

## Wait List a Student (Enrollment Request): ENROLL

This instruction guide will walk you through the process of adding a student to wait list for a course using Enrollment Request.

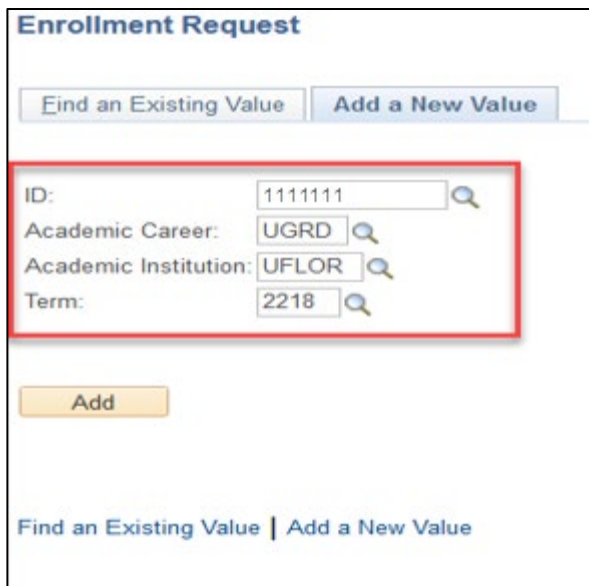
### NAVIGATION

Use the following navigation to navigate to the Enrollment Request Page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Records and Enrollment**
5. Click **Enroll Students**
6. Click **Enrollment Request**
7. Click **Add New Value**

### PROCESS

Use the following steps to enroll a student into a course:



The screenshot shows the 'Enrollment Request' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are four input fields, each with a search icon: 'ID:' with the value '1111111', 'Academic Career:' with the value 'UGRD', 'Academic Institution:' with the value 'UFLOR', and 'Term:' with the value '2218'. A red box highlights these four fields. Below the fields is an 'Add' button. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

5. Enter the class number in the **Clas Nbr** field
6. Press the **tab** key to see the course code populate
7. Check the **Wait List Okay** box
8. Click **Submit**

The screenshot shows the 'Enrollment Request' form for a student named Alberta Alligator. The status is 'Pending'. The 'Enrollment Request ID' is 000000000 and the 'User ID' is 93818998. The 'Class Nbr' field is populated with '10007'. The 'Wait List Okay' checkbox is checked. The 'Submit' button is visible in the top right corner.

9. Note the status has changed to Messages.
10. Scroll down to the **Error Messages** link to review the message.
11. This message indicates the student was added to the waitlist successfully. The status may also change to Errors. If it changes to Errors, click the Errors link to review the error message.

The screenshot shows the 'Enrollment Request' form after submission. The status has changed to 'Success/Messages'. The 'Error Messages' section is expanded, showing a message: 'Class 10007 is Closed. Student placed on Wait List, position number 2. (14640, 154)'. The message was last updated on 09/03/21 at 7:28:23AM.

## FOR ADDITIONAL ASSISTANCE

### **Technical Issues**

The UF Computing Help Desk

352-392-HELP

[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

### **Policies and Directives**

Office of the University Registrar

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