

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 numbe



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	<ul style="list-style-type: none">• Monitor the enrollment in the course sections Once all sections are full: <ul style="list-style-type: none">• 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 MayMBx worked); Manage the Decision of Which Students	