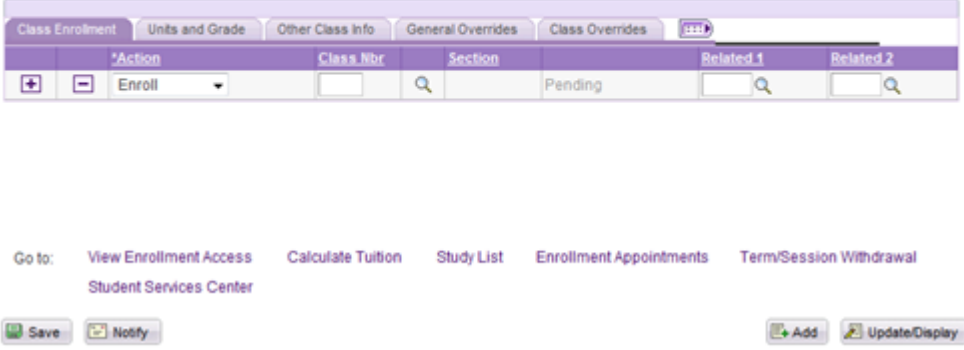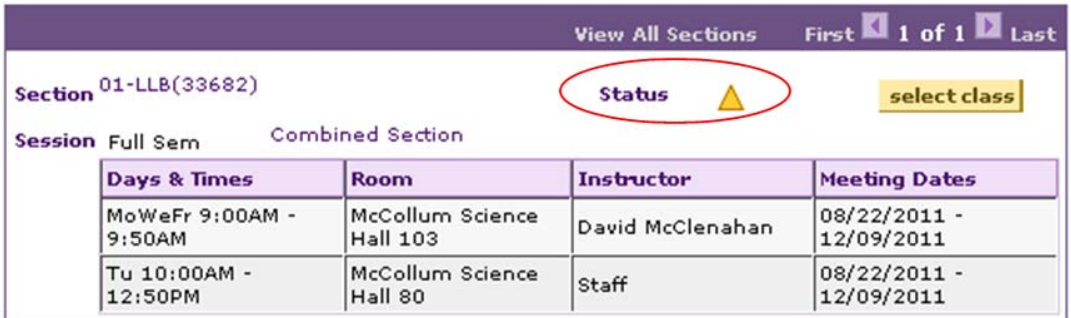# Adding a Student to the Waiting List using Quick Enroll

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.
3.	Select the appropriate *Action* (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. *Note:* This is not the **Course Number**, it is a system-generated class section number. *Note:* You will see the wait list status icon if the class section is closed and has a waitlist. <u>Example:</u>

Step	Action
5.	Once you select appropriate **Class Number**, click the *Class Overrides* tab. Select (check) the **Wait List Okay** checkbox.
6.	Click the **Submit** button. *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.

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.