

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

< Academics **Quick Enroll a Student** Related Content | New Window

Quick Enrollment

Request ID 0000000000 Alberta Alligator ID 1111111 ★
 Career Undergrad Institution UFLOR Term Fall 2021 Submit

*Action		Class Nbr	Section	Related 1	Related 2
+ -	Change Wait List Position	10007	?	Pending	

8. Click the **Other Class Info** Tab

9. Enter the new position in the **WL Pos** box Wait List Okay box

Quick Enrollment

Request ID 0000000000 Alberta Alligator ID 1111111 ★
 Career Undergrad Institution UFLOR Term Fall 2021 Submit

Permission		Ind Study Instructor	Action Reason	WL Pos
+ -	ABE 4932		?	Create Transcript Note

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

Quick Enrollment

Request ID 0000000000 Alberta Alligator ID ★
 Career Undergrad Institution UFLOR Term Fall 2022 Submit

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"/>	WaitList Pos

10. Click **Submit**

11. Note the status has changed to Success

The screenshot shows the 'Quick Enrollment' interface. At the top, it displays 'Request ID 0003548621', 'Career Undergrad', 'Alberta Alligator', 'Institution UFLO', 'ID 1111111', and 'Term Fall 2021'. A 'Submit' button is visible. Below this is a table with tabs for 'Class Enrollment', 'Units and Grade', 'Other Class Info', 'General Overrides', and 'Class Overrides'. The 'Class Enrollment' tab is active, showing a table with columns for '*Action', 'Class Nbr', 'Section', and 'Status'. A row is highlighted with a red box around the 'Success' status. Below the table are navigation links: 'View Enrollment Access', 'Student Services Center', 'Enrollment Appointments', 'Calculate Tuition', 'Term/Session Withdrawal', and 'Study List'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

- 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

Class Roster
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: begins with UFLOR

Term: begins with 2218

Subject Area: begins with

Catalog Nbr: begins with

Class Nbr: = 10007

Class Section: begins with

Session: =

Course ID: begins with

Course Offering Nbr: =

Search Clear Basic Search Save Search Criteria

Class Roster
Fall 2021 | Regular Academic Session | University of Florida | Undergraduate

ABE 4932 - BIOP (10007)
Special Topics (Lecture)

Days and Times	Room	Instructor	Dates	Topic
TuTh 10:40AM-11:30AM	Frazier Rogers Hall 0110		08/23/2021 - 12/08/2021	BIOPROCESS ENGINEERNG
Th 11:45AM-12:35PM	Frazier Rogers Hall 0110		08/23/2021 - 12/08/2021	BIOPROCESS ENGINEERNG

*Enrollment Status All

Enrollment Capacity 11 Enrolled 11 Waitlisted 2

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