


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 . 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.

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

Sequence Nbr: 1 Pending Click to see the student's current waitlist position. + -

Action: Action Reason:

Override Action Date Action Date:

Wait List Okay Waitlist Position

Change To Wait List Nbr: Enter the new waitlist number. See Step 6.

Class Nbr: Art 104 2 StudioSkil Basic Studio/Drawing

University Undergraduate


Related Class 1:

Related Class 2:

Instructor ID:

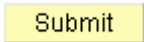
Repeat Code:

Enter the waitlisted Class Nbr, or look it up using the Magnifying Glass button. See Step 5.

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  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 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.