Change a Student’s Waitlist Position

Use this procedure to change a student’s waitlist position. This is only possible when a class is set up with a valid waitlist in SPIRE. Changing a student’s waitlist position is rarely used unless a student has special priority to take the class compared to other students on the waitlist.

1. In the SPIRE Menu, go to Student Enrollment > Enrollment Request.
2. On the Enrollment Request - Add a New Value page, complete ALL of the four required fields.
3. Click Add. The Enrollment Request page opens.
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. If you do not know this number, look it up using the Magnifying Glass button (🔍). The student’s schedule will open.
6. On the student’s schedule, the Status column will read Waiting for the class for which the student is waitlisted. Click Select Class to the left of this class entry. You will return to the Enrollment Request page with the 5-digit Class Number already filled in the Class Nbr field.

TIP: Click the Waitlist Position link to view the student’s current waitlist position.

7. In the Change To Wait List Nbr field, type the new waitlist number.
8. If appropriate, use the Additional Overrides to override requisites, class limit, time conflict, or permissions by selecting the appropriate check box(es).
9. To submit your request, click submit and then check the status of the entire enrollment request.

<table>
<thead>
<tr>
<th>Status</th>
<th>Meaning/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success</td>
<td>All class enrollments were successful.</td>
</tr>
<tr>
<td>Success/Messages</td>
<td>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.</td>
</tr>
<tr>
<td>Errors Found</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

Scroll down to the bottom of the page to view any messages or errors in the Error Messages section. Correct the errors, or leave the enrollment request as is.

**TIP:** When you complete an enrollment request, SPIRE generates a unique Enrollment Request ID, located to the left of the global Status, at the top of the Enrollment Request page. Use this number as an identifier when you contact the Registrar’s Office with questions about this transaction.