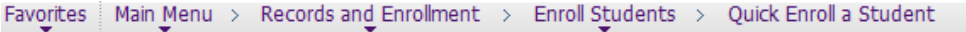









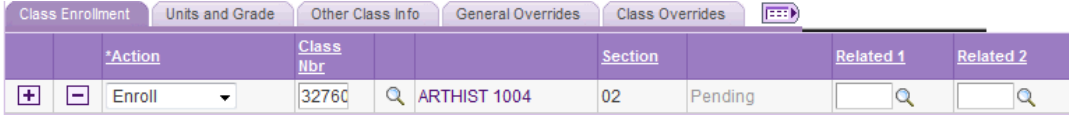
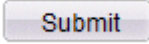
Enrolling a Student from the Wait List

Purpose: The following instructions describe how to enroll a student who is on the wait list. These instructions apply only to classes with Wait Lists being managed by the department, not classes with the Auto-Enroll Wait List function turned on.

Note: If a class has open seats, and a wait list, students cannot self-enroll for those open seats. The seats are filled only by Quick Enroll.

Step	Action
1.	<p>Navigate to the Quick Enrollment page: Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student</p>  <p>Quick Enroll a Student</p>  <p>ID: <input type="text"/> </p> <p>Academic Career: <input type="text"/> </p> <p>Academic Institution: UNICS </p> <p>Term: <input type="text"/> </p> <p><input type="button" value="Add"/></p>
2.	Enter the appropriate search criteria (ID, Academic Career, Term)
3.	<p>Click the Add button. <input type="button" value="Add"/></p> <p>Result: The Quick Enrollment page displays.</p> <p>Quick Enrollment</p>  
4.	Select the Enroll in the <i>Action</i> field.
5.	Enter the Class Number or use the Look up button to find the Class Number for the section in which you wish to move the student from the wait list into the class.



Step	Action
6.	<p>Once you select appropriate Class Number, the <i>description</i>, <i>section number</i>, and status of <i>Pending</i> display.</p> 
7.	Select any overrides that apply.
8.	<p>Click the Submit button.</p>  <p>Result: The student will now be removed from the wait list and added to the class roster. The wait listed class will be removed from the student’s shopping cart.</p>
9.	View the class roster to ensure you successfully enrolled the student. To view the class roster, select Main Menu > Curriculum Management > Class Roster > UNI Class Roster .