



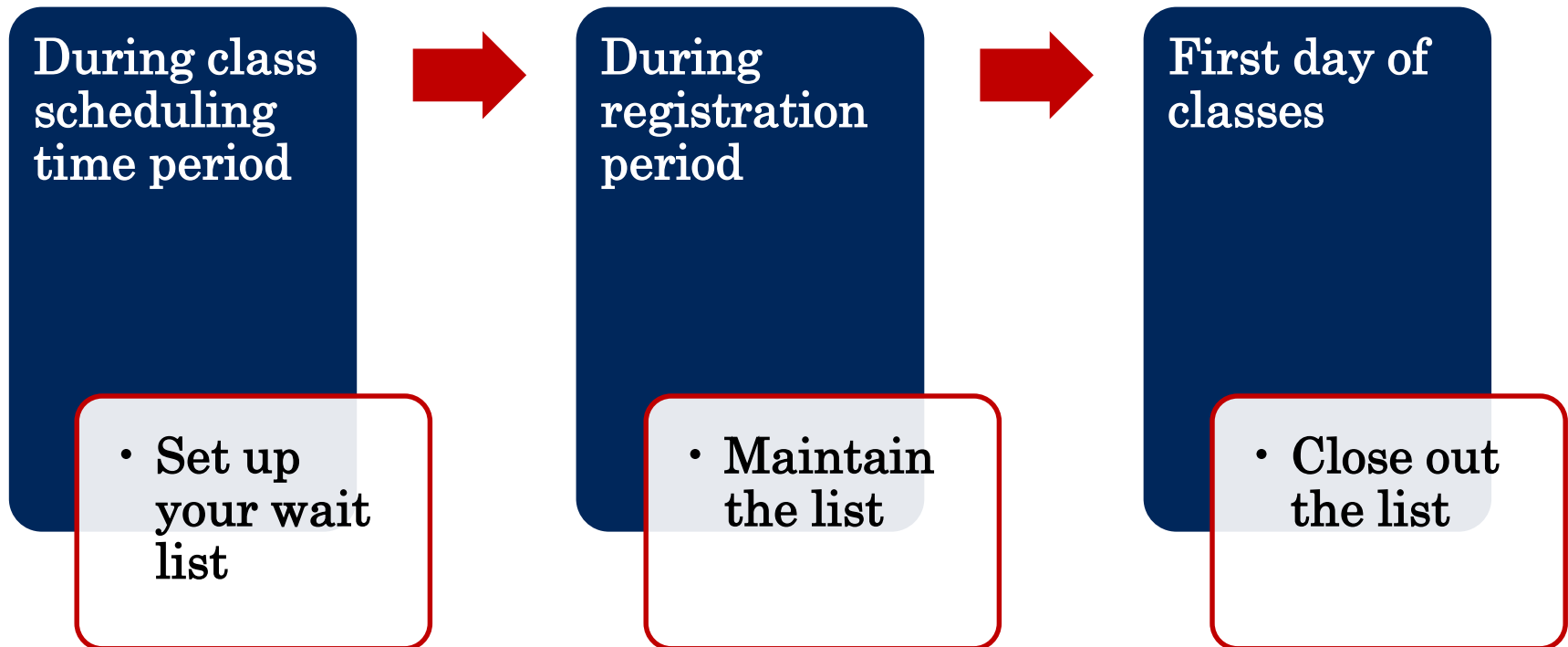
# Wait Lists From Start to End

- Process Overview
- Set up Wait List
- Create UAnalytics Report
- Maintain the Wait List
- Add/Drop a Student
- Close the Wait List



# Process Overview

# General Process Overview



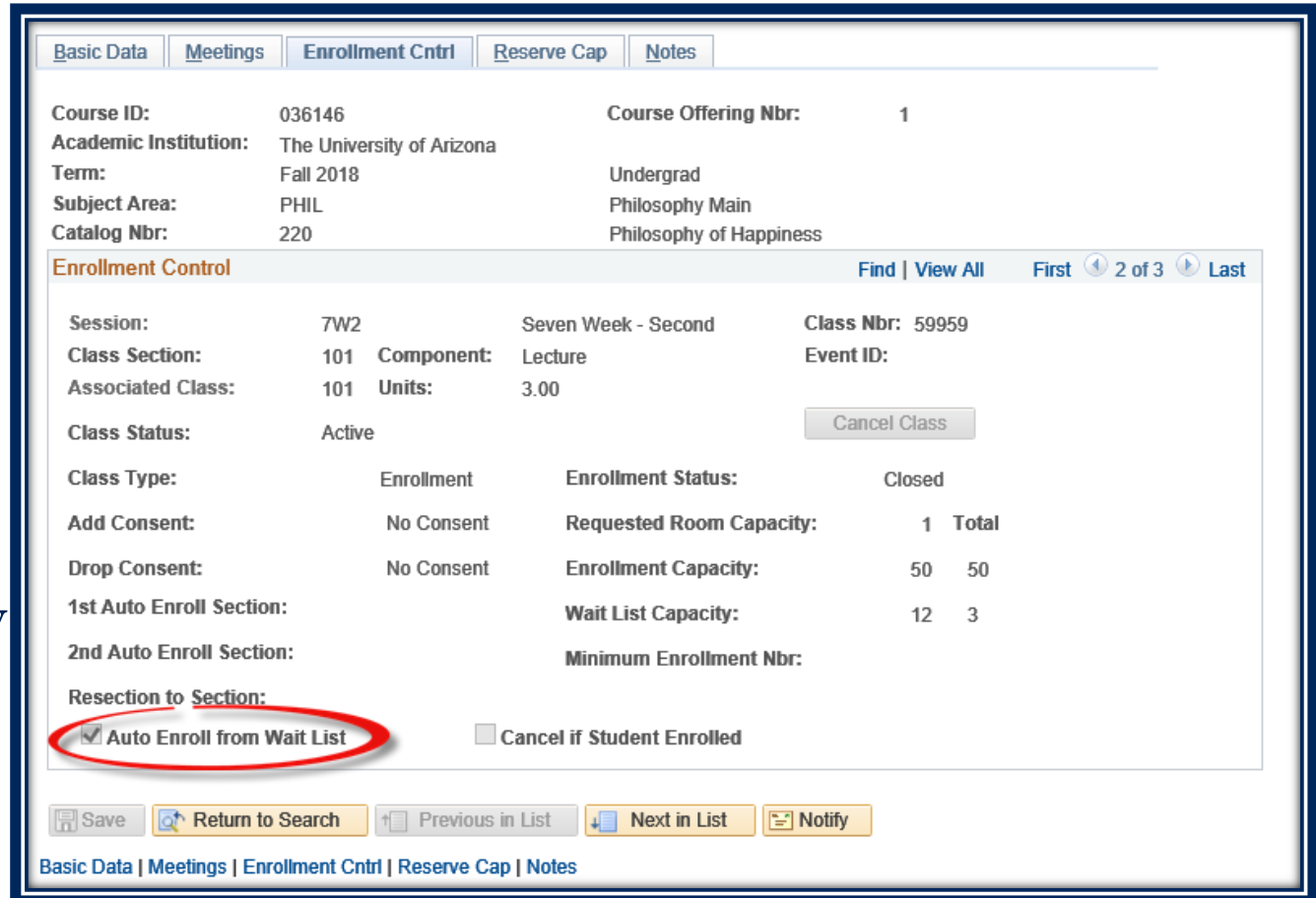
# SOC Enrollment Status = Closed

Once class enrollment reaches the Enrollment Capacity, the class status will update to Closed and the wait list will be invoked.

Basic Data		Meetings		Enrollment Cntrl		Reserve Cap		Notes		
Course ID:	038132	Course Offering Nbr:	1							
Academic Institution:	The University of Arizona			Undergrad						
Term:	Spring 2019	eSociety								
Subject Area:	ESOC	Digital Commerce								
Catalog Nbr:	316									
<b>Enrollment Control</b>								<a href="#">Find</a>   <a href="#">View All</a>		First
Session:	7W1	Seven Week - First	Class Nbr:	91810						
Class Section:	101	Component:	Lecture	Event ID:						
Associated Class:	101	Units:	3.00							
Class Status:	Active			<a href="#">Cancel Class</a>						
Class Type:	Enrollment	Enrollment Status:	<b>Closed</b>							
Add Consent:	No Consent	Requested Room Capacity:	1	Total						
Drop Consent:	No Consent	Enrollment Capacity:	20	20						
1st Auto Enroll Section:		Wait List Capacity:	5	5						
2nd Auto Enroll Section:		Minimum Enrollment Nbr:								
Resection to Section:										
<input checked="" type="checkbox"/> Auto Enroll from Wait List	<input type="checkbox"/> Cancel if Student Enrolled	Combined Section								

# Auto Enroll From Wait List Checkbox

If Auto Enroll from Wait List checkbox is not checked, the auto enroll process will not activate when the class closes. Students will remain on the wait list while any student could enroll in that seat (unless the class is set to permission only)



The screenshot displays the 'Enrollment Control' interface for a course. The 'Auto Enroll from Wait List' checkbox is checked and highlighted with a red circle. The interface includes tabs for 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', and 'Notes'. The course details are as follows:

Course ID:	036146	Course Offering Nbr:	1
Academic Institution:	The University of Arizona		
Term:	Fall 2018	Undergrad	
Subject Area:	PHIL	Philosophy Main	
Catalog Nbr:	220	Philosophy of Happiness	

The 'Enrollment Control' section shows the following details:

Session:	7W2	Seven Week - Second	Class Nbr:	59959
Class Section:	101	Component: Lecture	Event ID:	
Associated Class:	101	Units: 3.00		
Class Status:	Active			<a href="#">Cancel Class</a>
Class Type:	Enrollment	Enrollment Status:	Closed	
Add Consent:	No Consent	Requested Room Capacity:	1	Total
Drop Consent:	No Consent	Enrollment Capacity:	50	50
1st Auto Enroll Section:		Wait List Capacity:	12	3
2nd Auto Enroll Section:		Minimum Enrollment Nbr:		
Resection to Section:				

At the bottom of the 'Enrollment Control' section, there are two checkboxes:  Auto Enroll from Wait List and  Cancel if Student Enrolled.

The interface also includes navigation buttons: Save, Return to Search, Previous in List, Next in List, and Notify. The bottom navigation bar shows: Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes.

# WL Enrollment Checks

## Checks Performed During Placement on Wait List

- **WL Deadlines:** Deadline to wait list is the day before the class begins
- **WL Enrollment Limits:** Cannot exceed 8 units
- **WL Enrollment Capacity:** WL must have open seats
- **Requisites:** Must meet requisites
- **Negative Service Indicator:** If the SI affects enrollment, the student cannot be placed on a waitlist
- **Dept. Consent:** Student will need to receive permission to be placed on the waitlist

## Checks **NOT** Performed During Placement on Wait List

- Time Conflicts
- Repeat Checking

**Note:** both of these checks are done when the student is enrolled into the class by the waitlist process

# Setting Up Your Wait List

# Size of Wait List

## Recommendations

- 10% of your Enrollment Capacity or 10 seats—which ever is lower, or
- Review prior term(s) drop history and use that number (or average) to gauge how big the wait list should be—if an average of 10 people drop the class before the first day of class, consider making the wait list 10 seats



Class Availability			
Combined Section Capacity	75	Wait List Capacity	7
Enrollment Total	75	Wait List Total	2
Available Seats	0		

Your wait list size should be reasonable based on enrollment expectations for the class. A student that chooses to wait list, should have a reasonable chance at getting a seat.



# Maintain Schedule of Classes > Enrollment Cntrl tab

1 Go to Enrollment Cntrl tab on Maintain Schedule of Classes page

2 Check Auto Enroll from Wait List box

3 Create a Wait List capacity

Auto Enroll begins when the status becomes Closed (full)

Basic Data		Meetings		Enrollment Cntrl		Reserve Cap		Notes	
Course ID:	036146	Course Offering Nbr:	1						
Academic Institution:	The University of Arizona							Undergrad	
Term:	Fall 2018	Subject Area:	PHIL	Philosophy Main					
Catalog Nbr:	220	Philosophy of Happiness							
<b>Enrollment Control</b>									<a href="#">Find</a>   <a href="#">View All</a>
Session:	7W2	Seven Week - Second	Class Nbr:	59959					
Class Section:	101	Component:	Lecture	Event ID:					
Associated Class:	101	Units:	3.00						
Class Status:	Active								<input type="button" value="Cancel Class"/>
Class Type:	Enrollment	Enrollment Status:	Closed						
Add Consent:	No Consent	Requested Room Capacity:	1	Total					
Drop Consent:	No Consent	Enrollment Capacity:	50	50					
1st Auto Enroll Section:		Wait List Capacity:	12	3					
2nd Auto Enroll Section:		Minimum Enrollment Nbr:							
Resection to Section:									
<input checked="" type="checkbox"/>	Auto Enroll from Wait List	<input type="checkbox"/>	Cancel if Student Enrolled						

# Combined Sections

- Total Wait List Capacity and Individual Section Wait List Capacities should be set to the same number as shown in this example
- If the cross-listed total and individual section caps are different, the smallest number determines how many students can be enrolled from the wait list but the cross-listed total number appears on the Schedule of Classes

# Cross-Listed Sections

### Identify Combined Sections

**Academic Institution:** UAZ00 The University of Arizona

**Term:** 2191 Spring 2019

**Session:** 1 Regular Academic Session

**Combined Sections ID:** 0317 RNR 417/517 XLIST 001

**\*Combination Type:**

Permanent Combination

Skip Mtg Pattern & Instr Edit

Warning: Mtg Pattern & Instr information will not be shared within the combined section.

---

**Room Capacity**

<b>Requested Room Capacity:</b> <input type="text" value="44"/>	<b>Enrollment Capacity:</b> <input type="text" value="40"/>	<b>Total</b>
	<b>Wait List Capacity:</b> <input type="text" value="5"/>	40
		5

---

[Personalize](#) | [Find](#) | [View All](#) | | [First](#)

Combined Sections		Class Description							
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot
<input type="text" value="71548"/> 🔍	RNR	417	001	Closed	44	40	5	5	2
<input type="text" value="71549"/> 🔍	GEOG	417	001	Closed	44	40	22	5	1
<input type="text" value="71550"/> 🔍	RNR	517	001	Closed	44	40	4	5	1
<input type="text" value="71551"/> 🔍	GEOG	517	001	Closed	44	40	7	5	1
<input type="text" value="79168"/> 🔍	GIST	417	001	Closed	44	40	2	5	0

# Co-convened Sections

- The total wait list capacity should equal the total of all of the section capacities

**Identify Combined Sections**

**Academic Institution:** UAZ00 The University of Arizona  
**Term:** 2191 Spring 2019  
**Session:** 1 Regular Academic Session  
**Combined Sections ID:** 0004 ART 456/556 001  
**Combination Type:** Within Subject



Permanent Combination  
 Skip Mtg Pattern & Ins  
Warning: Mtg Pattern & Ins information will not be shared within the combined section

---

**Room Capacity**

		Total
<b>Requested Room Capacity:</b>	1	3
<b>Enrollment Capacity:</b>	18	3
<b>Wait List Capacity:</b>	4	0

---

[Personalize](#) | [Find](#) | [View All](#) |  |  | [First](#)

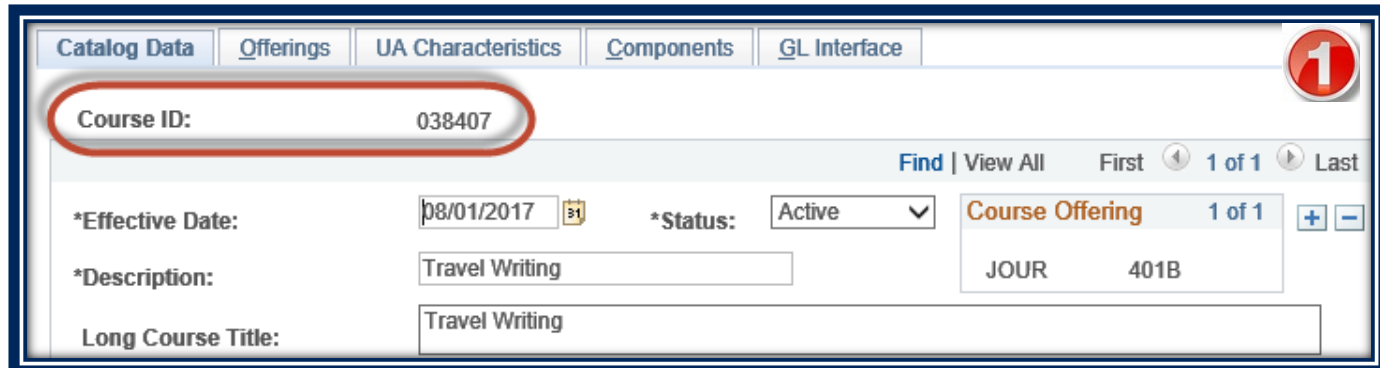
Combined Sections		Class Description						
Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap
61396	ART	456	001	Open with Requirements	1	10	1	2
61511	ART	556	001	Open with Requirements	1	8	2	2

**Once you've set up a class, that setup will roll over into the next like term.**

# Auto Enroll Logic for Combined Sections

# Co-Convened Different Course IDs

- Process looks first at Course ID Number and processes everyone on the lowest Course ID list first
- Once the lowest Course ID list is empty (or no one qualifies for enrollment) the process moves to the next Course Id
- In this example the wait list for JOUR-401B is processed first



1

Catalog Data Offerings UA Characteristics Components GL Interface

Course ID: 038407

Find | View All First 1 of 1 Last

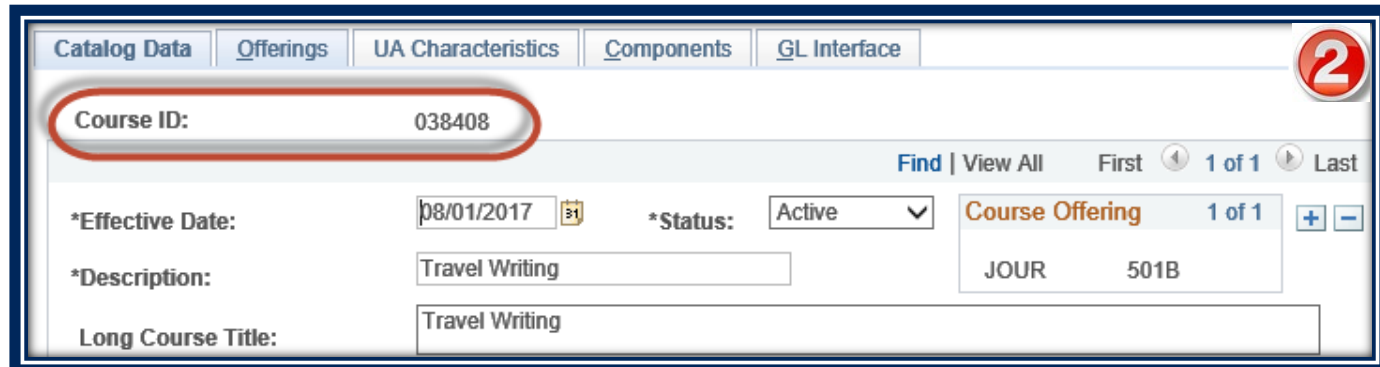
\*Effective Date: 08/01/2017 \*Status: Active

\*Description: Travel Writing

Long Course Title: Travel Writing

Course Offering 1 of 1

JOUR 401B



2

Catalog Data Offerings UA Characteristics Components GL Interface

Course ID: 038408

Find | View All First 1 of 1 Last

\*Effective Date: 08/01/2017 \*Status: Active

\*Description: Travel Writing

Long Course Title: Travel Writing

Course Offering 1 of 1

JOUR 501B

- Most often an honors/non-honors combination
- Auto Enroll process works by section number
- In this example, once the WL from section 001 is empty (or no one on it qualifies for enrollment) the process moves to section 002

# Co-Convened Same Course ID

### Identify Combined Sections

**Academic Institution:** UAZ00 The University of Arizona  
**Term:** 2191 Spring 2019  
**Session:** 1 Regular Academic Session  
**Combined Sections ID:** 0441 LAW 389 001/002  
**\*Combination Type:**

Permanent Combination  
 Skip Mtg Pattern & Instr Edit  
 Warning: Mtg Pattern & Instr information will not be shared within the combined section.

#### Room Capacity

<b>Requested Room Capacity:</b> <input type="text" value="1"/>	<b>Enrollment Capacity:</b> <input type="text" value="200"/>	<b>Total</b>
	<b>Wait List Capacity:</b> <input type="text" value="25"/>	111
		0

Personalize | Find | View All | | First 1-2 of 2 Last

Combined Sections		Class Description		Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group		
*Class Nbr	Subject	Catalog Nbr	Section									
<input type="text" value="71488"/>	LAW	389 <b>1</b>	<b>001</b>	Open	1	180	92	25	0	UA		
<input type="text" value="71827"/>	LAW	389 <b>2</b>	<b>002</b>	Open with Requirements	1	60	19	25	0	UA		



# Cross-Listed

- Process is by Course Offering Number
- Lowest Course Offering first

The screenshot displays a web interface for course offerings. At the top, there are navigation tabs: **Catalog Data**, **Offerings**, **UA Characteristics**, **Components**, and **GL Interface**. Below the tabs, the **Course ID:** is 029708. There are search and navigation options: **Find | View All**, **First**, **1 of 1**, and **Last**. The main data fields are:

- \*Effective Date:** 08/01/2017
- \*Status:** Active
- \*Description:** Geog Inf Sys/Nat+Soc Sci

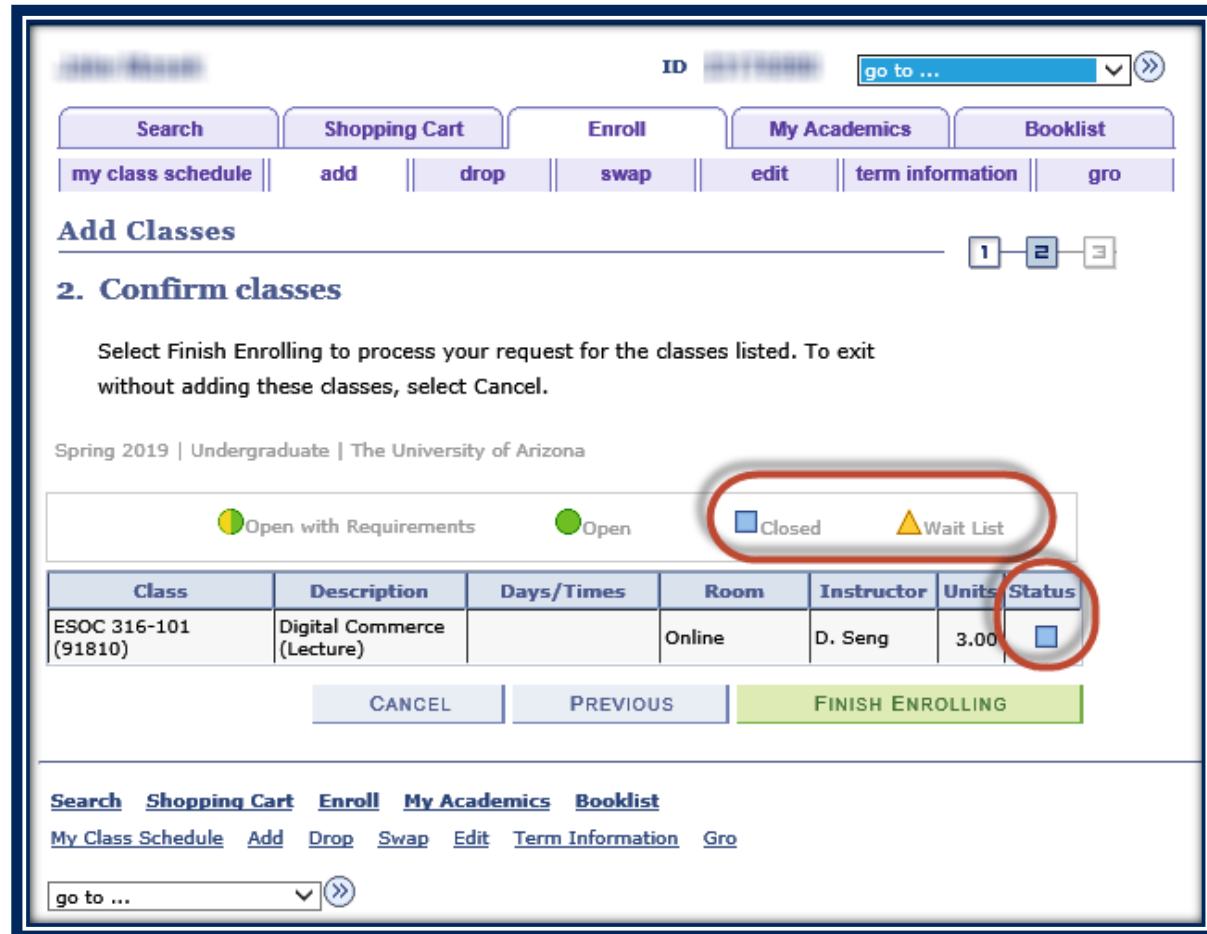
Below these fields, a list of **Course Offering** items is shown, each with a red circle containing a number (1, 2, or 3) indicating its position in the list:

- 1** RNR 417 (1 of 3)
- 2** GEOG 417 (2 of 3)
- 3** GIST 417 (3 of 3)

What does this Look  
Like for the Student?

# Enrollment Status = Closed

When the wait list is full, the student will see the class status of Closed.



The screenshot shows the 'Add Classes' page in the Registrar's Office system. The page title is '2. Confirm classes'. Below the title, there is a message: 'Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.' The page is for 'Spring 2019 | Undergraduate | The University of Arizona'. There are navigation buttons for 'Open with Requirements', 'Open', 'Closed', and 'Wait List'. A table lists the class 'ESOC 316-101 (91810)' with a status of 'Closed'. The 'Status' column has a blue square icon next to the text 'Closed'. Below the table are buttons for 'CANCEL', 'PREVIOUS', and 'FINISH ENROLLING'. The page also includes navigation links for 'Search', 'Shopping Cart', 'Enroll', 'My Academics', and 'Booklist'.

Spring 2019 | Undergraduate | The University of Arizona

Open with Requirements Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ESOC 316-101 (91810)	Digital Commerce (Lecture)		Online	D. Seng	3.00	Closed

CANCEL PREVIOUS FINISH ENROLLING

Search Shopping Cart Enroll My Academics Booklist

My Class Schedule Add Drop Swap Edit Term Information Gro

go to ...

# Enrollment Status = Wait List

When there is room on the wait list, the student will see the class status of Wait List.

The student is then given the option to check the wait list option during enrollment.

▼ SERP 414 - Introduction to Disability Studies

First 1 of 1 Last

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
73137	<a href="#">101-LEC</a> <a href="#">Seven Wk 1</a>	TBA	Online	Sue Kroeger	01/09/2019 - 03/01/2019	▲ <a href="#">select</a>

Notes: This is a combined section class

**Class Attribute** Engagement: Intercultural Exploration  
Engagement: Diversity and Identity  
Writing Emphasis Course

iCourse Fee \$50.00

**Add Classes**

1. **Select classes to add - Enrollment Preferences**

Spring 2019 | Undergraduate | The University of Arizona

**SERP 414 - Intro to Disability Studies**

**Class Preferences**

SERP 414-101	Lecture	▲ Wait List	<b>Wait List</b>	<input type="checkbox"/> Wait list if class is full
<b>Session</b>	Seven Week - First		<b>Grading</b>	Regular Grades A, B, C, D, E
<b>Career</b>	Undergraduate		<b>Units</b>	3.00

# Wait List Enrollment Denied Email Notification to Student

## Possible Reasons

- Registration hold
- Exceeded allowable repeats
- Time scheduling conflict
- Exceeded maximum term unit load

Shawn,

UAccess attempted to enroll you from the wait list in Spring 2019 for the following class:

**GEOG 303- Fld Stdy Enviro Geog**  
Section: **001(53894)**

The enrollment was denied because you cannot add this class due to a time conflict with another class.

You will maintain your position on the wait list. If you resolve the enrollment issue cited above and another seat opens up before the first day of class, the wait list process will attempt to enroll you again.

Registration and Transcripts Office  
[reghelp@email.arizona.edu](mailto:reghelp@email.arizona.edu)

Students are notified one time.

# Wait List Enrollment

## Success Email Notification to Student

Students are automatically emailed when they are successfully enrolled from the wait list *through the auto-enroll process*.

An email is not automatically sent if a dept. enrolls a student from the WL. The department is required to notify the student by email on the same day as the enrollment.

Michela,

You have been enrolled in **Spring 2019** from the wait list for:

**GEOG 303 - Fld Stdy Enviro Geog**  
**Section: 001 (53894)**

If you were on the wait list for another section of this class, you have been dropped from that wait list.

Your schedule in UAccess Student Center has been updated to reflect this new enrollment.

Registration and Transcripts Office  
[reghelp@email.arizona.edu](mailto:reghelp@email.arizona.edu)

# Student is enrolled in a class but wants to WL for a different section

- Student enrolls in a section with open seats
- They can then swap into the closed section (with WL OK checked)
- The student will be dropped from one section and added to the other if/when a seat becomes available

# Departments

Add/Drop a Student  
on the Wait List



# Change Wait List Position

Department staff may change a student's wait list position if their enrollment security includes this option

**Quick Enrollment**

Request ID: 0000000000      ID: [REDACTED]  
 Career: Undergrad      Institution: UA      Term: Sprg 2019

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides
*Action		Class Nbr		Section	
<input type="checkbox"/>	<input type="checkbox"/> Chg WL Pos	77317	MCB 181L	008	Pending

The student can see this change in Student Center

**Quick Enrollment**

Request ID: 0000000000      ID: [REDACTED] ★   
 Career: Undergrad      Institution: UA      Term: Sprg 2019 Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides
		Permission	Ind Study instructor	Action Reason	WL Pos
<input type="checkbox"/>	<input type="checkbox"/> MCB 181L			REG <input type="text"/>	<input type="text"/>

Create Transcript Note

# Change Wait List Position

Students can view their current wait list position number on their My Class Schedule page.

When their position number changes (due to department manipulation or enrollment) the student can monitor their place in line.

Home Page ID: [REDACTED] go to ...

[Search](#)
[Shopping Cart](#)
[Enroll](#)
[My Academics](#)
[Booklist](#)

[my class schedule](#)
[add](#)
[drop](#)
[swap](#)
[edit](#)
[term information](#)
[gro](#)

### My Class Schedule

Select Display Option  List View  Weekly Calendar View

Spring 2019 | Undergraduate | The University of Arizona [change term](#)

Class Schedule Filter Options

Show Enrolled Classes
  Show Dropped Classes
  Show Waitlisted Classes [filter](#)

#### GEOG 303 - Fld Stdy Enviro Geog

Status	Waitlist Position	Units	Grading	Grade	Deadlines
Waiting	1	3.00	Regular Grades A, B, C, D, E		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
53894	<a href="#">001</a>	Lecture	Th 8:30AM - 11:00AM	Env & Nat Rsrcs Phas2, Rm S230	Malissa Hubbard	01/09/2019 - 05/01/2019

#### GEOG 350 - The Geographies of Beer

Status	Waitlist Position	Units	Grading	Grade	Deadlines
Waiting	2	3.00	Regular Grades A, B, C, D, E		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
89776	<a href="#">001</a>	Lecture	MoWe 2:00PM - 3:15PM	Env & Nat Rsrcs Phas2, Rm S230	Dereka Rushbrook	01/09/2019 - 05/01/2019

# Administrative Class Roster

## Curriculum Management > Class Roster

Filter the Enrollment Status to Waiting

### Class Roster

Spring 2019 | Seven Week - First | The University of Arizona | Undergraduate

▼ [SERP 414 - 101 \(73137\)](#)  
Introduction to Disability Studies (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Online	Sue Kroeger	01/09/2019 - 03/01/2019

**\*Enrollment Status:** All  
Enrolled  
**Waiting**

**Enrollment Capacity:** 45      **Waitlisted:** 1

Waitlisted Students      Personalize | Find |      First 1 of 1 Last

	Select	ID	Name	Program and Plan	Level	Status Note
1	<input type="checkbox"/>	[REDACTED]	[REDACTED]	College of Ag & Life Sciences - Pre-Family Studies & Hum Dev/Special Educ & Rehabilitation	Sophomore	Pos # 1

# Instructor Center Class Roster



Class Roster

Filter the Enrollment Status to Waiting

**Sue Kroeger**

[Instructor Center](#) | [Advisor Center](#) | [Search](#) | [Desire2Learn](#)  
[my schedule](#) || [class roster](#) || [grade roster](#)

**Class Roster**

[View FERPA Statement](#)

Spring 2019 | Seven Week - First | The University of Arizona | Undergraduate

▼ **SERP 414 - 101 (73137)** change class

Introduction to Disability Studies (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Online	Sue Kroeger	01/09/2019 - 03/01/2019

**Combined Sections**

Subject	Cat#	Section	Class#	Description	Enrolled
SERP	414	101	73137	Intro to Disability Studies	45
SERP	414	201	79594	Intro to Disability Studies	5

\*Enrollment Status: Waiting ▼

Enrollment Capacity: 45      Waitlisted: 1

Select display option:  Link to Photos     Include photos in list

[Printable Photo Roster](#)

**Waitlisted Students** ?

	Notify	Photo	Course	ID	Email	Name	Program and Plan	Level	Status Note
1	<input type="checkbox"/>		SERP 414-101	XXXXXXXX	XXXXXXXX@arizona.edu	XXXXXXXX	College of Ag & Life Sciences - Pre-Family Studies & Hum Dev/Special Educ & Rehabilitation	Sophomore	Pos # 1

# Permissions to Add

A permission could be granted, by the instructor or department admin, to allow enrollment without wait listing or to allow enrollment for someone already on the wait list.

Permission to Add

Term:	Spring 2019	Undergrad
Subject Area:	SERP	Special Ed Rehab Sch Psyc Main
Catalog Nbr:	414	Intro to Disability Studies

Class Section Data
Find | View All
First ◀ 1 of 1 ▶ Last

Session:	7W1 Seven Week - First	Class Nbr:	73137	Class Status:	Active
Class Section:	101	Class Type:	Enrollment Section		
Component:	Lecture	Instructor:	Kroeger, Sue A		

Defaults

Expiration Date:  31

Permission Valid For:

<div style="border: 1px solid red; border-radius: 10px; padding: 2px;">Closed Class</div> <input checked="" type="checkbox"/>	Requisites Not Met	Consent Required	Permission Time Period
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

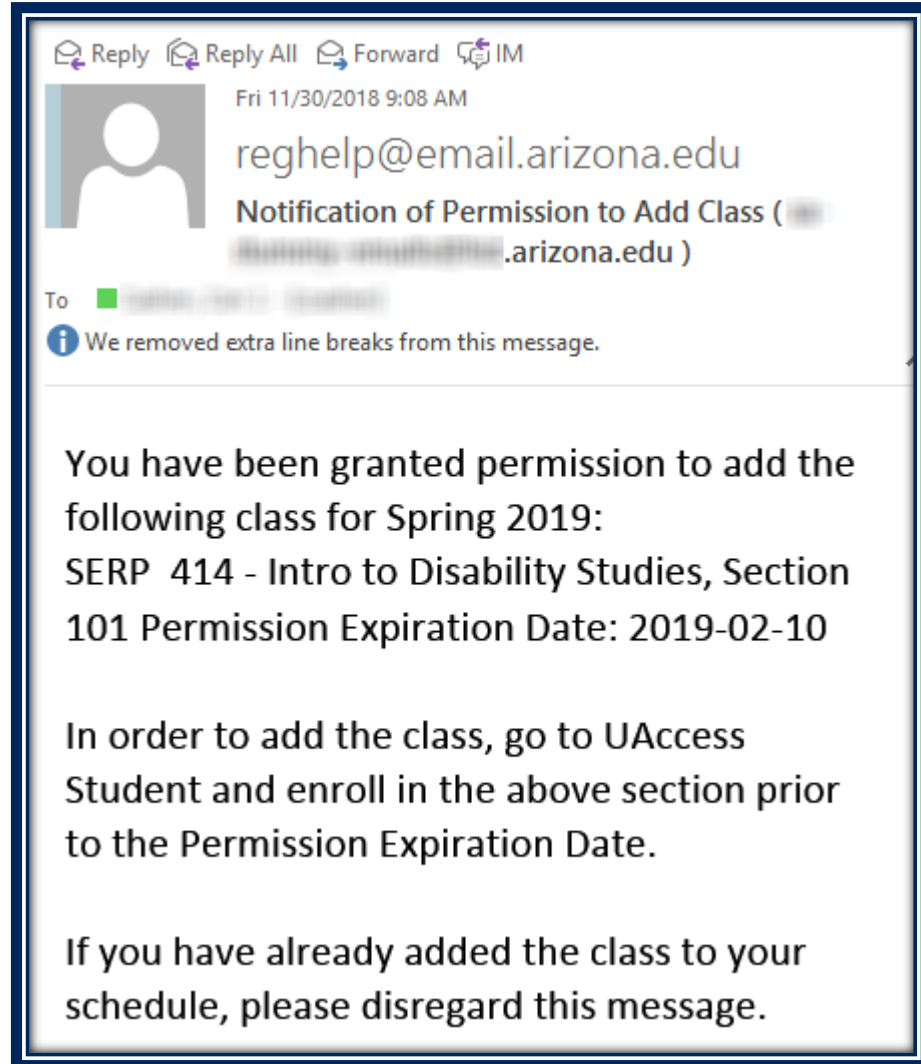
Class Permission Data
Personalize | Find | | 
First ◀ 1 of 1 ▶ Last

General Info
Permission
Comments
⋮

Seq #	ID	Name	Status	Permission Use Date	Expiration Date		
1	<input type="text" value=""/>	<input type="text" value=""/>	Not Used		02/10/2019 <span style="font-size: x-small;">31</span>	<input type="button" value="+"/>	<input type="button" value="-"/>


# Permissions to Add

Students are automatically notified by email when a permission has been created for them.




Reply Reply All Forward IM

Fri 11/30/2018 9:08 AM

 reghelp@email.arizona.edu  
Notification of Permission to Add Class ( [redacted]@email.arizona.edu )

To [redacted]

 We removed extra line breaks from this message.

You have been granted permission to add the following class for Spring 2019:  
SERP 414 - Intro to Disability Studies, Section 101  
Permission Expiration Date: 2019-02-10

In order to add the class, go to UAccess Student and enroll in the above section prior to the Permission Expiration Date.

If you have already added the class to your schedule, please disregard this message.

# Using UAnalytics to Monitor the Wait List

# UAnalytics – Wait List

Student > Class Schedule Live > Enrollment Overview

## Sections Reaching Capacity

Term	Campus	Session	Subject	Cat #	Section	Enrollment Total	Enrollment Cap	% Full	Open Seats	Waitlist Total	Waitlist Cap	Minimum Enrollment	Room Capacity Requested
Spring 2019	MAIN	Seven Week - First	SERP	414	101	45	45	100%	0	1	40	0	40

## Enrollment Overview with Crosslisting

Term	Campus	Subject	Cat #	Section	Class Link	Enrollment Total	Enrollment Cap	Waitlist Total	Waitlist Cap	Minimum Enrollment	Room Capacity Requested
Spring 2019	MAIN	SERP	414	101	73137	45	45	1	40	0	40
	ONLN	SERP	414	201	79594	5	10	0	10	0	30

## Enrollment Overview with Sections

Term	Campus	Subject	Cat #	Section	Class Link	Enrollment Total	Enrollment Cap	Waitlist Total	Waitlist Cap	Minimum Enrollment	Room Capacity Requested
Spring 2019	MAIN	SERP	414	101	73137	45	45	1	40	0	40
	ONLN			201	79594	5	10	0	10	0	30



# UAnalytics – Wait List

## Build Your Own Wait List Report

**1** Access ANALYTICS

Criteria Results Prompts Advanced

Subject Areas

Search

- CSW - Student Records - Class Enrollment
- Fact Class Enrollment
- Class Enrollment Document Details
- Academic Organization
- Academic Program
- Campus
- Class
- Day Enrollment Add Date
- Day Enrollment Drop Date
- Enrollment Reason
- Enrollment Status
- Grade
- Audit Grade
- Grade Roster
- Instruction Mode
- Location
- Outreach Classification

Selected Columns

Dates and Terms Class

Term Code Subject Code

Filters

Term Code is equal to / is in 2191  
 AND Subject Code is equal to / is in SERP  
 AND Catalog Number is equal to / is in 414

**2** Edit Column Formula

Column Formula Bins

Folder Heading Class

Column Heading Enrollment Capacity - Total Enrol

Custom Headings  
 Contains HTML Markup

Aggregation Rule (Totals Row) Default (None)

Available

Subject Areas

CSW - Student Records - C  
 Fact Class Enrollment  
 Class Enrollment Docun  
 Academic Organization  
 Academic Program  
 Campus  
 Class  
 Day Enrollment Add Dat  
 Day Enrollment Drop Da

Column Formula

Class \* Enrollment Capacity - Class \* Total Enrollment

f(...) Filter... Column Variable + - x / % ( ) ||

OK Cancel

**3** Table

Term Code 2191

Subject Code	Catalog Number	Class Section Code	Enrollment Capacity	Total Enrollment	Enrollment Capacity - Total Enrollment
SERP	414	101		45	45
		201		10	5




# Close the Wait List

# Disabling the Wait List

The auto-enroll from wait list process continues to run nightly through the last day to add for 7W2 in Fall/Spring.

If you want to disable your wait list before this time, follow steps 1,2,3

After the last day to add for 7W2, wait list data are purged in preparation for the next term's enrollment appointment.



-  Drop all students on from the wait list
-  Set the wait list cap to zero
-  Set the add consent to "dept consent"




# Dropping Students on Wait List




**Department Admin:** Use Quick Enroll to drop a student from the wait list. This works just like a regular drop.

**Instructor:** Use the Administrative Drop process through your class roster. This becomes available on the first day of class.

### Quick Enrollment

Request ID: 0008693648      ID:   
Career: Undergrad      Institution: UA      Term: Sprg 2019      

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Related 1	Related 2
	 <b>*Action</b> Drop		Class Nbr 73137  SERP 414		Section 101      Success		

# Questions?

Class Setup: Room and Course Scheduling

Student Enrollment: Registration &  
Transcripts