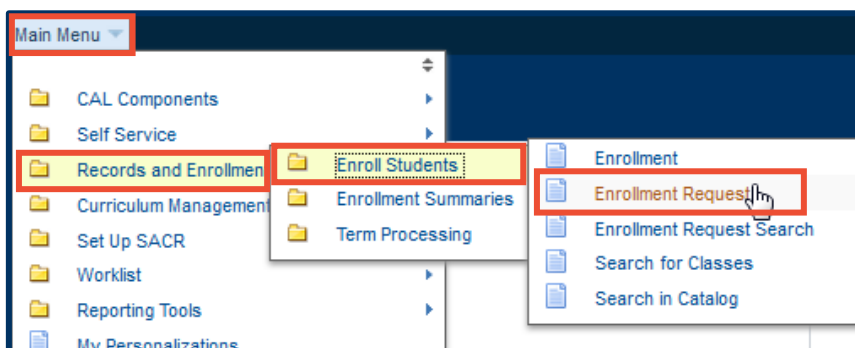


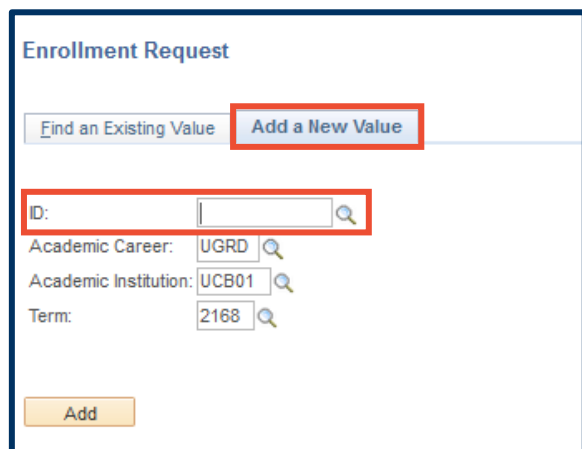
## How to Change a Student's Waitlist Position

Use the Enrollment Request page to adjust a student's waitlist position. This can be used, in conjunction with checking the  **Auto Enroll from Wait List** checkbox, to have the system enroll students from the waitlist. This is a best practice for enrolling students from the waitlist without having to move each student individually.

1. From the **Main Menu**, navigate to:  
**Records and Enrollment >**  
**Enroll Students >**  
**Enrollment Request.**



2. On the following search page, only use the **Add a New Value** tab. Enter a Student ID or use the look up table (🔍) to search for a student by name.



**NOTE:** It's also a best practice to have more than one CS window/tab open, making it easier to jump between your **Class Roster**, **Maintain Schedule of Classes**, and **Enrollment Request** pages. After you make a change on the **Enrollment Request** page, you can refresh your **Class Roster** by clicking **Return to Search** at the bottom of the roster page and then selecting your class section again.

- Choose **Change Wait List Position** from the **Action** drop list.

The screenshot shows the 'Enrollment Request' form for user Oski Bear. The status is 'Pending'. The 'Action' dropdown menu is open, and 'Change Wait List Position' is highlighted. Other options in the menu include Enroll, Add Grade, Change Grade, Drop, Drop to Wait List, Enroll, Normal Maintenance, Remove Grade, and Swap Courses. The 'Class Nbr' field is empty, and the 'Submit' button is visible in the top right.

- Enter the new waitlist position number in the **Change To Wait List Nbr** field.
- Enter the **Class Nbr** or search for it using the look up (🔍). Tab out of the **Class Nbr** field, or click anywhere on the page to populate the class information.
- Click **Submit** to finish.

The screenshot shows the 'Enrollment Request' form with the 'Action' dropdown set to 'Change Wait List Position'. The 'Change To Wait List Nbr' field is set to '2'. The 'Class Nbr' field is set to '27034', which has populated the class information: COMPSCI 61A 001 Lecture Str Interp Cmp Prgs, Regular Academic Session, Undergraduate. The 'Submit' button is highlighted in red.

**NOTE:** CS will change any secondary sections to the same waitlist number you enter here. You do not need to enter a secondary section in the **Related Class 1** field.

### Support:

For questions or assistance, please contact SIS Production Support:

- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)
- Call **510-664-9000** (press **option 6**)
- Submit a ticket: [https://shared-services-help.berkeley.edu/new\\_ticket/it](https://shared-services-help.berkeley.edu/new_ticket/it)