JOB AID

Student Records: Quick Enroll – Drop to Wait List

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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.
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**.

   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.
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.

- 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.

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 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.