

Change a Student's Waitlist Position

Use this handout to learn how to change a student's waitlist position. This procedure is possible only when a class is set up with valid waitlist in SPIRE and is rarely used unless a student has special priority to take the class comparing to the other students on the waitlist.

1. In the left-hand *Menu*, go to **Student Enrollment > Enrollment Request**. Click the **Add a New Value** tab.

2. On the *Enrollment Request - Add a New Value* page, complete ALL the four **required** fields:

- **ID:** Type in the student's **8-digit ID**. If you do not know this **ID**, use the **Magnifying Glass button** (🔍) next to the **ID** field to look it up.

Example:

a. On the *Look Up ID* page, enter the student's last name and first name, then click

Look Up.

A link with the student information appears under *Search Results*.

b. Click this link. You will return to the *Enrollment Request - Add a New Value* page with the student's ID already filled in the **ID** field.

- **Academic Career:** Type the code for the student's career (e.g., **UGRD** for Undergraduates). If you do not know the code, click the **Magnifying Glass button** (🔍) next to the **Academic**

Career field, and then **Look Up** on the *Look Up Academic Career* page. The student's valid academic career(s) will appear under *Search Results*. Click the appropriate career; you will return to the *Enrollment Request - Add a New Value* page with the career already filled in.

- **Academic Institution:** Retain the default value of **UMAMH**.

- **Term:** Type the **4-digit term code** (e.g., **1067** for Fall 2006). If you do not know the code, click the **Magnifying Glass button** (🔍) next to the **Term** field, and then **Look Up** on the *Look Up Term* page. The student's valid term codes and descriptions will appear under *Search Results*. Click the appropriate term; you will return to the *Enrollment Request - Add a New Value* page with the term code already filled in.

3. Click **Add**. The *Enrollment Request* page opens.

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr: 1 Pending

*Action: Change Wait List Position

Override Action Date

Wait List Okay

Change To Wait List Nbr:

Class Nbr: 71036 Art 104 2 StudioSkill Basic Studio/Drawing University Undergraduate

Related Class 1:

Related Class 2:

Instructor ID:

Repeat Code:

Action Reason:


Action Date:

Waitlist Position

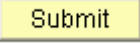
Click to see the student's current waitlist position.

Enter the new waitlist number. See Step 6.

Enter the waitlisted Class Nbr. See Step 5.

4. From the *Action* drop-down list, select **Change Wait List Position**. The *Change To Wait List Nbr* field appears.
5. In the *Class Nbr* field, enter the 5-digit **Class Number** of the class whose waitlist you wish to modify.
 - If you do not know this number, use the **Magnifying Glass button** () to retrieve it from the student's schedule.
 - On the student's schedule, identify the class by its status (**Waiting**).
 - Click **Select Class** to the left of the class. You will return to the *Enrollment Request* page with the Class Number already filled in the *Class Nbr* field.

TIP: On the *Enrollment Request* page, click the Waitlist Position link to view the student's current waitlist position.

6. In the *Change To Wait List Nbr* field, type the new waitlist number.
7. If appropriate, use *Additional Overrides* to override the class' requisites, class limit, time conflict, or permission by selecting the appropriate check box(es).
8. When you complete the data entry for all your enrollment requests, click  and then check the *Status* of the entire enrollment request.

Status	Meaning/Notes
<i>Success</i>	All class enrollments were successful.
<i>Success/Messages</i>	All class enrollments were successful, however there are messages regarding one or more enrollment. Use the blue navigation bar to scroll through the class enrollments to find the one(s) with messages.
<i>Errors Found</i>	One or more of the class enrollments had errors. Use the blue navigation bar to scroll through the class enrollments to find the one(s) with errors.

Note: When you submit multiple enrollment requests, the global *Status* to the left of *Submit* button may show **Errors Found** if any one of the enrollment transactions failed to meet all the class requirements. Use the *blue navigation bar* to the status of each enrollment transaction to locate the error transaction.

Scroll down to the bottom of the page to view any messages or errors under *Error Messages* section. Correct the errors, or leave the enrollment request without putting the student in the class(es).

TIP: When you complete an enrollment request, SPIRE generates a unique *Enrollment Request ID* for that transaction, which is located to the left of the global *Status* on the top of the *Enrollment Request* page. Use this number as an identifier when you contact the Registrar's Office for any questions relating to that specific enrollment request.