Student Records
Change Waitlist Drop

Overview

The Change Waitlist Drop page is a page to allow students to add a drop-if-enroll class to an existing waitlisted class if they haven’t already done so. They can also change the drop-if-enroll class from one thing to another on an existing Waitlist class here. Before this page, students would have to drop their WL class entirely and re-add it with a DIE. That could/usually did result in the student losing his place in line.

No results should show up on this page if the student isn’t on any waitlists for the term selected.

Steps

Using the Change Waitlist Drop Page

1. Navigate to: Records & Enrollment > Enroll Students > Change Waitlist Drop.
2. Enter the student’s ID, Academic Career, Academic Institution, and Term.
3. Click Search.

No results will show up on this page if the student is not on any waitlists for the term selected. If the student is on a waitlist, the following screen will be displayed.

3. In the Drop if Enrolled field, click to view the list of available classes to select as a Drop-If-Enrolled class.
4. Select a class from the search results. The search results display a list of the classes for which the student is either already enrolled or waitlisted.

5. Once the class is selected, the information in the Drop box will be automatically populated.

6. Click Save. When the save button is clicked, the row on the enrollment table is updated. Next time the waitlist process runs for that student and that class, if the student is enrolled into the waitlist class, s/he will be dropped from the Drop if Enrolled class that s/he had selected on this page.

**NOTE:** Registrar staff and students both have access to this page. Students have access via Self Service.