

## COURSE SCHEDULING: ENABLE WAIT LIST FOR A SECTION

Wait List is a queue of spots for selected classes that allows eligible students to attempt to enroll in the class as seats open. Students are not guaranteed a seat in the class and should not expect to be enrolled by Wait Listing in a class. This instruction guide will walk you through the process of enabling waitlist for an existing course section.

### NAVIGATION

Use the following navigation to navigate to the Maintain Schedule of Classes page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Curriculum Management**
5. Click **Schedule of Classes**
6. Click **Maintain Schedule of Classes**

### PROCESS

Use the following steps to use the closed course override:

**Maintain Schedule of Classes**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: = JFLOR

Term: = 2218

Subject Area: = ABE

Catalog Nbr: begins with 4932

Academic Career: = Undergraduate

Campus: begins with MAIN

Description: begins with

Course ID: begins with

Course Offering Nbr: =

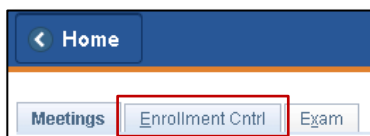
Academic Organization: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

1. Enter the **Term**. If you do not know the term number, use the magnifying glass icon to search for the term.
2. Enter the **Subject Area**
3. Enter the **Catalog Nbr**
4. Click the **Search** button

5. Click the **Enrollment Cntrl** tab



6. Click **Find** to search for your class number

The screenshot shows the 'Enrollment Control' form for a class. Key fields and their values are:

- Course ID: 009922
- Course Offering Nbr: 1
- Academic Institution: University of Florida
- Term: Fall 2021
- Subject Area: ABE
- Catalog Nbr: 4932
- Component: Lecture
- Class Nbr: 10006
- Enrollment Status: Open
- Requested Room Capacity: 5
- Enrollment Capacity: 5
- Wait List Capacity: 2 (highlighted)
- Minimum Enrollment Nbr: (empty)
- Auto Enroll from Wait List:  (highlighted)

7. Enter the **Wait List Capacity** or update **Waitlist Capacity**

8. Check **Auto Enroll from Wait List**

- **Note:** If Auto Enroll from Wait List is not checked the system will allow students not on the wait list to get the seat before students on the Wait List if a seat becomes available

9. Click **Save**

## FOR ADDITIONAL ASSISTANCE

### Technical Issues

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

### Policies and Procedures

Office of the University Registrar  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)