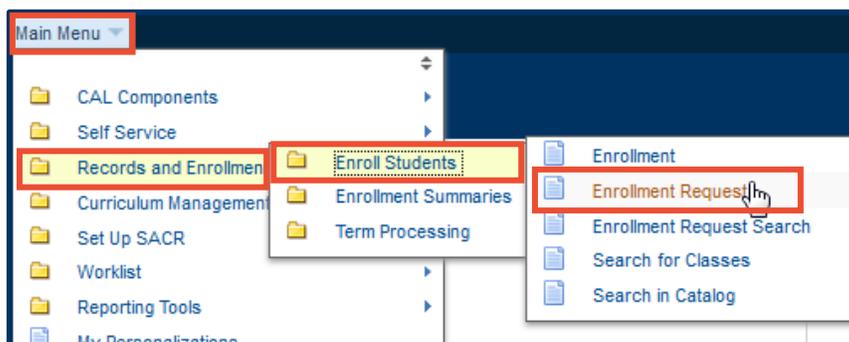


How to Change a Student's Waitlist Position

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.

The screenshot shows the 'Enrollment Request' search form. The 'Add a New Value' tab is selected and highlighted in red. Below the tabs are search fields for 'ID', 'Academic Career' (with value 'UGRD'), 'Academic Institution' (with value 'UCB01'), and 'Term' (with value '2168'). Each field has a search icon (🔍). An 'Add' button is located at the bottom of the form.

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 student 11667051 (Oski Bear) in the Undergrad Letters & Science department for the 2016 Fall semester. The enrollment request ID is 0000000000 and the status is 'Pending'. The user ID is SR_TRAIN_01. The 'Enrollment Request Details' section shows 'Sequence Nbr: 1' and '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 there are search fields for 'Related Class 1:' and 'Related Class 2:'. A 'Submit' button is visible in the top right corner.

- 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 after the 'Change Wait List Position' action has been selected. The '*Action:' dropdown is now set to 'Change Wait List Position'. Below it, there are checkboxes for 'Override Action Date' and 'Wait List Okay', and a link for 'Waitlist Position'. The 'Change To Wait List Nbr:' field is now populated with the number '2'. The 'Class Nbr:' field is populated with '27034' and has a search icon. The class information is displayed as 'COMPSCI 61A 001 Lecture Str Interp Cmp Prgs Regular Academic Session Undergraduate'. The 'Submit' button is highlighted in red.

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>