MANAGING WAIT LISTS

WAIT LIST SETUP
- Wait list capacity is set on all classes, except classes that require enrollment in a co-requisite class(es), such as Course Links or U-Course
- The Wait List Capacity is set at 100% of the enrollment capacity
- Auto Enroll from Wait List is enabled on all classes
- Combined section classes (e.g. RELS 375/WMST 375) also have a wait list capacity set at the combined level
- Students may wait list for a maximum of 10 units
- The automated wait list process runs through the first week of classes
  - During enrollment appointment period the process runs once per day
  - During add/drop registration period the process runs multiple times per day
  - During summer orientation the process is not run

HOW STUDENTS GET ON A WAIT LIST IN SELF-SERVICE
- When a class fills to capacity, students have the option to place themselves on the wait list. Students can also be placed on a wait list administratively (i.e., by a department office)
- Placement on a wait list is first come, first serve. Students are assigned a position number at the time they are placed on the wait list and they can monitor their position online
  - Before a student is placed on a wait list, the process checks the following:
    - Class limit/Enrollment Capacity
    - if the Enrollment Capacity for a class has been reached, the student can select to wait list
    - if the Wait List capacity has been reached, the student will not be able to wait list
    - Enrollment Appointment – student must have a valid enrollment appointment
    - Service indicators (i.e., registration holds)
    - Consent (permission) required
    - Career – undergraduate student requesting a graduate level class (i.e. 600 level classes)
    - Unit limits (10 units wait list; 16 enrolled units FR, SO, JR; 17 enrolled units SR and PBACS; 21 units all UGRDS beginning with the add/drop period)
    - Requisites (i.e., prerequisites)
    - Related Components (e.g. lecture/lab)
    - Repeats
  - Before a student is enrolled from a wait list the process checks:
    - Time conflict – time conflict is not checked before placement on a wait list, but is checked before enrolling in a class
    - Unit limits
    - Requisites
WHAT TO KNOW ABOUT ENROLLMENT OVERRIDES

- A closed class override bypasses the wait list, enrolls the student and increases the enrollment total, but not the enrollment capacity.
- If an enrollment appointment, service indicator and/or the student’s career is overridden in order to place the student on a wait list, the process does not check these again before enrolling the student from the wait list.
- Registration holds that are placed after a student is on a wait list will not prevent enrollment from a wait list.
- If department or instructor consent/permission is overridden in order to place a student on a wait list, the process will not check consent/permission again before enrolling the student from the wait list.
- Consent/permission set on a class after students are on a wait list will not prevent enrollment from a wait list.
- If class requisites are overridden to place a student on a wait list, the process WILL check requisites and prevent the student from enrolling from the wait list if the requisites are not in PeopleSoft.
- Time conflicts will not prevent a student from getting on a wait list, but WILL prevent a student from enrolling from the wait list.

ADMINISTRATIVE ENROLLMENT UPDATES

- A student is placed on a wait list by checking the ‘Wait List Okay’ box.
- If you override a Closed Class, student will be enrolled and not wait listed.
- If any of the following actions are utilized, it is very important the affected students are notified:
  - A student can be dropped from a wait list using the drop action
  - A student that is enrolled can be dropped to a wait list
  - A student’s wait list position number can be changed – this may affect all students on the wait list and their position numbers

Note: When a class is full and a student is issued a Class Add Form, the student will not be placed on the wait list, but will be enrolled into the class by Office of the Registrar.

- Swapping cannot be used when the swapped ‘from’ class is a wait listed class.
- ‘Drop If Enrolled’ allows students to waitlist for a class and be dropped from an enrolled class only after successfully enrolled from the waitlist.
- Cancelled classes also drop the wait listed students from the wait list.

HOW TO VIEW WAIT LISTED STUDENTS AND CLASSES

- Class Search – ensure that the Show Open Classes Only box is unchecked to see classes with wait lists.
- Class Roster – use the drop down box and select ‘Waiting’ (shows position #)
- Student’s class schedule
  - Enrollment Summary
  - Study List (shows position #)
  - Student Center Class Schedule or under Academics Tab
  - Faculty Center Student Class Schedule (shows position #)
- Students are sent an email after they are enrolled from a waitlist. They are instructed to drop the class if they no longer want to be enrolled.
WAIT LIST RESTRICTIONS

- When a student drops a class and there are students on the wait list, the open seat will not be available to students who are not on the wait list.
- Students cannot wait list for more than one section of a class if there is a shared component. For example, when a student selects wait list for a lab that will auto the student in the lecture component, the student cannot also wait list for a second lab when it shares the same lecture (e.g., BIOL 104).
- If a student is on wait lists for two sections of the same class and get enrolled in one of the sections, the other section remains as wait listed.
- If a student is on a wait list for one class section and enrolls in another class section of the same class, the student will be automatically dropped from the wait listed section.
- If a student is enrolled in a class section and wait lists for another section of the same class, the student will not be enrolled from the wait list, except for classes that allow multiple enrollments (e.g., activity classes).
- If a student is enrolled in a class section and selects to swap that section for a class with a waitlist, the student will only be dropped from the enrolled section if successfully enrolled from the waitlist.
- Open University students cannot wait list for classes
- Wait listed classes do not count towards full time enrollment, financial aid and are not calculated in student fees

ACADEMIC DEPARTMENT CONSIDERATIONS

- Departments should set the Wait List Capacity and the Auto Enroll from Wait List on the Schedule of Classes page when adding additional classes to the schedule
- If increasing the Enrollment Capacity on a class, the Wait List Capacity should also be increased to equal 100%.
- If the Enrollment Capacity is increased, students on the wait list will be auto enrolled using the new class capacity.
- It is expected that wait listing will be available for all classes, except those that have co-requisites such as Course Links. If a department wants to discontinue the use of wait listing beginning the first day of classes, the following changes need to be made to the class setup:
  - Set the class to Department or Instructor Consent
  - Uncheck the Auto Enroll from Wait List box
- Students remaining on wait lists on Friday of the first week of classes will be purged. The purged data is stored in the data warehouse and can be access using CRA Job 1117.
- Departments can also review and/or contact students on a wait list for a specific class using CRA Job 1110.

PERMISSION NUMBERS can be utilized to assist departments with wait lists. Contact Office of the Registrar for instructions on using permission numbers.