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:

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
7. Press the **tab** key to see the course code populate

8. 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

9. Click **Submit**

![Enrollment Request](image)

**Note the status has changed to Success**

![Enrollment Request](image)

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.

FOR ADDITIONAL ASSISTANCE

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