

How the Wait List Works

From the start of registration to the day before classes start for the term, the wait list auto enrollment process runs 7 days a week, **three times a day, at 9am, 1pm, and 5pm**. The email notification goes out starting at 9:30am, 1:30pm, and 5:30pm. Note: during START registration, the wait list auto enrollment is turned off.

Set up:

- To keep a wait list electronically, departments should enter in a wait list capacity number in the Maintain Schedule of Classes page in WINGS. Students will be assigned position numbers on a first come first serve basis.
- To use the auto enroll feature, make sure the "auto enroll from wait list" box is checked.
- If not using the auto enroll and the section is full, class permission overrides must be given for any student to get in.

Auto enrollment:

- If there is a seat open in the class and the section has the "auto enroll from wait list" box checked, the system will attempt to put the first student on the wait list into the class.
 - If the student is eligible, the system registers the student into the class and an email notification is sent within a half hour.
 - If the student is not eligible, the system moves onto the next student. The student who was not eligible will receive a message containing the reason the first time this happens.
- If all students on the wait list are ineligible and there are still available seats:
 - **Students will not be able to enroll directly while there are other students on the wait list**, whether or not the students on the wait list are eligible.
 - Students must enroll onto the wait list to get an available seat once there is someone already on the list.
- **Eligibility:**
 - The student must have all of the following: meet the prerequisites, have no time conflicts, have no holds that block registration (i.e advising holds or financial holds), and will not go over 18 credits total to be eligible.
- **Swapping onto a wait list:**
 - Students who are enrolled in their 2nd choice class that is at the same time as the wait listed class should enroll onto the wait list using SWAP.
 - The Swap feature allows the student to choose what course should be dropped if they get into the wait listed class. The system will then both enroll the student and drop the other class at the same time.
 - If the student does not use Swap to get on the wait list and there is a time conflict, the system will not register them.
 - They will need to drop off the wait list and re-add themselves, which will put them at the end of the wait list.
 - Or they could drop the class that is the conflict and remain in their same position on the wait list, but will have to wait until another seat opens up in the class.
- **If a department increases the number of seats** on a section that already has students enrolled on the wait list:
 - the section will not open up.
 - Students should enroll onto the wait list and the process will run on everyone on the wait list starting with the student in position 1.

Combined classes:

- **The wait list does not work on combined classes.** Remove the wait list capacity on any section that is combined. Contact Records if you want to discuss using it on combined classes without the auto enrollment function activated.

Class Permission Overrides

- Class permissions override the wait list if the "closed class" box is checked on the permission. If a student is given this permission, they can enroll directly into the class whether or not a seat is available in the capacity.
 - Students on the wait list become less likely to get in.

- If student is also on the wait list and is given an override for a closed class,
 - In schedule Planner – they should drop themselves off the wait list first (Edit Schedule) and then re-add course to their shopping cart and re-register.
 - In WINGS – students don't need to drop themselves off the wait list first and should be able to directly enroll.
- The class will still appear closed even with an electronic override.

What students can see in WINGS/Schedule Planner

- In Schedule Planner, students must have the Course Status filter of "Open & Full" classes selected to find classes that are full but have a wait list.
 - Schedule Planner shows the number of seats available under the Options button without having to select class details (the "i" circle). Clicking on the "i" circle will show the wait list numbers, if there are any.
- In WINGS, classes that are full/closed and have a wait list show up with a yellow triangle. Clicking on the class details shows the enrollment capacity, number of seats available, and the number on the wait list.

Ending the wait list:

- The wait list runs for the last time at 5pm the day before classes start.
- The wait lists for a term are purged by 10am on the first day of classes. This takes off the students who are ineligible to get in but who have not dropped themselves from the wait list and allows eligible students to make quicker changes to their schedule.
- Departments that want to use a wait list through the first 2 weeks of class should download a copy of the wait list the first day of class, or the Friday before. An Excel report can be found in the navigation UW-La Crosse > Curriculum Management > Waitlist for Term by Subj. Only the ADA or chair will have access.

Wait List Email Notifications:

- Sample email to students who were enrolled successfully. This email is only sent once.

Dear Student,

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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- Sample email to ineligible students on the wait list. This email is only sent once.

Dear Student,

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.

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