

Wait List Auto Enrollment Process - how it runs

Every day, including the weekends, between 4:15-4:30pm, the wait list auto enrollment process runs. **It runs once a day.** If there is a seat open in the class and the section has the "auto enroll from wait list" box checked, the first student on the wait list will be tried.

The student must meet all prerequisites, have no time conflicts, have no holds, and will not go over 18 credits total to be eligible. If the student is eligible, the system registers the student into the class and a notification is sent.

If the student is not eligible, they are skipped over and the system tries the next student. The student who is skipped over will receive a message containing the reason. If all students on the wait list are not eligible or if there are more seats available than students on the list, the system will open the section so that everyone can register (the green circle will appear). The section appears open only temporarily if there are still students on the wait list. The section will close again the next day if there are still students on the wait list, even if those students can't get in.

If a department increases the cap on a section that has a wait list, the section will not open up until after the wait list process has run. This ensures that the students on the wait list get the first shot at those seats.

The wait list process for the term is started on the first day of registration. The last day it runs is the day before the term begins. The wait lists for a term are purged at the end of the day on the first day of class. Departments that want to have a wait list through the first 2 weeks of class should download a copy of the wait list the first day of class, before they are purged, and work from that.

The wait list auto enroll does not work correctly with combined classes. Please do not put wait lists on combined sections.

The email notifications are only sent once. If a student doesn't see the email or does not fix their conflict, they will not get a duplicate email.

Wait List Email Notifications

1. Between 4:15 and 4:20pm every week day, WINGS sends an email to the students who were registered into a section.
 - a. This is an example of the email:

Dear Rachel,

You were successfully enrolled from the waitlisted class ENG 201-02 (Class No. 5022) for term 2187. If you no longer wish to be enrolled in this class, please drop it in your WINGS Student Center. If you are wait listed for another section of this course, please drop yourself from the wait listed class as it will no longer be valid without using the SWAP feature.

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2. Between 4:45 and 5:00pm every week day, WINGS sends an email to any students who were skipped over on the wait list due to a hold, conflict, or error.

Dear Carter,

You were not enrolled in the waitlisted class for term 2194 ACC 221-06 (class number 1006). A scheduling conflict exists with a currently enrolled class. Select another class. If this error is a result of the wait list process, drop the wait listed class and choose the SWAP feature to re-add the class to the wait list.

