



# Wait List a Student (Quick Enroll): ENROLL

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

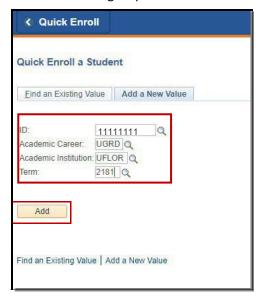
# **N**AVIGATION

Use the following navigation to navigate to the Quick Enroll a Student 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 Quick Enroll a Student
- 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

Updated: February 8, 2023

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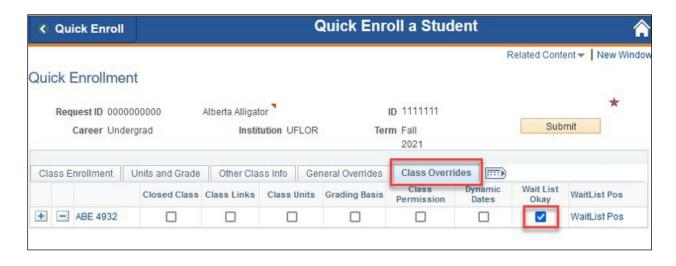




- 5. Enter the class number in the Clas Nbr field
- 6. Press the tab key to see the course code populate



- 7. Click the Class Overrides tab
- 8. Check the Wait List Okay box
- 9. Click Submit



Note the status has changed to Messages, click the Messages link to review the message

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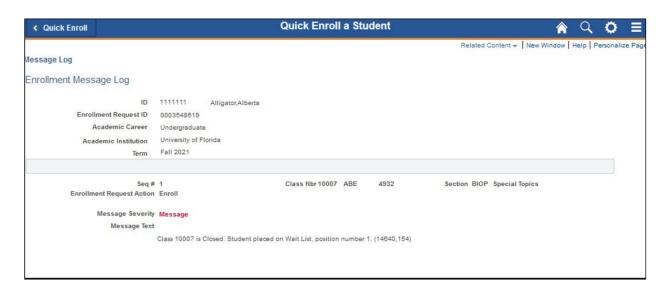






The status may also change to Errors. If it changes to errors, click the Errors link to review the error message.

9. This message indicates the student was added to the waitlist successfully.



# FOR ADDITIONAL ASSISTANCE

#### **Technical Issues**

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