Add a Student to a Class Waitlist

Add a student to an established class waitlist.

Navigation: NavBar > Navigator > Records and Enrollment > Enroll Students > Quick Enroll a Student

1. Click the **Add a New Value** tab.

2. Input the student **ID number**, **Academic Career**, **Academic Institution**, and **Term**.

3. Click **Add**.

4. The **Quick Enrollment** page opens to the **Class Enrollment** tab.

NOTE: The **Action** field value should default to **Enroll**.

5. Input the class number in the **Class Nbr** field. If needed, click the magnifying glass icon to view the available values for this field.

6. Review the other tabs and complete the fields, as appropriate, for any overrides, requisites, permissions, or service indicators.

- Change the **Action Date**, if needed.

7. On the **Class Override** page, check the **Wait List Okay** check box.

8. Click **Submit**.