JOB AID

Student Records: Quick Enroll – Change Wait List Position

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This job aid contains instructions for the Change Wait List position action using the quick enroll page, as well as viewing the wait list position in the student’s class schedule.

Change Wait List Position

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

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

2. On the **Search Page**, enter the following:
   a. **ID**: Enter the student’s ID.
      
      **Note**: Within Campus Solutions, the ‘A’ in student IDs (APID) has been replaced with a ‘1.’ For example, legacy SIS ID A123456789 will be 1123456789 in Campus Solutions.
   b. **Academic Career**: Select the career in which the student is seeking to enroll. The options available will be specific to what the student is allowed.
   c. **Academic Institution**: Defaults to MSU55.
   d. **Term**: Type in the 4-digit term. Notice when you enter the first few characters, a list will begin to populate. Select a term from the list.

3. Click **Add**.

The **Quick Enrollment** page will open.
4. **Action**: Click the drop-down and select **Change Wait List Position**.

5. **Class Nbr**: Enter the 5-digit class number.

   If you do not know the class number:

   - Click the **look-up** button. The student’s current enrollment listing will appear.

     In the example below, the student has only one class listed, and the status is **Waiting**, indicating that they are currently on the wait list.

   - Click the **Checkbox** for the class. (Note: It is necessary to click the checkbox even if it appears to be checked already). In this example, we selected **PSY 301**.

     Once you select a class, the Quick Enrollment page will reappear and the **Class Number** and other details will now be populated.
6. Click the **Other Class Info** tab. This is where we will assign a wait list position.

7. **WL Pos**: Enter the wait list position. In the example below, we entered **number 1**.

8. Click the **Submit** button. The Change Wait List Position action will now show **Success**.
The student’s new position on the wait list will be reflected on the course in their class schedule.

Use the hyperlink at the bottom of the page to navigate to the **Student Services Center** to view the waitlisted item in the student’s class schedule.

Note: You can also see this by selecting the **Study List** hyperlink at the bottom of the page.

**View Wait List Position in Class Schedule**

1. Click the **Student Services Center** hyperlink on the Quick Enrollment page.
   
The page will open with the Student Center tab displaying.

2. Click the **My Class Schedule** hyperlink.

3. Select a **Semester** and click **Continue**.
The **My Class Schedule** page will open.

4. Click **Show Waitlisted Classes**.

5. Click **Filter**.

The wait listed classes for the student will be displayed. In the example below, you can see that the student's **Waitlist Position** is “1” for the **PSY 301** class.