

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 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 1111111
 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 1111111
 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

Quick Enrollment
 Request ID 0003548619 Alberta Alligator ID 1111111
 Career Undergrad Institution UFLOR Term Fall 2021

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Related 1	Related 2
*Action	Class Nbr	Section	Related 1	Related 2			
<input type="button" value="+"/> <input type="button" value="-"/> Enroll	10007	ABE 4932	BIOP	Messages			

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.

Message Log
 Enrollment Message Log

ID 1111111 Alligator,Alberta
 Enrollment Request ID 0003548619
 Academic Career Undergraduate
 Academic Institution University of Florida
 Term Fall 2021

Seq #	Class Nbr	Section
1	10007 ABE 4932	BIOP Special Topics

Enrollment Request Action Enroll
 Message Severity **Message**
 Message Text
 Class 10007 is Closed. Student placed on Wait List, position number 1. (14840,154)

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk 352-392-HELP

helpdesk.ufl.edu