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.
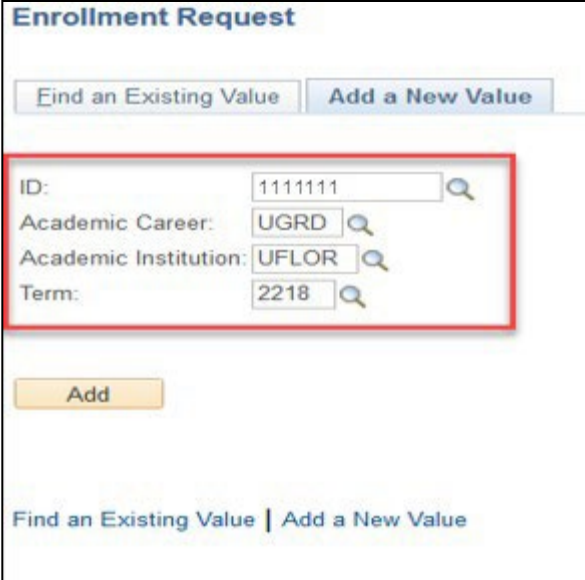
NAVIGATION

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:

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**

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.

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk 352-392-HELP
helpdesk.ufl.edu