

Adding a Student to the Waiting List using Quick Enroll

Purpose: The following instructions describe how to add a student to a waiting list, for a class section that is closed and has a wait list, using Quick Enroll.

Step	Action
1.	Navigate to the Quick Enrollment page: Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student
2.	Enter the appropriate criteria. Click the Add button.
	Result: The Quick Enrollment page displays. Quick Enrollment
	Request ID: 0000000000 Pam Panther ID: ######
	Career: Undergrad Institution: UNI Term: 2011 FALL Submit
	Class Enrolment Units and Grade Other Class Info General Overrides Class Overrides
	Action Class.Nor Section Related 1 Related 2 Image: Comparison of the section
	Go to: View Enrollment Access Calculate Tuition Study List Enrollment Appointments Term/Session Withdrawal Student Services Center
3.	Select the appropriate <i>Action</i> (in this example use Enroll , which is the default)
4.	Use the Look up button to find the Class Number for the section in which you wish to enroll the student. <i>Note:</i> This is not the Course Number, it is a system-generated class section number. <i>Note:</i> You will see the wait list status icon if the class section is closed and has a waitlist. <u>Example</u> : BIOL 4150 - Immunology
	View All Sections First KI 1 of 1 🗳 Last
	Section 01-LLB(33682) Status A select class
	Days & Times Room Instructor Meeting Dates
	MoWeFr 9:00AM - McCollum Science David McClenahan 08/22/2011 - 12/09/2011
	Tu 10:00AM - 12:50PM McCollum Science Hall 80 Staff 08/22/2011 - 12/09/2011



Step	Action
5.	Once you select appropriate Class Number, click the Class Overrides tab. Select (check) the Wait List Okay checkbox.
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6.	Click the Submit button. Submit Result: The status changes to Message. If there is any reason the enrollment cannot be processed, the status will show Error. Click the Message link to view details. Enrollment Message Log D: ###### Panther, Pam Enrollment Request ID: 0000013439 Academic Career: Undergraduate Academic Institution: Undergraduate
	Term: FALL 2011
	Seq # 1 Enroll Class Nbr 33682 BIOL 4150 Section 01 Immunology
	Message Severity: Message Message Text: Class 33682 is Closed. Student placed on Wait List, position number 4. (14640,154)

Tip: To verify the student is on the Wait List, navigate to the class roster: **Main Menu > Curriculum Management > Class Roster > UNI Class Roster.** Select *Waiting* in the Enrollment Status drop-down box.



Special Notes: Wait Listing a Student when they are already enrolled for the maximum units allowed.

Example: Student is enrolled for 18 units, however they would be willing to drop one of their classes is they are able to get into a different class they would like to take that is currently closed, but has a wait list.

Once you know that the course is full and that there is a wait list for the course:

- Use Quick Enroll to select the Action of "Enroll"
- On the Class Override tab select the "Wait List Okay" checkbox
- On the "Other Class Info" tab, put the course the student is willing to swap with the wait listed course in the **Drop if Enroll** field
- Click the **Submit** button

Performing the transaction this way will allow the student to retain their spot in the current class they are enrolled in. Doing an action of "Swap" right away might immediately drop the student from the course.