

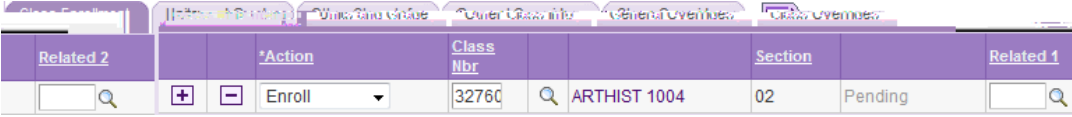

## Enrolling a Student from the Wait List

**Purpose:** The following instructions describe how to enroll a student who is on the wait list. These instructions apply only to classes with Wait Lists being managed by the department, not classes with the Auto-Enroll Wait List function turned on.

**Note:** If a class has open seats, and a wait list, students cannot self-enroll for those open seats. The seats are filled only by Quick Enroll.

Step	Action
1.	Navigate to the <b>Quick Enrollment</b>



Step	Action
6.	<p>Once you select appropriate <b>Class Number</b>, the <i>description</i>, <i>section number</i>, and status of <i>Pending</i> display.</p> 
7.	<p>Select any overrides that apply.</p>
8.	<p>Click the <b>Submit</b> button.</p>  <p><b>Result:</b> The student will now be removed from the wait list and added to the class roster. The wait listed class will be removed from the student’s shopping cart.</p>
9.	<p>View the class roster to ensure you successfully enrolled the student. To view the class roster, select <b>Main Menu &gt; Curriculum Management &gt; Class Roster &gt;</b></p>