



JOB AID

Student Records: Quick Enroll – Drop to Wait List

04/13/2021





Student Records: Quick Enroll – Drop to Wait List

This job aid contains instructions for the Drop to Wait List action using the Quick Enroll page.

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.



Admin Home Quick Enroll a Student

Request ID 000000000 Career Undergrad Institution MSU Term FS21 Submit

Action	Class Nbr	Section	Academic Program	Related 1	Related 2
Drop to Wait List		Pending			

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

Save Notify Add Update/Display

4. **Action:** Click the drop-down and select **Drop to Wait List**.

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 (*BUS 101*) and the status is **Enrolled**.

Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Find	First Grade	Last Session
<input checked="" type="checkbox"/> BUS	101	001	1.00	10909	Enrolled	Enrolled	UN Graded			Regular Academic Session

Return

b. Click the checkbox for the class you wish to drop. (**Note:** It is necessary to click the checkbox even if it appears to be checked already).

Once you select a class, the Quick Enrollment page will reappear, and the **Class Number** and other details will now be populated.



Admin Home Quick Enroll a Student

Request ID 000000000 ID [redacted]
Career Undergrad Institution MSU Term FS21 Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
*Action	Class Nbr	Section	Academic Program	Related 1	Related 2		
+ - Drop to Wait List	10909	BUS 101 001	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 **Submit** button.

The Drop to Wait List action will now show **Success**.

Note: If the action shows **Error**, click the error link to view the message text explaining why the drop to wait list action could not be completed (e.g., *Permission Required*), and make the necessary override on the **General Overrides** or **Class Overrides** tab.

Quick Enroll Quick Enroll a Student

Request ID 0000387001 ID [redacted]
Career Undergrad Institution MSU Term FS21 Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
*Action	Class Nbr	Section	Academic Program	Related 1	Related 2		
+ - Drop to Wait List	10909	BUS 101 001	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

★ 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 may also click the **Study List** hyperlink, which will show the information on the current page.

View Class Schedule

1. Click the **Student Services Center** hyperlink on the Quick Enrollment page.



The page will open with the Student Center tab displaying.

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

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

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

4. Click **Show Waitlisted Classes**.

Class Schedule Filter Options

- Show Enrolled Classes
- Show Dropped Classes
- Show Waitlisted Classes

Filter

5. Click **Filter**.



The waitlisted classes for the student will be displayed. In the example below, you can see that the student is now on the waitlist for the *BUS 101* 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

BUS 101 - Freshman Seminar for Business

Status	Waitlist Position	Units	Grading	Grade	Deadlines	
Waiting	1	1.00	Undergraduate Graded			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
10909	001	Lecture	Th 11:30AM - 12:20PM	Akers Hall 136	Staff	09/01/2021 - 12/12/2021