Department Waitlist Setup As of 6-2-15

About Waitlist:

- Waitlisted courses are determined and set up by the department.
- Waitlist becomes available to students when enrollment numbers for the class have reached full capacity.
- Waitlist is not available for courses with Co-Requisites or courses that require Department Consent.
- Waitlist will be available to students until the day before the term starts.
- Students will not be able to Waitlist after the start of the term. However, instructors will be given the option to make exceptions on a case by case basis.
- Students can Waitlist up to 9 units. However, students can only be enrolled in the maximum units allowed based on tuition and fee payment and that they met all requirements/requisites.
- Multiple Component Courses - Waitlist has to be set up for all sections of a multi-component course.
- Cross-listed/Combined courses - Waitlist has to be set up at the course level as well as the Combined Sections Table page, which requires paperwork to be submitted to the Scheduling Office.
- Waitlist uses a “first come, first served” concept, meaning that those earliest in line have a lower Waitlist position number. Those in the front of the line will automatically be enrolled when a space opens as long as they meet the enrollment requirement/requisites. The next person in line will move up to position 1.
- Only students on the Waitlist can fill an available spot. If the department increases the enrollment capacity, students on the Waitlist will have priority in filling the space first.

Navigate to: Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
Enter: Term, Subject Area, and Catalog Nbr.
Click Search.

Click on the third tab: Enrollment Cntrl
The department can add seats to be Waitlisted by performing three steps.

1. **Wait List Capacity** = Enter number of students to be allowed on the Waitlist.
   - **Effective Fall 2015**: Waitlist Capacity is to be unlimited (999) for all sections qualified to be Waitlisted.
2. Select Check Box [Auto Enroll from Wait List]
3. Click [Save].
VIEW PENDING STATUS

Navigate to: Main Menu > Curriculum Management > Class Roster > Class Roster
Enter: Term, Subject Area, Catalog Nbr, and Click Search.

Enrollment Status = Waiting.

Status Note column indicates the position of the student on the Waitlist.

Note: You can change the student’s Waitlist position number if needed.

Change Waitlist Position: Example: 302721047 is currently in position #2 (see above)

Navigate to: Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student
Enter: ID, Acad. Career, Acad. Institution, Term, and Click Add.
**Action** = Chg WL Pos  
**Class Nbr** = Waitlisted Course #.

Click on Other Class Info tab,  
**WL Pos** = new position number  
Click Submit.

Change Waitlist Position Success

Verify new Waitlist position number in Class Roster. 302721047 is now in position #1.
Waitlist Processes:

- The auto enroll process will run every 3 hours to move students from Waitlist to enrollment provided that space becomes available and all enrollment eligibility has been met. **It is the student's responsibility to drop from the Waitlist if they no longer want to be on the Waitlist prior to the start of the term.**

- For student who successfully enrolled from Waitlist, they will receive an email of enrollment. The email notification occurs once a day in the morning. It captures those students that were successfully enrolled from Waitlist the day before.

- Waitlist will be turned off before the start of the term.