Wait Lists
*From Start to Finish*

During the class scheduling time period:
- Set up your wait list

During the registration period:
- Maintain the list

First day of classes:
- Close out the list
Decide how big to make the wait list

Consider enrollment from previous year. Look at the number of drops. This could be a good gauge for setting the wait list cap. You can use Analytics to review reports of add and drop dates.
You can create an Analytics report that displays students that either added or dropped a specific class. A student who hasn’t dropped will show a drop date of 01/01/1900. If they have dropped, you will see the actual drop date.
How to create your own Analytics report that displays student add and drop dates.
You may also decide to keep the wait list cap small so that is more manageable.
Auto Enroll is always checked so that the wait list feature will be invoked. (But, students aren’t auto enrolled.)

This class is open because the enrollment cap has not been met.

Enter the wait list capacity.
For cross-listed classes, the combined wait list cap should match the cap for each section.
For co-convened classes, the combined wait list cap should match the total cap for all sections.
After students begin registering and the class reaches capacity, it will appear as “closed”. The wait list will now be invoked.
Students will see that the class is full and add themselves to the wait list.

Check regularly to see if there are students on the wait list that could be moved into available openings.
Analytics has a premade report that can be used to look at wait list total enrollment. Go to:
1. The Student Dashboard
2. The Enrollment Overview Tab
3. Enter your Term and Subject
You can create your own report that will only return classes that have active wait lists.

<table>
<thead>
<tr>
<th>Term</th>
<th>Subject Code</th>
<th>Catalog Number</th>
<th>Class Section Code</th>
<th>Enrollment Status</th>
<th>Class Status</th>
<th>Automatic Enrollment Waitlist</th>
<th>Enrollment Capacity</th>
<th>Total Enrollment</th>
<th>Available Seats</th>
<th>Wait List Capacity</th>
<th>Total Wait List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2010</td>
<td>DNC</td>
<td>100</td>
<td>001</td>
<td>Closed</td>
<td>Active</td>
<td>Y</td>
<td>180</td>
<td>191</td>
<td>-11</td>
<td>100</td>
<td>13</td>
</tr>
<tr>
<td>Fall 2010</td>
<td>DNC</td>
<td>100</td>
<td>002</td>
<td>Closed</td>
<td>Active</td>
<td>Y</td>
<td>20</td>
<td>14</td>
<td>6</td>
<td>50</td>
<td>1</td>
</tr>
</tbody>
</table>
How to create your own Analytics report that displays active wait lists.

Use the Class Enrollment data set.

Add an enrollment column and then edit the formula to calculate the available seats.
You can also check the administrative class roster.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Program and Plan</th>
<th>Level</th>
<th>Status Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>College of Science - Psychology</td>
<td>Freshman</td>
<td>Pos # 1</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>College of Ag &amp; Life Sciences - Environmental Sciences</td>
<td>Freshman</td>
<td>Pos # 2</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>College of Science - Psychology</td>
<td>Freshman</td>
<td>Pos # 3</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>College Letters Arts Sciences - No Major Selected Ltr Art Sci</td>
<td>Sophomore</td>
<td>Pos # 4</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>College of Science - Psychology</td>
<td>Freshman</td>
<td>Pos # 5</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>College of Science - Psychology</td>
<td>Freshman</td>
<td>Pos # 6</td>
</tr>
</tbody>
</table>
You can also check the instructor’s roster.

The student’s email address is readily available.
Two Ways to Add Students from the Waitlist:

1. Departmental registration.
   - You must notify the student that you are registering them into the class. Email the student to get their permission to enroll them.
   - Once you receive confirmation from the student, use Quick Enroll to add the student.
Option 2: Give the student “permission” to enroll.
Records and Enrollment>Term Processing>Class Permissions>Class Permissions

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>027926</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution:</td>
<td>The University of Arizona</td>
</tr>
<tr>
<td>Term:</td>
<td>Fall 2010</td>
</tr>
<tr>
<td>Subject Area:</td>
<td>POL</td>
</tr>
<tr>
<td>Catalog Nbr:</td>
<td>462</td>
</tr>
<tr>
<td>Course Offering Nbr:</td>
<td>1</td>
</tr>
<tr>
<td>Undergrad</td>
<td></td>
</tr>
<tr>
<td>Political Science Main</td>
<td></td>
</tr>
<tr>
<td>Armed Conf+Confl Mngmnt</td>
<td></td>
</tr>
</tbody>
</table>

Enter the student’s ID here.

You can enter an expiration date here.

Enter the student’s ID here.
You may need to override some items to allow the student to register. Use the “defaults” area if you will be applying the same overrides and expiration to all the permissions to be added. *(This is just a convenience and is not required.)*

If you choose to individualize your overrides and expirations use the “permission” tab for each student.
You can add individual "comments" if you like.

Click the plus sign to add another ID.
This is an example of a class currently using permissions.

The status tells you whether the student has "used" the permission and registered.

You can also see the date that the permission was used.
The ability for a student to add themselves to a waitlist will end at midnight on the day before classes begin.

There are 3 options for handling registrations beginning the first day of classes.
### Option 1

**Wait list**

1. Student A
2. Student B
3. Student C
4. Student D
5. Student E

**Class with 20 seats**

As students drop, department adds wait listed students to the class

<table>
<thead>
<tr>
<th>Drop</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

[Diagram of a student sitting at a desk with a laptop, indicating a decision process]
### Option 2

**Wait list**

1. X
2. 
3. 
4. 
5. 

- ✔ Drop all students on the wait list
- ✔ Set the wait list cap to zero
- ✔ Set the add consent to “dept consent”

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**Class with 20 seats**

Instructor keeps separate list of students who show up on day one and signs schedule change forms

<table>
<thead>
<tr>
<th>Drop</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
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<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

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<noinput>
Option 3

Wait list

1. X
2. 
3. 
4. 
5. 

✅ Drop all students on the wait list
✅ Set the wait list cap to zero

Class with 20 seats

Discontinue the wait list. As students drop, other students can add using self-service.

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>X</td>
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<td>X</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Drop</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**תור לה各项工作**

1. ![無](image1.png)
2. ![無](image2.png)
3. ![無](image3.png)
4. ![無](image4.png)
5. ![無](image5.png)
Dropping Students from the Wait List

• You can drop students using Quick Enroll. Choose “drop” and then find the class in the list. If the class is combined you will need to work with the other departments to get students dropped since you will not have access to drop them.

• Beginning the first day of classes, if you are assigned to the class as a department admin, you may also administratively drop students on the waitlist using the Instructor Class Roster.
Using the administrative drop feature in Instructor Center.