

Wait Lists Set Up for Departments

For assistance with set up and other questions about the wait list, please call or email Janelle Nelson at 785-8752, jnelson2@uwla.edu, or Amanda Koblitz at 785-8577, akoblitz@uwla.edu.

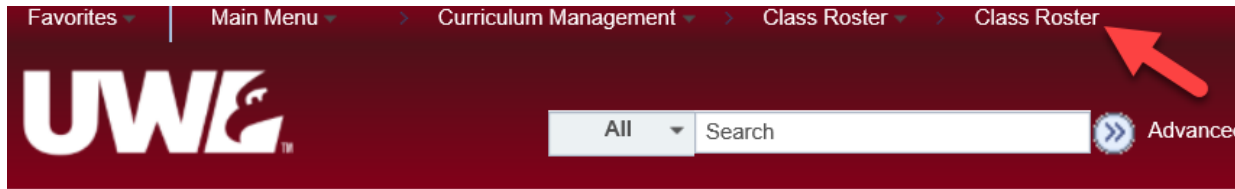
Setting It Up

1. To create a wait list for a course, navigate to **Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Enrollment Control** tab
2. Enter the number of seats you would like to allow on the wait list in the "Wait List Capacity" field. It is suggested you have at least 10 spots available, but you can have more or less.
 - a. **If you would like the wait list process to automatically enroll students** from the wait list as seats become available, check the box "Auto Enroll from Wait List." The box is checked already as a default. The **Wait List Capacity** and **Auto Enroll from Wait List** checkbox exist on each class section, and must be set up on each section individually.
 - b. **If your department would like to control who gets in the class from the wait list**, do not check the "Auto Enroll from Wait List" box.
3. Save.

If your department does not want to use the wait list at all, leave the **Wait List Capacity** blank. You may keep the **Auto Enroll** box checked even if the wait list capacity is blank.

The screenshot shows the UWE system interface. The breadcrumb trail is: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes. A red arrow points to the 'Maintain Schedule of Classes' breadcrumb. Below the breadcrumb is a search bar with 'All' and 'Search' options, and links for 'Advanced Search' and 'Last Search Results'. The 'Enrollment Control' tab is highlighted in yellow. The course information is: Course ID 004038, Course Offering Nbr 1, Academic Institution UW-La Crosse, Term Spring 2021, Undergrad, Subject Area MGT, Management, Catalog Nbr 308, Organizational Behavior. The 'Enrollment Control' section shows: Session 1, Regular Academic Session, Class Nbr 1669, Class Section 414, Component Lecture, Event ID 000081405, Associated Class 4, Units 3.00. The 'Class Status' is 'Active'. The 'Class Type' is 'Enrollment' and the 'Enrollment Status' is 'Closed'. The 'Add Consent' and 'Drop Consent' are both 'No Special Consent Required'. The 'Requested Room Capacity' is 36, 'Enrollment Capacity' is 36, and 'Wait List Capacity' is 12 (highlighted in yellow). The 'Total' is 36. The 'Minimum Enrollment Nbr' is blank. The 'Auto Enroll from Wait List' checkbox is checked (highlighted in yellow), and the 'Cancel if Student Enrolled' checkbox is unchecked.

To view the names of the students on the wait list, go to the Class Roster, in **Curriculum Management > Class Roster > Class Roster**. Choose "Waiting" from the drop down menu. (Instructors who do not have chair access may see their wait list in the Class Roster on their Faculty Center.)



Class Roster

Spring 2021 | Regular Academic Session | UW-La Crosse | Undergraduate

MGT 308 - 414 (1669) Organizational Behavior (Lecture)			
Days and Times	Room	Instructor	Dates
TuTh 11:00AM-12:25PM	Internet	William Ross	02/01/2021 - 05/07/2021

*Enrollment Status

- All
- Dropped
- Enrolled
- Waiting

Enrollment Capacity 36

Waitlisted 6

Select	ID	Campus ID	Name	Program and Plan	Level	Status Note
1	<input type="checkbox"/>			College of Science & Health - ESS: Sport Mgmt BS	Junior	Pos # 1
2	<input type="checkbox"/>			College of Business Admin - MGT: Management BS	Junior	Pos # 2
3	<input type="checkbox"/>			College of Business Admin - Accountancy BS	Junior	Pos # 3

How the Auto Enroll Works

The auto enroll process runs between 4:15 and 4:45pm every day, and **only once a day**. If a seat becomes available, the auto enrollment feature processes the record of the person in Wait List position #1.

- If they do not have a time conflict, or hold, or if the addition of the class will not exceed the maximum credit load (18 for UGRD, 15 for GRAD), that student will be added to the class. The student who was in position #2 on the Wait List will move up to position #1 (and so on). An email notification is sent to each student added to a class through the Wait List process.
- If the student has a time conflict, hold, or exceeds the maximum credit load, the auto enroll feature will bypass that student and move on to the next person on the Wait List. The bypassed student will remain in position #1 and will be processed each time the Wait List engine is run. An email notification is sent to each student who is skipped over by the Wait List process with the reason for why they were skipped. The error notification is only sent once.

Note: Students must meet prerequisites to get onto a wait list unless they have a Class Permission overriding the prerequisite.

After students are on the wait list, when the department increases the capacity of the class, the section will not open up until after the wait list runs once and attempts to fill up the seats with students from the wait list. If there are no more students on the wait list, then the section will open up. This ensures that the students on the wait list get first shot at the seats.

The Class Permission (electronic override) process will continue to allow students in the class at any time regardless of the wait list. Wait listed students can use a class permission to get in without having to drop from the wait list first.

The wait list auto enroll process starts on the first day of registration. The last day it runs is the day before the term begins. Once the term has begun, students will need electronic class permissions to add a closed class. This is done because students may be relying on getting in a class that may never open. We want them to find and attend classes as soon as possible and not keep hoping a seat will open up.

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. See directions at the end.

Sample Wait List Email Notifications:

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

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.

Office of Records and Registration

- 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.

Records and Registration Office

Other Wait List Considerations

Departments can set some classes to have wait lists with auto enrollment, some with wait lists managed by the department, and some without wait lists entirely. It is up to the department to decide which ones work best in each way.

Some additional things to think about/plan around:

- **ST.A.R.T. (First Year Registration)** - If you are working on your fall schedule, **do not add Wait List Capacity to any FALL classes that will have seats held for freshman registration.** Before START, please only put a Wait List Capacity on the classes that first years will not take. We want first years to leave START with a full schedule and not be waiting on "maybe" getting into a class. However, after first year registration is complete, you can add a Wait List Capacity if you choose.
- **Prioritizing who gets in & unchecking the "Auto Enroll" box** - If your department would like to control who gets in the class from the Wait List, do not check the "Auto Enroll from Wait List" box. You will be able to see who is on the wait list and in what position by looking at the class roster (directions are above), and using that, you can create electronic class permissions for the students you want to have priority enrollment when a seat opens up. You would then notify the student that they can add the class in WINGS.
- **Linked lectures and labs/discussions** - If you would like to keep a wait list for a **lecture/lab class**, please keep the Auto Enroll box **unchecked**, *unless* you have your labs set up to go with any lecture or if you have only 1 lab and 1 lecture. Classes that have multiple labs/discussions tied to one lecture or multiple lab/lecture combos do not work effectively with the wait list. This is because if a student is at position #2 on a discussion/lab and position #1 on the lecture, they will not be able to get in. Students will be on different positions for the different linked sections most of the time, so the auto enroll will not work most of the time. However, you can still use the wait list with the Auto Enroll unchecked in order to keep track of numbers/demand.
- **Combined/stacked sections** - **do not add a Wait List Capacity for sections that are combined/stacked.** The wait list does not work correctly for those types of sections.

Saving a Copy

We purge the students from the wait list the first day of school. Departments may download a copy of all students wait lists on all of their courses at any time before it is purged. The navigation to do so is: **Curriculum Management > Class Roster > Print Class Roster**.

If you have never used this page before, go to the **Add a New Value** tab and enter in a name to use as a Run Control ID which can then be reused the next time you come to this page. Example: print_waitlist. Click **Add**.

As you complete the fields on the form, choose the appropriate **Term, Session, Academic Organization** (ends in DEPT) and for the students in the Report, choose **Waitlisted Students**. Click **Run**.

Print Class Roster

Run Control ID print_waitlist

Report Manager Process Monitor Run

*Academic Institution UWLAC UW-La Crosse

*Term 2217 2021 Spring

Assignment Find | View All 1 of 1

*Session Regular Aca Display Permissions

*Sort Option Name

Select One of the Following

Academic Organization MGTDEPT

Subject Area

Class Nbr

Students In The Report

Enrolled Students

Dropped Students

Waitlisted Students

OEE Start Date Range

From:

To:

Save Return to Search Notify Add Update/Display

- Check the first Class Roster listed (Process Name: **SRCLSRST**) if you want the EMPLIDs or Person IDs of the students. Those are the student numbers that start with 100 or 200.
- Check the second Class Roster listed (Process Name: **UWCLSRST**) if you want the Campus IDs included. The Campus IDs start with an 8 or a 9.

You can get the report as a **PDF file**, which is easier to print, or as a **CSV file**, which allows you to open it into Excel so you can change the formatting. Select the format you want from the **Format** field. Then click **OK**.

Process Scheduler Request

User ID vrahn Run Control ID print_waitlist

Server Name Run Date 01/15/2021

Recurrence Run Time 3:35:28PM [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Class Roster	SRCLSRST	SQR Report	Web	CSV	Distribution
<input type="checkbox"/>	Class Roster	UWCLSRST	SQR Report	Web	CSV	Distribution

HP
HTM
LP
PDF
PS
SPF
XML

[OK](#) [Cancel](#)

You will be back on the Print Class Roster page. Click on the **Report Manager** link at the top.

Print Class Roster

Run Control ID print_waitlist

[Report Manager](#) [Process Monitor](#) [Run](#)

*Academic Institution UW-La Crosse

*Term 2021 Spring

The report will be under the **Administration** tab when done. If you don't see it right away or it still says Processing in the **Status** column, click the **Refresh** button until it says **Posted**. Click on the blue **Class Roster** link in the Description column when it is posted.

List Explorer **Administration** Archives

View Reports For

User ID vrahn Type Last 1 Hours [Refresh](#)

Status Folder Instance to

Report List Personalize Find View All First 1-2 of 2 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	7085031	8940534	Class Roster	01/15/2021 3:35:17PM	Comma delimited (*.csv)	Posted	Details
<input type="checkbox"/>	7085009	8940507	Class Roster	01/15/2021 3:08:22PM	XML Format (*.xml)	Posted	Details

TIP: To pull the wait list for just one class, go to the Class Roster, in **Curriculum Management > Class Roster > Class Roster**. Select **Waiting** from the drop down and then use the grid icon in the line right above where the names start. This will export the list to Excel.

Class Roster

Spring 2021 | Regular Academic Session | UW-La Crosse | Undergraduate

▼ MGT 308 - 414 (1669)
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*Enrollment Status

- All
- Dropped
- Enrolled
- Waiting

Enrollment Capacity 36

Waitlisted 6

Waitlisted Students Personalize | Find |  First 1-6 of 6 Last

Select	ID	Campus ID	Name	Program and Plan	Level	Status Note
1	<input type="checkbox"/>			College of Science & Health - ESS: Sport Mgmt BS	Junior	Pos # 1

It may pop up in a window asking you how to open the file. Be sure to choose Excel as how you want to open the file. Excel will have a warning that the file format and extension don't match. Click "yes" to open anyway because the source (WINGS) is trusted.

Microsoft Excel



The file format and extension of 'ps.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?

Yes

No

Help