate anywhere else in the system to see the error. At the top of the page, you will see the error notification.

Slide 77 - M5

Errors

Simply scroll down to the bottom of the Enrollment Request page to view the **Error Message**.

Please note, the Class Permission Override is not available on the Enrollment Request page.

Slide 78 - M5

Knowledge Check

The primary difference between the Quick Enroll a Student page and the Enrollment Request page is that all of the details are presented on one page with Enrollment Request.

Slide 79 - M5

Enrollment Request Resources

Additional Enrollment Request simulations and instruction guides can be found on the
[Registration toolkit](#).

Simulations	Instruction Guides
[Enroll](#)	[Enroll](#)
[Drop](#)	[Drop](#)
[Closed Class Override](#)	[Closed Class Override](#)
[Permission Override](#)	[Permission Override](#)
[Requisites Override](#)	[Requisites Override](#)
[Time Conflict Override](#)	[Time Conflict Override](#)
[Unit Load Override](#)	[Unit Load Override](#)
[Unit Taken Override](#)	[Unit Taken Override](#)

Slide 81 - MODULE 6

myUFL Student Information System
OUR003: The Registration Process

1	2	3	4	5	6
Click Box!	Click Box	Quick Enroll Content Overview	Enrolling & Dropping	Enrollment Request	Resources & Final Assessment

Slide 1 of 11   Click Box

Module 6: Error Messages and Other Resources

Objectives

- Recognize the purpose of each error message
- Resolve the error message with the appropriate override

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Module 6: Error Messages and Other Resources

Objectives

- Recognize the purpose of each error message
- Resolve the error message with the appropriate override

Slide 82 - MODULE 6

	1	2	3	4	5	6
myUFL Student Information System OUR003: The Registration Process	Click Box!	Click Box	Quick Enroll Overview	Enrolling & Dropping	Enrollment Request	Resources & Final Assessment

Slide 2 of 11   Click Box

Error Messages

When attempting to enroll a student into a course, you may see an error message. In most cases, these errors can be resolved by using the overrides mentioned in module 2. The following slides go over these error messages and which override to use to resolve the error.

If you encounter an error message not mentioned in the following slides, contact the Office of the University Registrar.

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Error Messages

When attempting to enroll a student into a course, you may see an error message. In most cases, these errors can be resolved by using the overrides mentioned in module 2. The following slides go over these error messages and which override to use to resolve the error.

If you encounter an error message not mentioned in the following slides, contact the Office of the University Registrar.

Slide 2 of 11

Slide 83 - MODULE 6

Closed Class Override

What it looks like

How to resolve it

Allows for a class to be put on the student's schedule even if the class is full *(this will only allow up to 5% over the room capacity)*

Closed Class Override

Toolkit Resources
Quick Enroll a Student
Closed Class Override Simulation
Enrollment Request
Closed Class Override Simulation

Slide 84 - MODULE 6

	1	2	3	4	5	6
myUFL Student Information System	Click Box!	Click Box	Quick Enroll a Student Overview	Enrolling & Dropping	Enrollment Request	Resources & Final Assessment

OUR003: The Registration Process

Slide 4 of 11   Click Box

Class Permission Override

What it looks like

Department Consent Required to Enroll in Class, Add Not Processed. (14640,38)

Consent is needed to enroll in the class. The add transaction was not processed.

How to resolve it
Class Permission Override

Class Permission ✓

✓ Permission

Allows for a class to be put on the student's schedule even if the class is departmentally controlled (this override appears as **Permissions** on the Enrollment Request page, rather than **Class Permissions**)

Toolkit Resources

▷ Click Box
Quick Enroll a Student
Class Permission
Override Simulation

▷ Click Box
Enrollment Request
Class Permission
Override Simulation

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Class Permission Override

What it looks like

How to resolve it

Allows for a class to be put on the student's schedule even if the class is departmentally controlled (this override appears as **Permissions** on the Enrollment Request page, rather than **Class Permissions**)
Class Permission Override

Toolkit Resources
Quick Enroll a Student
Class Permission Override Simulation
Enrollment Request
Class Permission Override Simulation

Slide 85 - MODULE 6

myUFL Student Information System
OUR003: The Registration Process

1	2	3	4	5	6
Click Box!	Click Box	Quick Enroll a Student Overview	Enrolling & Dropping	Enrollment Request	Resources & Final Assessment

Slide 5 of 11   Click Box

Requisites Override

What it looks like

Requisites not met for Class, not enrolled. (14640,18)

Requirements have not been met to enroll in the specified class. The enrollment transaction was not processed.

Prereq: HSA 7434 with minimum grades of C.

How to resolve it
Requisites Override

Requisites

☑

☑ Requisites

Allows the override of pre-requisites for the class.

Toolkit Resources

▷ Click Box

Quick Enroll a Student
Requisites Override
Simulation

▷ Click Box

Enrollment Request
Requisites Override
Simulation

UF | myUFL

Requisites Override

What it looks like

How to resolve it
Allows the override of pre-requisites for the class.

Requisites Override

Toolkit Resources
Quick Enroll a Student
Requisites Override Simulation

Enrollment Request
Requisites Override Simulation

Slide 86 - MODULE 6

Time Conflict Override

What it looks like
How to resolve it

Allows for this class to be put on the student's schedule even if there is a class that meets at the same time.

Time Conflict Override

Toolkit Resources
Quick Enroll a Student
Time Conflict Override Simulation

Enrollment Request
Time Conflict Override Simulation

Slide 87 - MODULE 6

Unit Load Override

What it looks like
How to resolve it
Unit Load Override

Allows an override of the student's maximum class load capacity (usually 18 credits for undergraduates).

Toolkit Resources

Quick Enroll a Student
Unit Load Override Simulation

Enrollment Request
Unit Load Override Simulation

Slide 88 - MODULE 6

Adjust Units Taken

What it looks like
How to resolve it
Adjust Units Taken

Allows you to adjust the number of credits of a **variable credit course**.

Toolkit Resources

Quick Enroll a Student
Adjust Units Taken Simulation

Enrollment Request
Adjust Units Taken Simulation

Slide 89 - MODULE 6

Resources

- [Registration Process Key Terms](#)
- [myUFL Registration Toolkit](#)
- [Student Information System Toolkits](#)
- [Toolkit Resource Center](#)
- [Office of the University Registrar](#)
  (352) 392-1374
- [UF Computing Help Desk](#)
  (352) 392-HELP

Thanks for joining me today! I hope you have enjoyed learning about the registration process.

If you need additional help, the resources listed to the left are available to you.

Slide 90 - M6

Summary

You are now able to:

- Recognize and appropriately apply the common terms associated with registration

Slide 91 - M6

Final Assessment

You have reached the end of **OUR003: The Registration Process in myUFL**. To receive credit for this training, you must complete the final assessment with a score of at least **80** points. You may take this training as many times as desired by registering again.

Be sure to review the content carefully before taking the final assessment. All assessment attempts will be displayed on your training transcript. If you wish to access this training after taking the final assessment, simply search for the course in myTraining, and click the Start button again.

By clicking the Final Assessment link below, you are acknowledging the following:

- You will not be able to revisit the course content during the assessment.
- If you do not pass the assessment, you will need to retake this training course and take the assessment again.