

How to Place Students on a Waitlist Using Quick Enroll - Administrators

Using Quick Enroll, administrators can place students on a waitlist if there are waitlist seats available.

Administrators can get to the Quick Enroll page in PAWS by following this menu navigation:

Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student

[Add a New Value](#)

 [Find an Existing Value](#)

*ID 

*Academic Career 

*Academic Institution 

*Term 

Alternatively, administrators can go to the Academics tab of a student's Student Center, select the correct term, and then select Quick Enrollment.

[Institution / Career / Program](#)
[Edit Program Data](#)

- TCNJ1 - The College of New Jersey
 - UGRD - Undergraduate
 - CS_U - Humanities and Social Sciences

Program CS_U Humanities and Social Sciences
Student Career Nbr 0
Status Active in Program as of 02/02/2023
Admit Term 1228 2022 Fall
Expected Graduation 1264 2026 Spring
Approved Load Full-Time
Load Determination Base On Units
Level Determination Base On Units

Plan IDSC_MIN16 Social Justice
Requirement Term 1234 2023 Spring

Plan PSYC_BA_01 Psychology
Requirement Term 1228 2022 Fall
Sub-Plan PSYC_SUB02 Counseling/Clinical Psychology
Requirement Term 1228 2022 Fall

[Term Summary](#)
[Edit Term Data](#)

- TCNJ1 - The College of New Jersey
 - UGRD - Undergraduate
 - 1250 - 2025 Summer
 - 1254 - 2025 Spring
 - 1252 - 2025 Winter
 - 1248 - 2024 Fall
 - 1246 - 2024 Summer
 - 1244 - 2024 Spring
 - 1242 - 2024 Winter
 - 1238 - 2023 Fall
 - 1236 - 2023 Summer
 - 1234 - 2023 Spring
 - 1232 - 2023 Winter
 - 1228 - 2022 Fall

2025 Spring

Eligible to Enroll Yes
Primary Program CS_U Humanities and Social Sciences
Academic Standing Status Data unavailable

▼ **Level / Load**

Academic Level - Projected Junior
Academic Level - Term Start Junior
Academic Level - Term End Junior
Approved Academic Load Full-Time

Academic Load Enrolled Full-Time

▼ **Classes**

Enrolled
 Dropped
 Wait Listed

Class	Description	Units	Grading	Grade	Status
ASL 102-01 (40667)	AMERICAN SIGN LANGUAGE II (LangInst)	1.00	Graded		✓
ASL 102-C1 (40646)	AMERICAN SIGN LANGUAGE II (ConHr)		Non-Graded Component		✓
PBH 235-01 (41473)	GENDER AND VIOLENCE (DisLec)	1.00	Graded		✓
PSY 350-01 (41765)	PSYCHOLOGY OF WOMEN (Seminar)	1.00	Graded		✓
PSY 390-01 (41740)	COLLABORATIVE RESEARCH (Research)	1.00	Graded		✓

[Quick Enrollment](#)

In Quick Enroll, the Action dropdown menu has a few waitlist related options. Enroll is used to place students on a waitlist. Change Wait List Position is used to move students to a different position number within a waitlist. Drop to Wai List is used to unenroll a student from a class and put them on a waitlist. Swap Courses should be used when a student wants to get on a waitlist in one class without immediately dropping the current class.

Enter the Class Nbr or search for a class by selecting the magnifying glass. If you search for a class, be sure to uncheck "Show Open Classes Only." Waitlisted classes will not display if this box is checked and it is always checked by default.

Classes with available waitlists will be identified by a yellow triangle.

Before the transaction is complete, the Wait List Okay override must be checked. The override can be found in the Class Overrides tab within Quick Enroll.

Upon completion of the Quick Enroll transaction, administrators will receive a message indicating that the class is closed and the student is placed on a waitlist with a position number. Students cannot see the position number.

Quick Enrollment

Request ID 0000000000 ID
Career Undergrad Institution TCNJ Term 2025 Sprin

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides		
<input type="button" value="+"/> <input type="button" value="-"/>	*Action	Class Nbr	Section	Related 1	Related 2	
<input type="button" value="+"/> <input type="button" value="-"/>	Enroll	<input type="text"/> <input type="button" value="🔍"/>	Pending	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	

Go to [View Enrollment Access](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)
[Student Services Center](#) [Calculate Tuition](#) [Study List](#)

Enter Search Criteria

Search for Classes

The College of New Jersey | 2025 Spring

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject

Exact Match

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

▼ Additional Search Criteria

Start Time Operator

End Time Operator

Days of Week

Mon Tues Wed Thurs Fri Sat Sun

Exact Match

Class Nbr ?

Course Keyword ?

Minimum Units Operator

Maximum Units Operator

Course Component

Session

Mode of Instruction

Campus

Location

Course Attribute

Course Attribute Value

[Return to Quick Enrollment](#)

Clear

Search

Quick Enrollment

Search Results

The College of New Jersey | 2025 Spring

The following classes match your search criteria Course Subject: **Biology (BIO)**, Course Number is exactly '171', Course Career: **Undergraduate**, Show Open Classes Only: **No**

Open
 Closed
 Wait List

[Return to Quick Enrollment](#)

[New Search](#)

[Modify Search](#)

7 class section(s) found

▼ **BIO 171 - HUMAN FORM AND FUNCTION**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Requirements	Reserved Seats	Instruction Mode	Status	
41106	A-LEC 1-REG ACAD	MoTh 12:30PM - 1:20PM	Physics & Mathematics P101	Darl Swartz	01/27/2025 - 05/09/2025		0	In Person		
41107	A01-LAB 1-REG ACAD	Mo 1:30PM - 3:20PM	Biology Building 104	Darl Swartz	01/27/2025 - 05/09/2025		0	In Person		Select
41110	A02-LAB 1-REG ACAD	Th 1:30PM - 3:20PM	Biology Building 104	Darl Swartz	01/27/2025 - 05/09/2025		0	In Person		Select
41198	A03-LAB 1-REG ACAD	Mo 3:30PM - 5:20PM	Biology Building 104	Darl Swartz	01/27/2025 - 05/09/2025		0	In Person	<input type="checkbox"/>	Select
41108	B-LEC 1-REG ACAD	TuFr 9:30AM - 10:20AM	Biology Building 208	Kathryn Bellissimo	01/27/2025 - 05/09/2025		0	In Person		
41109	B01-LAB 1-REG ACAD	Tu 10:30AM - 12:20PM	Biology Building 104	Kathryn Bellissimo	01/27/2025 - 05/09/2025		0	In Person		Select
41111	B02-LAB 1-REG ACAD	Fr 10:30AM - 12:20PM	Biology Building 104	Kathryn Bellissimo	01/27/2025 - 05/09/2025		0	In Person		Select

[Return to Quick Enrollment](#)

[New Search](#)

[Modify Search](#)

Quick Enrollment

Request ID 0000000000

ID

Career Undergrad

Institution TCNJ

Term 2025 Sprin

[Submit](#)

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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	WaitList Pos							

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[Save](#) [Notify](#)

[Add](#) [Update/Display](#)

Quick Enrollment

Request ID 0001840651

ID

Career Undergrad

Institution TCNJ

Term 2025 Sprin

Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides			
	*Action		Class Nbr		Section		Related 1	Related 2
	Enroll		41110	BIO 171	A02	Messages		

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Save

Return to Search

Notify

Add

Update/Display

Enrollment Message Log

ID

Enrollment Request ID 0001840651

Academic Career Undergraduate

Academic Institution The College of New Jersey

Term 2025 Spring

Seq #	Class Nbr	BIO	171	Section	A02	HUMAN FORM AND FUNCTION
1	41110	BIO	171	A02	HUMAN FORM AND FUNCTION	
Enrollment Request Action Enroll						
Message Severity Message						
Message Text						
Class 41110 is Closed. Student placed on Wait List, position number 2. (14640,154)						