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
General Process Overview

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

During registration period:
- Maintain the list

First day of classes:
- Close out the list
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.
If Auto Enroll from Wait List box 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).
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

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)
Combined Sections
Cross-Listed 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.
Co-convened Sections

- The total wait list capacity should equal the total of all of the section capacities.
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.
Co-Convened
Same Course ID

- 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
Cross-Listed

- Process is by Course Offering Number
- Lowest Course Offering first
What does this Look Like for the Student?
When the wait list is full, the student will see the class status of Closed.
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.
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

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
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.

The student can see this change in Student Center.
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.
Filter the Enrollment Status to Waiting

<table>
<thead>
<tr>
<th>Select</th>
<th>ID</th>
<th>Name</th>
<th>Program and Plan</th>
<th>Level</th>
<th>Status Note</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td>[Redacted]</td>
<td>College of Ag &amp; Life Sciences - Pre-Family Studies &amp; Hum Dev/Special Educ &amp; Rehabilitation</td>
<td>Sophomore</td>
<td>Pos # 1</td>
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</table>
Filter the Enrollment Status to Waiting
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.
Permissions to Add

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

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Campus</th>
<th>Session</th>
<th>Subject</th>
<th>Cat #</th>
<th>Section</th>
<th>Enrollment Total</th>
<th>Enrollment Cap</th>
<th>% Full</th>
<th>Open Seats</th>
<th>Waitlist Total</th>
<th>Waitlist Cap</th>
<th>Minimum Enrollment</th>
<th>Room Capacity Requested</th>
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<tbody>
<tr>
<td>Spring 2019</td>
<td>MAIN</td>
<td>Seven Week - First</td>
<td>SERP</td>
<td>414</td>
<td>101</td>
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### Enrollment Overview with Crosslisting

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<th>Term</th>
<th>Campus</th>
<th>Subject</th>
<th>Cat #</th>
<th>Section</th>
<th>Class Link</th>
<th>Enrollment Total</th>
<th>Enrollment Cap</th>
<th>Waitlist Total</th>
<th>Waitlist Cap</th>
<th>Minimum Enrollment</th>
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### Enrollment Overview with Sections

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UAnalytics – Wait List
Build Your Own Wait List Report
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.

1. Drop all students on from the wait list
2. Set the wait list cap to zero
3. 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.
Questions?

Class Setup: Room and Course Scheduling

Student Enrollment: Registration & Transcripts