

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

Quick Enrollment

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	Related 1	Related 2
+ -	Action		Class Nbr	Section			
	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

Note you can *click the Waitlist Position hyper link* in the **Class Override** tab to view the students current waitlist number

Quick Enrollment

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

10. Click **Submit**

Quick Enrollment

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
+ -	ABE 4932	Permission	Ind Study Instructor	Action Reason	WL Pos
				Create Transcript Note	2

11. Note the status has changed to Success.

Quick Enrollment

Request ID 0003548621 Alberta Alligator ID 1111111

Career Undergrad Institution UFLOP Term Fall 2021

[Submit](#)

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
*Action	Class Nbr	Section	Related 1	Related 2			
+ - Change Wait List Position	10007 Q ABE 4932	BIOP	Success				

Go to [View Enrollment Access](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)
[Student Services Center](#) [Calculate Tuition](#) [Study List](#)

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [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 by reviewing your Class Roster, follow 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	1111111	Alligator, Alberta Chosen Name			Liberal Arts and Sciences - Associate of Arts	Sophomore	Waiting	Pos # 2
2					Engineering - Biomedical Engineering	Freshman	Waiting	Pos # 1
3			Letter Grd	3.00	Engineering - Chemical Engineering	Fifth Year Senior	Enrolled	
4			Letter Grd	3.00	Engineering - Chemical Engineering	Senior	Enrolled	
5			Letter Grd	3.00	Engineering - Biological Engineering/Organic-Sustainable Crop Prod	Fifth Year Senior	Enrolled	
6			Letter Grd	3.00	Engineering - Environmental Eng Sciences/Biomolecular Engineering	Fifth Year Senior	Enrolled	
7			Letter Grd	3.00	Engineering - Biological Engineering/Biomolecular Engineering	Fifth Year Senior	Enrolled	
8			Letter Grd	3.00	Engineering - Chemical Engineering	Senior	Enrolled	
9			Letter Grd	3.00	Engineering - Chemical Engineering	Senior	Enrolled	
10			Letter Grd	3.00	Engineering - Chemical Engineering/Biomolecular Engineering	Fifth Year Senior	Enrolled	
11			Letter Grd	3.00	Engineering - Chemical Engineering/Biomolecular Engineering	Fifth Year Senior	Enrolled	
12			Letter Grd	3.00	Engineering - Chemical Engineering	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

Policies and Directives

Office of the University Registrar
352-392-1374
registrar.ufl.edu