

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.

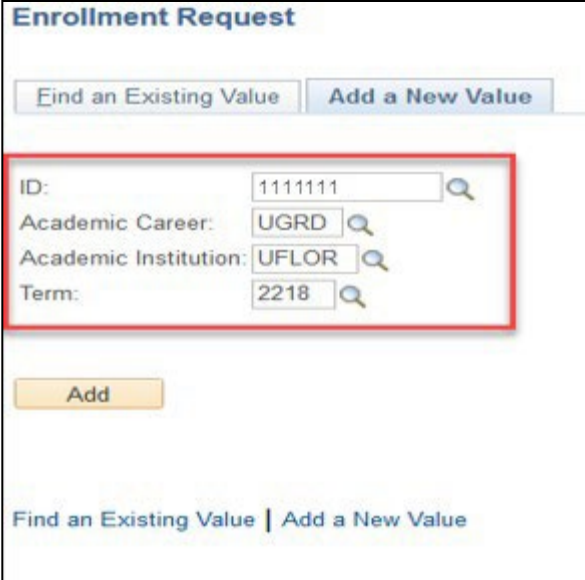
NAVIGATION

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 input fields. Below the input 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**

Enrollment Request

1111111 Alberta Alligator University of Florida
Undergraduate Liberal Arts and Sciences Fall 2021

Enrollment Request ID 0000000000 Status Pending Submit
User ID 93818998 Operator Enrollment Access

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr 1 Pending
*Action Enroll
 Override Action Date
 Wait List Okay
Action Reason
Action Date

Class Nbr 10007 ABE 4932 BIOP Lecture Special Topics
Regular Academic Session Undergraduate

Related Class 1
Related Class 2
Instructor ID
Repeat Code

Transcript Note

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.

Enrollment Request

1111111 Alberta Alligator University of Florida
Undergraduate Liberal Arts and Sciences Fall 2021

Enrollment Request ID 000348622 Status Success/Message Submit
User ID 93818998 Operator Enrollment Access

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr 1 Messages
*Action Enroll
 Override Action Date
 Wait List Okay
Waitlist Position
Action Reason

Class Nbr 10007 ABE 4932 BIOP Lecture Special Topics
Regular Academic Session Undergraduate

Related Class 1
Related Class 2
Start Date
Instructor ID
Repeat Code

Transcript Note

Override
 Grading Basis GRD Letter Grade Grade Input
 Units Taken 3.00 Course Count 1.00
 Designation
 Take Requirement Designation RD Grade
 Permission Nbr
Additional Overrides
 Appointment Career Closed Class Class Links
 Requisites Service Indicator Time Conflict Unit Lead
 Dynamic Dates
Drop This Class if Enrolled

Error Messages
Message Sequence 1 Message Last Update DateTime 09/03/21 7:28:23AM
Class 10007 is Closed. Student placed on Wait List, position number 2. (14640, 154)

Student Appointments Study List Term History

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk 352-392-HELP

helpdesk.ufl.edu