

Placing a Student on a Waitlist

To enroll a student in a class:

1. Log into the portal at <http://canelink.miami.edu>
2. On the **Admin Home** tab, using the **Main Menu** navigation at the top of the page, navigate to **Records and Enrollment > Enroll Students > Quick Enroll a Student**
3. Enter the student's emplID in the **ID** field. You can also use the magnifying glass to locate the student by name.
4. Use the magnifying glasses to enter the student's **Career**, **Institution** (MIAMI), and **Term** for which you will be enrolling the student.
5. Click **Add**.
6. If you know the class number, enter it into the **Class Nbr** field. If you don't know this number, click the magnifying glass to access the **Class Search**.
7. On the **Class Search** page, enter the **Subject** (or use the **Select Subject** button to search for the code) and **Course Number**.
8. The drop-down menu next to **Course Number** allows you to select different search parameters for the course number; for example, you can select Between in this menu to enter a range of course numbers. Other options in this menu are contains, greater than or equal to, or less than or equal to.
9. If you want to narrow results further, you can expand the **Additional Search Criteria** section.
10. Ensure that the **Show Open Classes Only** checkbox is unselected. This will allow closed classes to appear in your search results.
11. Click **Search**.

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12. A class that is closed and is accepting waitlist students will have an orange triangle in the **Status** field.
13. Click **Select** next to the waitlist class.
14. You will be returned to the **Quick Enroll** screen.
15. Click the **Class Overrides** tab.
16. Check the **WaitList Ok** override.
17. Click **Submit**.
18. If the waitlist placement completed successfully, you will see a link that reads **Messages**. You can click this link to read the message associated with the transaction.
19. If the enrollment was not successful, a red **Errors** link will appear. Click this link to determine what error was received.
20. Possible errors include too many units, student does not meet prerequisites, and others. If appropriate, you can return to Quick Enroll, click the correct override, and re-submit the enrollment until you receive Success.

Quick Enrollment
Search Results

University of Miami | Fall 2015

The following classes match your search criteria Course Subject: **Business**, Course Number is exactly **'100'**, Show Open Classes Only: **No**

Open
 Closed
 Wait List

[Return to Quick Enrollment](#)

1 class section(s) found

BUS 100 - Fundamentals in Business

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
17375	T1-LEC Regular	TuTh 5:00PM - 6:00PM	TBA	Staff	08/24/2015 - 12/08/2015	▲	select

[Return to Quick Enrollment](#)

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Quick Enrollment

Request ID: 0000000000 [View Details](#) [Refresh](#) [Print](#)

Career: Undergrad Institution: Miami Term: FA 2015

[Class Enrollment](#)
[Units and Grade](#)
[Other Class Info](#)
[General Overrides](#)
[Class Overrides](#)

*Action	Class Nbr	Section	Related 1	Related 2
+ - Enroll	17375	BUS 100 T1	Pending	

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Quick Enrollment

Request ID: 0000000000 [View Details](#) [Refresh](#) [Print](#)

Career: Undergrad Institution: Miami Term: FA 2015

[Class Enrollment](#)
[Units and Grade](#)
[Other Class Info](#)
[General Overrides](#)
[Class Overrides](#)

	Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos
+ - BUS 100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pos

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Quick Enrollment

Request ID: 0003829984 [View Details](#) [Refresh](#) [Print](#)

Career: Undergrad Institution: Miami Term: FA 2015

[Class Enrollment](#)
[Units and Grade](#)
[Other Class Info](#)
[General Overrides](#)
[Class Overrides](#)

*Action	Class Nbr	Section	Related 1	Related 2
+ - Enroll	17375	BUS 100 T1	Messages	

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