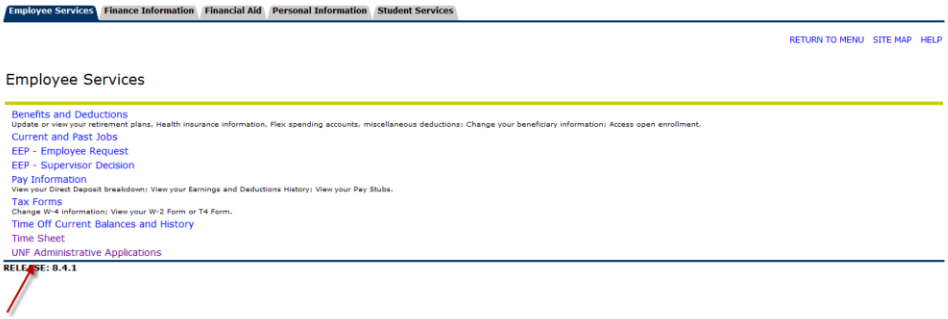
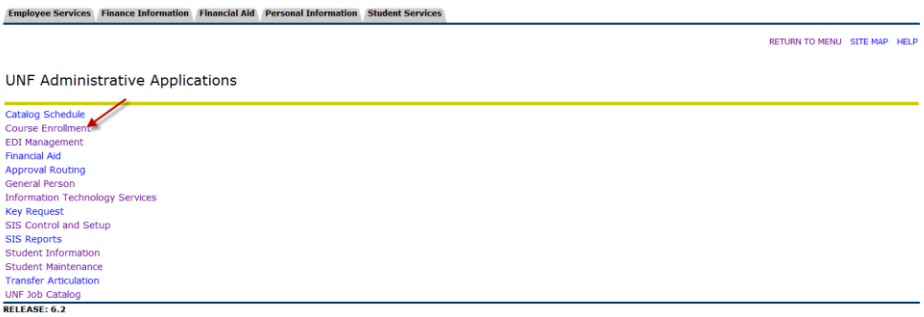
# *CHAIRS WAITLIST MOVES*

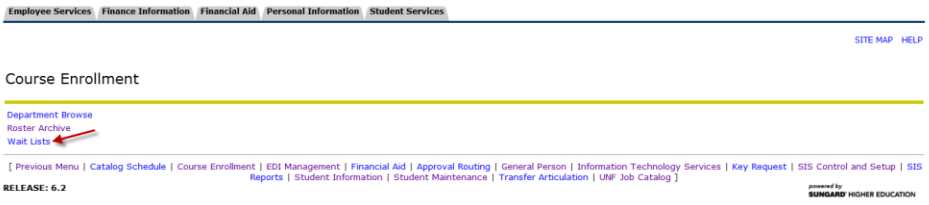
1. Access the **Employee Services** menu and **UNF Administrative Applications**.

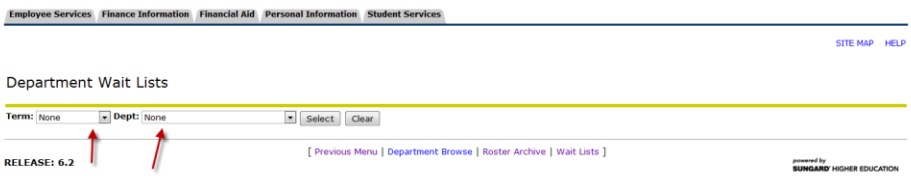



2. Then access **Course Enrollment** under **UNF Administrative Applications**.

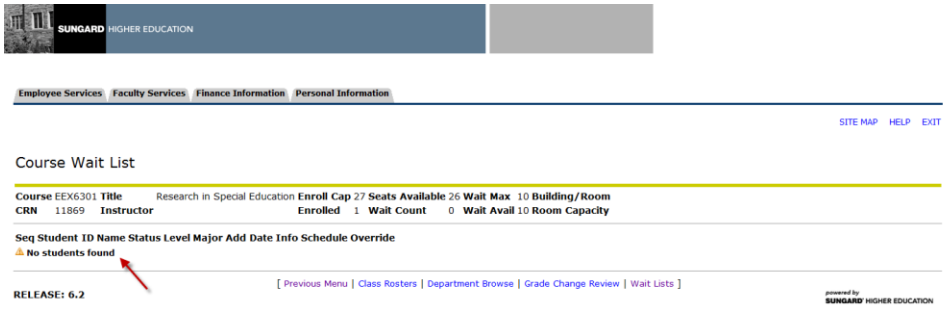



3. Access **Wait Lists** and then the specific course by selecting the **Term** and **Department**.






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.

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

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.