

## 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.

### NAVIGATION

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:

Quick Enroll

Quick Enroll a Student

Find an Existing Value | Add a New Value

ID: 11111111

Academic Career: UGRD

Academic Institution: UFLOR

Term: 2181

Add

Find an Existing Value | 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

Request ID 0000000000    Alberta Alligator    ID 11111111  
 Career Undergrad    Institution UFLOR    Term Fall 2021

Submit

Class Enrollment   Units and Grade   Other Class Info   General Overrides   Class Overrides

*Action	Class Nbr	Section	Related 1	Related 2
Enroll	10007	ABE 4932	BIOP	Pending

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

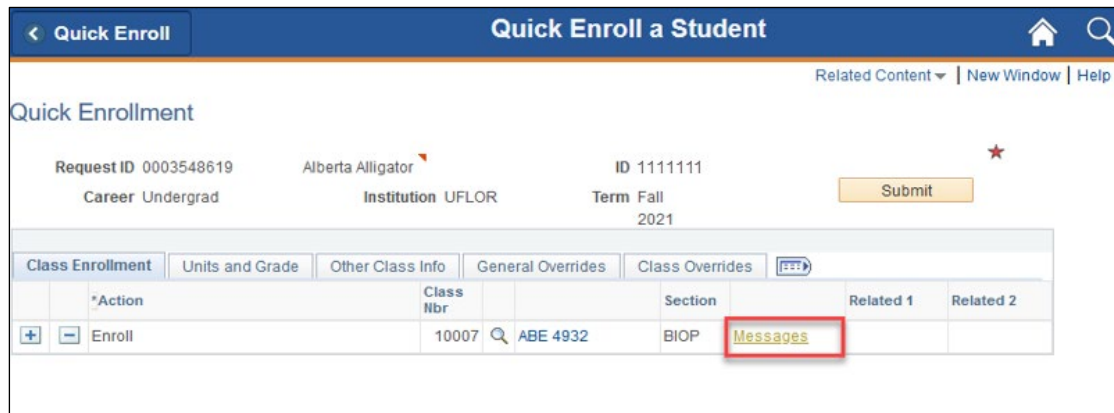
Request ID 0000000000    Alberta Alligator    ID 11111111  
 Career Undergrad    Institution UFLOR    Term Fall 2021

Submit

Class Enrollment   Units and Grade   Other Class Info   General Overrides   **Class Overrides**

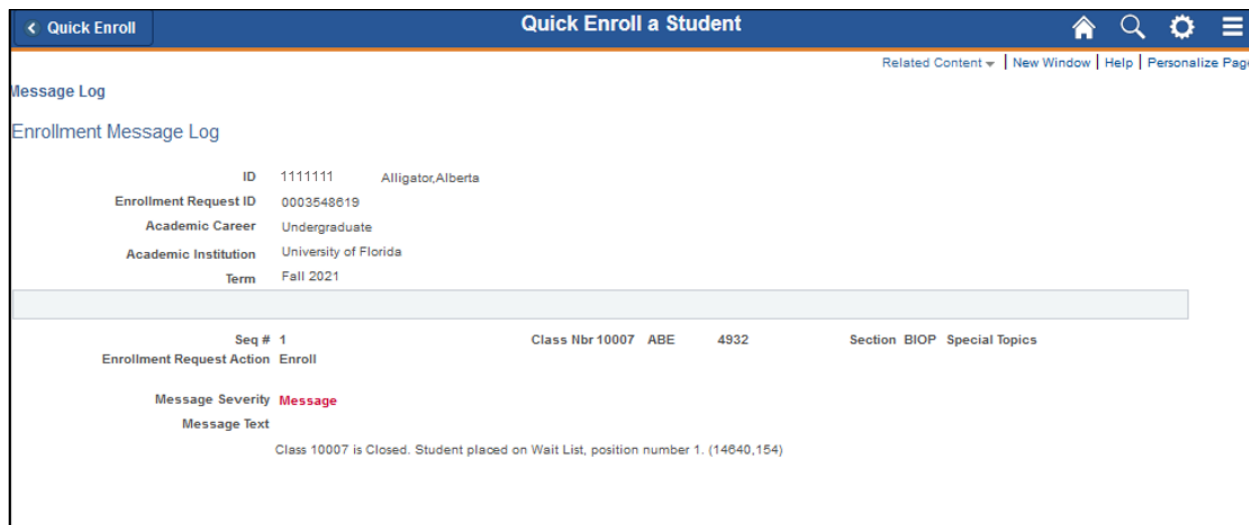
Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WaitList Pos

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



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

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

### Policies and Directives

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