

Change Wait List Position (Enrollment Request)

This instruction guide will walk you through the process of changing a student's wait list position number for a course through Enrollment Request.

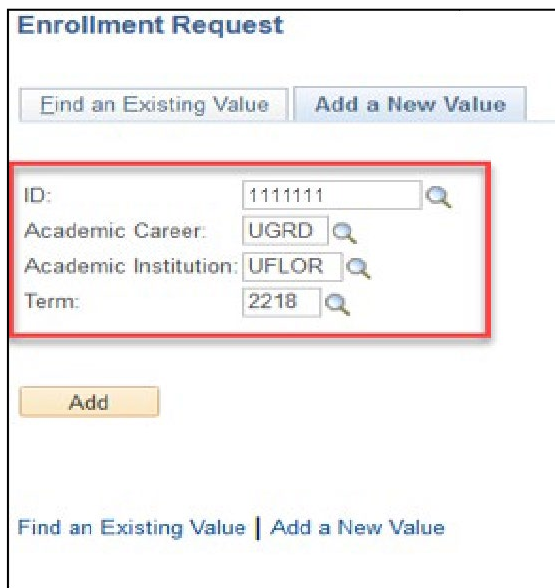
NAVIGATION

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 search fields, each with a magnifying glass 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 search fields. Below the search 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

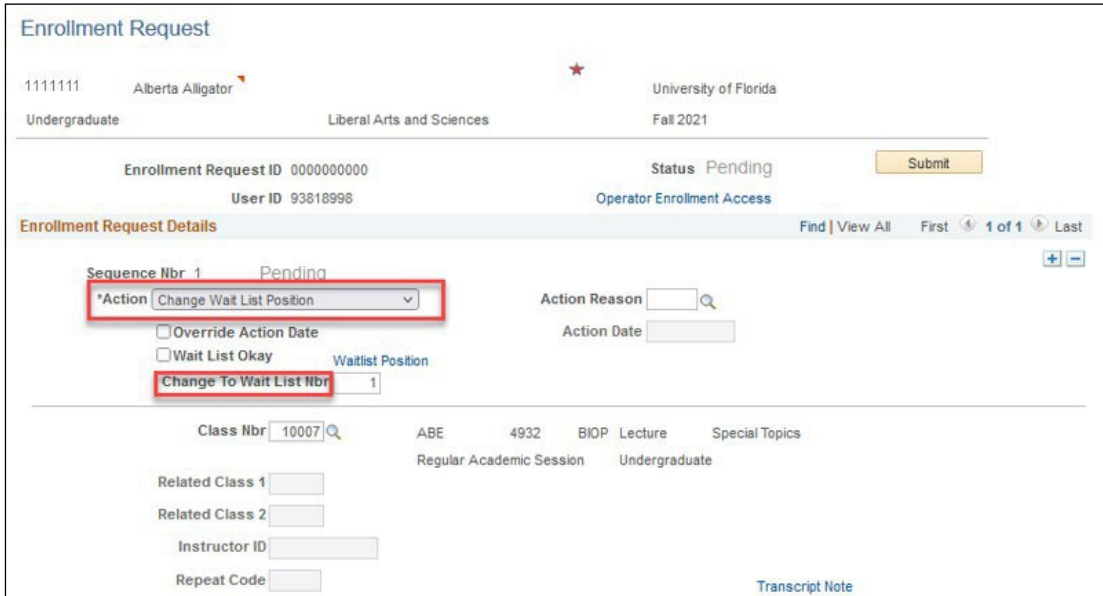
5. Under *** Action** select **Change Wait List Position**
6. Enter the class number in the **Clas Nbr** field

- Press the **tab** key to see the course code populate
- Enter the new position number in the **Change to Wait List Nbr** box

Note you can click the [Waitlist Position hyperlink](#) to view the student's current waitlist number

Enrollment Request			
Wait List Position			
Class Nbr	Component	Status	WaitList Pos
10007	Lecture	Waiting	2
OK		Cancel	

- 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 Change Wait List Position

Override Action Date
 Wait List Okay

Change To Wait List Nbr 1

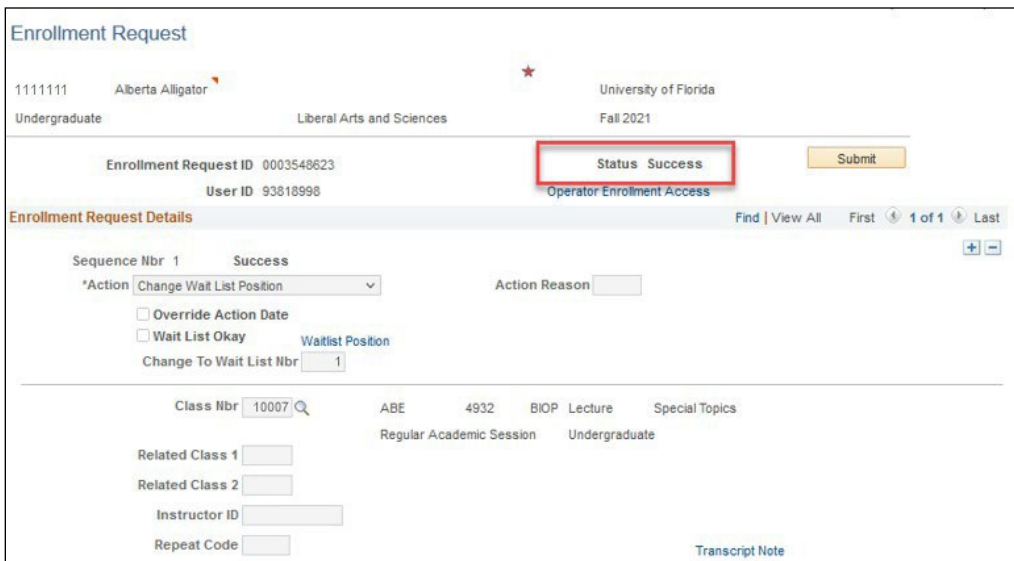
Class Nbr 10007 ABE 4932 BIOP Lecture Special Topics

Regular Academic Session Undergraduate

Related Class 1
Related Class 2
Instructor ID
Repeat Code

Transcript Note

Note the status has changed to Success



Enrollment Request

1111111 Alberta Alligator University of Florida

Undergraduate Liberal Arts and Sciences Fall 2021

Enrollment Request ID 0003548623 Status Success Submit

User ID 93818998 Operator Enrollment Access

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

Sequence Nbr 1 Success

*Action Change Wait List Position

Override Action Date
 Wait List Okay

Change To Wait List Nbr 1

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

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

To second check that your waitlist has reordered as intended, review your Class Roster by following the steps below.

NAVIGATION

Use the following navigation to navigate to the Enrollment page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Curriculum Management**
5. Click **Class Roster**
6. Click **Class Roster**

PROCESS

1. Enter the **Term**
2. Enter the **Subject Area**
3. Enter the **Catalog Nbr**
4. Enter the **Class Nbr** (if known)
OR Enter the **Class Section** (if known)
5. Click the **Search** button
6. Click the appropriate class
7. Change **Enrollment Status** to ALL
8. Click **Status Note** to reorder your sort.

Select	ID	Name	Grade Basis	Units	Program and Plan	Level	Status	Status Note
1					Engineering - Biomedical Engineering	Freshman	Waiting	Pos # 2
2	1111111	Alligator, Alberta Chosen Name			Liberal Arts and Sciences - Associate of Arts	Sophomore	Waiting	Pos # 1
3			Letter Grd	3.00	Engineering - Chemical Engineering	Senior	Enrolled	
4			Letter Grd	3.00	Engineering - Chemical Engineering/Biomolecular Engineering	Fifth Year Senior	Enrolled	
5			Letter Grd	3.00	Engineering - Chemical Engineering	Fifth Year Senior	Enrolled	
6			Letter Grd	3.00	Engineering - Biological Engineering/Organic-Sustainable Crop Prod	Fifth Year Senior	Enrolled	
7			Letter Grd	3.00	Engineering - Environmental Eng Sciences/Biomolecular Engineering	Fifth Year Senior	Enrolled	
8			Letter Grd	3.00	Engineering - Chemical Engineering	Senior	Enrolled	
9			Letter Grd	3.00	Engineering - Biological Engineering/Biomolecular Engineering	Fifth Year Senior	Enrolled	
10			Letter Grd	3.00	Engineering - Chemical Engineering	Senior	Enrolled	
11			Letter Grd	3.00	Engineering - Chemical Engineering	Senior	Enrolled	
12			Letter Grd	3.00	Engineering - Chemical Engineering/Biomolecular Engineering	Fifth Year Senior	Enrolled	
13			Letter Grd	3.00	Engineering - Chemical Engineering/Biomolecular Engineering	Fifth Year Senior	Enrolled	

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

helpdesk.ufl.edu