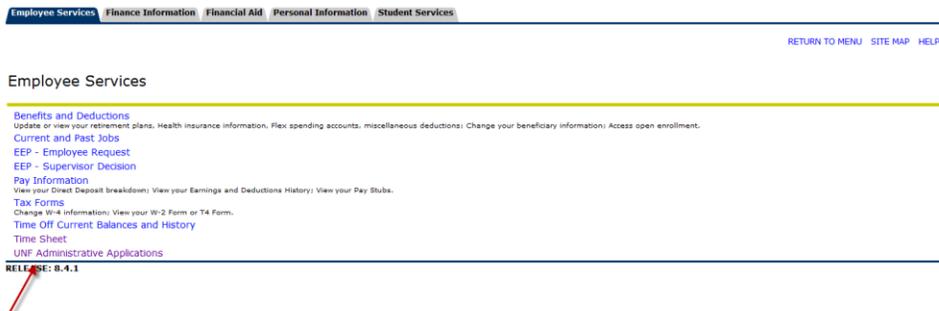


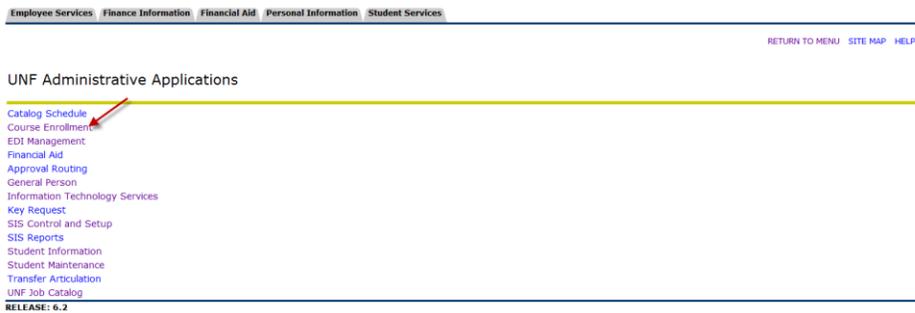
CHAIRS WAITLIST MOVES

1. Access the Employee Services menu and UNF Administrative Applications.



The screenshot shows the top navigation bar with the following items: Employee Services, Finance Information, Financial Aid, Personal Information, and Student Services. The 'Employee Services' item is highlighted. In the top right corner, there are links for RETURN TO MENU, SITE MAP, and HELP. Below the navigation bar, the page title is 'Employee Services'. A horizontal line separates the title from the main content area. The main content area lists several options: Benefits and Deductions, Current and Past Jobs, EEP - Employee Request, EEP - Supervisor Decision, Pay Information, Tax Forms, Time Off Current Balances and History, and Time Sheet. At the bottom of this list, 'UNF Administrative Applications' is highlighted with a red arrow.

2. Then access Course Enrollment under UNF Administrative Applications.



The screenshot shows the top navigation bar with the following items: Employee Services, Finance Information, Financial Aid, Personal Information, and Student Services. The 'Employee Services' item is highlighted. In the top right corner, there are links for RETURN TO MENU, SITE MAP, and HELP. Below the navigation bar, the page title is 'UNF Administrative Applications'. A horizontal line separates the title from the main content area. The main content area lists several options: Catalog Schedule, Course Enrollment, EDI Management, Financial Aid, Approval Routing, General Person, Information Technology Services, Key Request, SIS Control and Setup, SIS Reports, Student Information, Student Maintenance, Transfer Articulation, and UNF Job Catalog. 'Course Enrollment' is highlighted with a red arrow.

3. Access Wait Lists and then the specific course by selecting the Term and Department.



The screenshot shows the top navigation bar with the following items: Employee Services, Finance Information, Financial Aid, Personal Information, and Student Services. The 'Employee Services' item is highlighted. In the top right corner, there are links for SITE MAP and HELP. Below the navigation bar, the page title is 'Course Enrollment'. A horizontal line separates the title from the main content area. The main content area lists several options: Department Browse, Roster Archive, and Wait Lists. 'Wait Lists' is highlighted with a red arrow. At the bottom of the page, there is a footer with the text: 'RELEASE: 6.2' and 'powered by SUNBOARD HIGHER EDUCATION'.

Employee Services | Finance Information | Financial Aid | Personal Information | Student Services

SITE MAP | HELP

Department Wait Lists

Term: None | Dept: None | Select | Clear

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4. The Course Wait List shows the students currently on the list and several options for additional information. One Option is to Move a student under the Override header.

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Employee Services | Faculty Services | Finance Information | Personal Information

SITE MAP | HELP | EXIT

Course Wait List

Course EEX6301 Title Research in Special Education Enroll Cap 27 Seats Available 27 Wait Max 10 Building/Room
CRN 11869 Instructor Enrolled 0 Wait Count 1 Wait Avail 9 Room Capacity

Seq	Student ID	Name	Status	Level	Major	Add Date	Info	Schedule	Override
1	N00611786		: Wait Listed	UG	A	SOC Oct 06, 2011	View	View	Move

Send email to the above list

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5. Accessing the Move option will open the Waitlist Move Override screen. Click Yes to Move this student now.

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Employee Services | Faculty Services | Finance Information | Personal Information

SITE MAP | HELP | EXIT

Wait List Move Override

Course EEX6301 Title Research in Special Education Enroll Cap 27 Seats Available 27 Wait Max 10 Building/Room
CRN 11869 Instructor Enrolled 0 Wait Count 1 Wait Avail 9 Room Capacity

N00611786 **Move this student now?** Yes No

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6. The student will then be removed from the Course Wait List. An automatic email is sent to the student's UNF email address notifying him/her of the move.



[Employee Services](#) | [Faculty Services](#) | [Finance Information](#) | [Personal Information](#) [SITE MAP](#) | [HELP](#) | [EXIT](#)

Course Wait List

Course	EEEX6301	Title	Research in Special Education	Enroll Cap	27	Seats Available	26	Wait Max	10	Building/Room	
CRN	11869	Instructor		Enrolled	1	Wait Count	0	Wait Avail	10	Room Capacity	
Seq Student ID Name Status Level Major Add Date Info Schedule Override											
No students found											

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