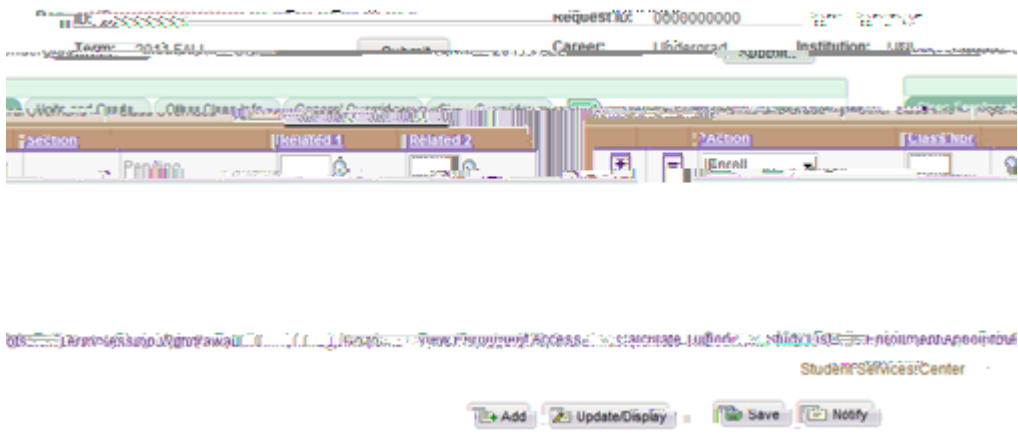
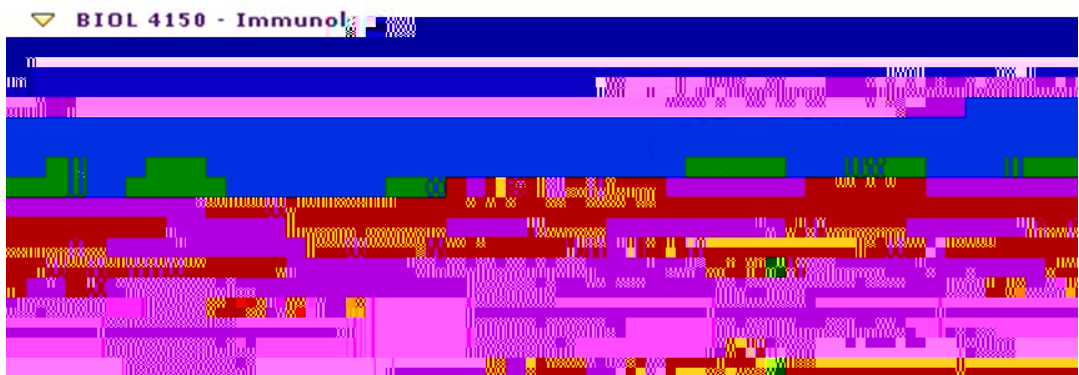


Adding a Student to the Waiting List using Quick Enroll

Purpose: The following instructions describe how to add a student to a waiting list, for a class section that is closed and has a wait list, using Quick Enroll.

Step	Action
1.	Navigate to the Quick Enrollment page: Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student
2.	Enter the appropriate criteria. Click the Add button. Result: The Quick Enrollment page displays. Quick Enrollment 
3.	Select the appropriate <i>Action</i> (in this example use Enroll , which is the default)
4.	Use the Look up button to find the Class Number for the section in which you wish to enroll the student. Note: This is not the Course Number , it is a system-generated class section number.

Note: You will see the wait list status icon if the class section is closed and has a waitlist. Example:



Job Aid – Adding a Student to the Waiting List using Quick Enroll

Special Notes: Wait Listing a Student when they are already enrolled for the maximum units allowed.

Example: Student is enrolled for 18 units, however they would be willing to drop one of their classes if they are able to get into a different class they would like to take that is currently closed, but has a wait list.

Once you know that the course is full and that there is a wait list for the course:

Use Quick Enroll to select the **Action** of "Enroll"

On the Class Override tab select the "Wait List Okay" checkbox

On the "Other Class Info" tab, put the course the student is willing to swap with the wait listed course in the **Drop if Enroll** field

Click the **Submit** button

Performing the transaction this way will allow the student to retain their spot in the current class they are enrolled in. Doing an action of "Swap" right away might immediately drop the student from the course.