



JOB AID

Student Records: Quick Enroll – Change Wait List Position

04/12/2021





Contents

Change Wait List Position	2
View Wait List Position in Class Schedule	5



Student Records: Quick Enroll – Change Wait List Position

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:

a. 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.

b. 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.



Academics Quick Enroll a Student

Request ID 0000000000 Institution MSU Term FS21

Career Undergrad

Submit

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides

*Action	Class Nbr	Section	Academic Program	Related 1	Related 2
Change Wait List Position	25855	PSY 301 001	Pending		

Go to View Enrollment Access Enrollment Appointments Term/Session Withdrawal Student Services Center Calculate Tuition Study List

Save Notify Add Update/Display

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**.

Academics Quick Enroll a Student

Request ID 0000000000 Institution MSU Term FS21

Career Undergrad

Submit

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides

Permission	Ind Study Instructor	Action Reason	WL Pos
PSY 301		Create Transcript Note	1

Go to View Enrollment Access Enrollment Appointments Term/Session Withdrawal Student Services Center Calculate Tuition Study List

Save Notify Add Update/Display

8. Click the **Submit** button.

The Change Wait List Position action will now show **Success**.



Quick Enroll a Student

Request ID 0000387005 ID [REDACTED]

Career Undergrad Institution MSU Term FS21 Submit

Action	Class Nbr	Section	Academic Program	Related 1	Related 2
Change Wait List Position	25855	PSY 301 001	Success		

Go to View Enrollment Access Enrollment Appointments Term/Session Withdrawal
★ Student Services Center Calculate Tuition Study List

Save Return to Search Notify Add Update/Display

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.

Personal Information Student Services Center

ID [REDACTED]

Student Center

Academics

My Class Schedule Shopping Cart My Planner

Class	Schedule
ECE 313-001 LEC (12758)	MoWeFr 3:00PM - 3:50PM Room TBA
ISB 200-002 LEC (16918)	TuTh 12:40PM - 2:00PM Room TBA
ISS 310-002 LEC (17077)	12:00AM - 12:00AM Arranged
PSY 101-001 LEC (27413)	12:00AM - 12:00AM Arranged
SOC 316-001 LEC (28043)	12:00AM - 12:00AM Arranged

Weekly Schedule ▶

Search for Classes

Holds: No Holds.

To Do List: No To Do's.

Milestones: No Milestones.

Enrollment Dates: Shopping Cart Appointment Your Shopping Cart for the

2. Click the **My Class Schedule** hyperlink.
3. Select a **Semester** and click **Continue**.



My Class Schedule

██████████ ID ██████████

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Fall Semester 2021	Undergraduate	Michigan State University
<input type="radio"/> Spring Semester 2021	Undergraduate	Michigan State University
<input checked="" type="radio"/> Fall Semester 2021	Undergraduate	Michigan State University
<input type="radio"/> Spring Semester 2022	Undergraduate	Michigan State University

Cancel Continue

The **My Class Schedule** page will open.

4. Click **Show Waitlisted Classes**.

My Class Schedule

██████████ ID ██████████

Select Display Option List View Weekly Calendar View

Fall Semester 2021 | Undergraduate | Michigan State University Change Term

▼ Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes

Filter

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.

My Class Schedule

██████████ ID ██████████

Select Display Option List View Weekly Calendar View

Fall Semester 2021 | Undergraduate | Michigan State University Change Term

▼ Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes

Filter

PSY 301 - Cognitive Neuroscience

Status	Waitlist Position	Units	Grading	Grade	Deadlines
Waiting	1	3.00	Undergraduate Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
25855	001	Lecture	WeFr 10:20AM - 11:40AM	TBA	██████████	09/01/2021 - 12/12/2021