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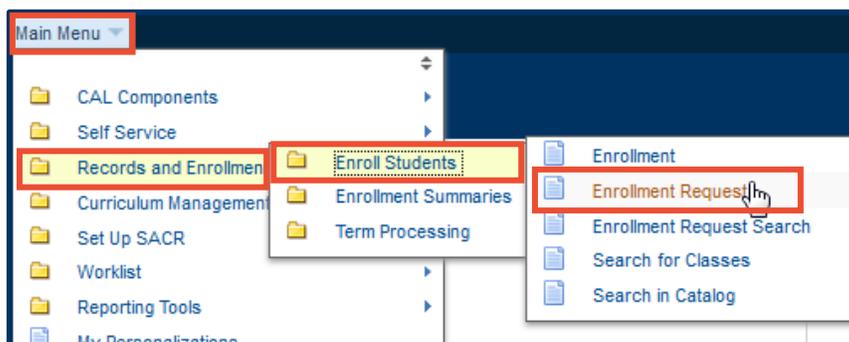
2. On the following search page, only use the **Add a New Value** tab. Enter a Student ID or use the look up table (🔍) to search for a student by name.

> **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.

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

4. Enter the new waitlist position number in the **Change To Wait List Nbr** field.

5. 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.

6. Click **Submit** to finish.

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