University of
NorthernIowa

Waiting Lists

The functionality of waiting lists in the new system was covered in detail in training. The following information is provided as a summary of the options available.

- Departments are able set up waiting lists as they schedule course sections in the system. One major difference between the delivered functionality in the new system and how the old system worked is that waiting lists in the new system are not course specific, but section specific. Once a waiting list is established in the system for a course section, it is no longer true that students are given the opportunity to be added to a waiting list only after all of the sections are full for a given course. Instead, if a waiting list exists for a given course section, when a student attempts to register for the section and that section is full, the student will be provided an opportunity to be added to the waiting list for that section.
- Departments who want to continue offering the waiting list option to students only after all sections are full for a given courses, will need to monitor the enrollments in the course sections and turn on their waiting lists only after all sections are full.
- Waiting lists are "turned on" by entering a number in the Wait List Capacity (on the "Enrollment Control" tab of the schedule of classes set up pages). To allow an unlimited number of students on the waiting list, 9999 should be entered in the Wait List Capacity; to limit the number of students who can be placed on the waiting list, that number should be entered in the Wait List Capacity.

The following chart identifies the different methods for using waiting lists, along with how each method can be accomplished with the new system. There are two main questions to be answered in determining your waiting list approach:
1. Do you want to set up the waiting list in the student information system?
2. Do you want to automatically enroll students on the waiting list on a first come first serve basis as seats become available in the section?

Waiting List Options

Waiting List Approach	How to Accomplish this Approach
No Waiting List for a Course	• Do nothing when scheduling the course; the Wait List Capacity will default to zero, which indicates there is no waiting list for the section
Establish and Manage Waiting List for a Course Outside the Student Information System	• Do nothing when scheduling the course • Continue what has been done in the past to manually establish and manage the waiting list outside the system
Establish a Waiting List in the System by Course Section; Automatically Enroll Students as Spaces Become Available on a First-Come First-Serve Basis	• Enter a value in the Wait List Capacity for each section • Check the Auto Enroll from Wait List checkbox
Establish a Waiting List in the System by Course Section; Manage the Decision of Which Students May Enroll Outside the System	• Enter a value in the Wait List Capacity for each section • Leave the Auto Enroll from Wait List checkbox unchecked • Utilize manual system of choice to manage the enrollment of students on the waiting list

Waiting List Approach	How to Accomplish this Approach
Establish a Waiting List in the System by Course rather than Course Section (the way the old system worked); Automatically Enroll Students as Spaces Become Available on a First-Come First-Serve Basis	• Monitor the enrollment in the course sections Once all sections are full: • Enter a value in the Wait List Capacity for each section to invoke the waiting lists • Check the Auto Enroll from Wait List checkbox
Establish a Waiting List in the System by Course rather than Course Section (the way the old system worked); Manage the Decision of Which Students May Enroll Outside the System	• Monitor the enrollment in the course sections Once all sections are full: • Enter a value in the Wait List Capacity for each section to invoke the waiting lists • Utilize manual system of choice to manage the enrollment of students on the waiting list

A waiting list report similar to the current report available in the old system will be created and made available to departments. If you have any input regarding the format of this report, please let me know.

Departments will continue to be responsible for notifying the students on waiting lists. <u>Because waiting list policies vary greatly, it is requested that waiting list policies and procedures for notifying students are included in the Schedule of Classes</u>. This information will appear in the Global Notes area of the Schedule of Classes set up pages available for each subject area, and be maintained by the Registrar's Office.