Change Wait List Position (Quick Enroll)

This instruction guide will walk you through the process of changing a student's wait list position number 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:

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. Click the **Other Class Info** Tab
9. Enter the new position in the **WL Pos** box Wait List Okay box

Note: you can click the *Waitlist Pos hyperlink* in the Class Override tab to view the students current waitlist number

10. Click **Submit**

11. Note the status has changed to Success

o 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**

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

FOR ADDITIONAL ASSISTANCE

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