

## 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.

Class Enrollment	<b>Units and Grade</b>	Other Class Info	General Overrides	Class Overrides						
	Unit Taken	Course Count	Grade Base	Grade Input	Repeat Code	Requirement Designation	Requirement Designation Option	RD Grade		
+ -	0.00						No			

Class Enrollment	Units and Grade	<b>Other Class Info</b>	General Overrides	Class Overrides						
	Permission	Drop if Enroll	Ind Study Instructor	Action Reason						
+ -					Create Transcript Note					

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

Class Enrollment	Units and Grade	Other Class Info	<b>General Overrides</b>	Class Overrides							
	Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Requirement Designation	Career	Service Indicator	Requisites		
+ -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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

Request ID 0005984281			ID			Submit				
Career Undergrad			Institution UARK			Term Fa 2019				
Class Enrollment	Units and Grade	Other Class Info	General Overrides	<b>Class Overrides</b>						
	Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	<b>Wait List Okay</b>	WaitList Pos		
+ -	PLSC 3253	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WaitList Pos		

- Click **Submit**.