

# How do I Enroll Summer School students on the Waitlist

To access the waitlist go to

Registration > Waitlist Maintenance > click on a course ID

Course ID	Name	Dept	Grade	Course Type
POTTERY	2018 Fired Arts	SUM	K	
LUNCH01	2018 Fired Arts + Little Chefs	SUM	K	
CHEF	2018 Little Chefs	SUM	K	
PREK1	Jumpstart PreK	SUM	PREK	
CHEFS01	Little Chefs: Week 2	SUM	K	
CHEFS219	Little Chefs: Week 7	SUM	K	
THEAT19	Musical Theatre	SUM	2	
TECHAPP	Technology Apprentice	SUM	4	
DRAMA1	The Magic of Drama	SUM	PREK	

Follow these steps:

1. Select student
2. Select from sections (if none are displaying click override)
3. Schedule student into section
4. Click close

1) Select a Student currently wait listed for this course

Name	Grade	Gender	Meeting Dates
Brandon James Brown	2	M	Aug 6-10
Brandon Lee	PREK	M	
Brandon Lee	1	F	8/6-10
Brandon F. (suppl)	1	M	

2) Select from all sections for this course

Section No.	Faculty	Enrollment		Meeting Dates		Meeting Times		Room	Loc
		Max	Open	From	To	From	To		
01	Studio 2>You	10	0					164	
02	Studio 2>You	10	-5					164	

3) Schedule Student into Section

Selected student's schedule

Section I.D.	Course Title	Enrollment		Meeting Dates		Meeting Times		Registration Date/Time	Fee	Building	Room / Location	Confl
		Max	Open	From	To	From	To					
CHEF-W/L	2018 Little Chefs							06/30 3:24	0.00			0