

Quick Steps to Working with Wait Lists:

Setting up the Wait List Capacity

This page, where wait list capacity can be set up, is available via several paths:

Records and Enrollment > Term Processing > Waitlist > UM Enrl Control Update
Curriculum Management > UM ECS > Maintain Schedule of Classes > Enrollment Cntrl tab
Curriculum Management > UM ECS > Update Sections of a Class > Class Enrollment Limits tab


The screenshot shows the 'Enrollment Control' web interface. At the top, there are navigation links: Home, Add to Favorites, Sign out, New Window, Help, and Customize Page. Below this, there are tabs for 'Enrollment Cntrl' and 'Class Comments'. The main content area displays course information: Course ID: 012868, Course Offering Nbr: 1, Academic Institution: Univ of Minnesota, Twin Cities, Term: Fall 2006, Subject Area: BIOL, and Catalog Nbr: 2012. Below this is the 'Enrollment Control' section, which includes a table of enrollment data and a form for setting capacity. The table has columns for Session, Class Section, Component, Class Nbr, Event ID, Requested Room Capacity, Enrollment Capacity, Future Enrollment Capacity, Wait List Capacity, and Total. The 'Wait List Capacity' field is highlighted with a black arrow. Below the table, there are checkboxes for 'Give Wait List Priority' (checked) and 'Cancel if Student Enrolled'. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Update/Display, and Include History.

Session:	Class Section:	Component:	Class Nbr:	Event ID:	Requested Room Capacity:	Enrollment Capacity:	Future Enrollment Capacity:	Wait List Capacity:	Total
001	004	Laboratory	17231	000177297	17	19	19	10	17

1. Search for desired class.
2. If necessary, go to the Enrollment Cntrl tab.
3. You may need to use the row buttons, or View All, to locate the needed section.
4. In the Wait List capacity field, enter the maximum number of students that can wait list.
5. It is recommended that you check the box for Give Wait List Priority **if the section is an enrollment section.**
6. If this class auto enrolls into a lecture (non-enroll) section, repeat step 4 for the lecture section. Note: other enrollment sections may also enroll into this lecture section, so the total should reflect the wait list capacity for all enrollment sections.
7. Save

Monitor Wait Lists for all Sections of a Class


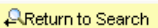

Records and Enrollment > Term Processing > Waitlist > UM Class Section Update > Class Enrollment Limits tab

[New Window](#) | [Help](#) | [Customize Page](#) | 

Update Sections of a Class

Course ID: 012868 **Course Offering Nbr:** 1
Academic Institution: Univ of Minnesota, Twin Cities
Term: Fall 2008 Undergrad
Subject Area: BIOL Biology
Catalog Nbr: 2012 General Zoology

Class Sections									
Class Enrollment Limits									
	Section	Class Nbr		Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl	Tot Rsrv Enrl Cap
Regular	001	18000	Lecture	120	12	60			
Regular	002	18002	Laboratory	18	2	10			1
Regular	003	18004	Laboratory	18	2	10			1
Regular	004	18006	Laboratory	18	6	10			1
Regular	005	18008	Laboratory	20		10			1
Regular	006	18010	Laboratory	20		10			1
Regular	007	18012	Laboratory	18	2	10			1

The Class Enrollment Limits tab on this page shows the enrollment and wait list capacities for all sections. This page reflects “real time” information (i.e., if a student added himself to the waitlist two minutes before you brought up this page, it would be reflected here). Wait list capacities can be set and changed on this page, though there is no access to the “Give Wait List Priority” checkbox.

Note that the wait list capacity for the lecture/non-enroll section is large enough to include the total of all enrollment sections. When students wait list for an enrollment section, they are automatically placed on the wait list for the non-enrollment section, therefore that number must be large enough to include all enrollment sections.

These same pages can also be reached through the ECS module pages:

Curriculum Management > UM ECS > Maintain Schedule of Classes > Enrollment Cntrl tab

Curriculum Management > UM ECS > Update Sections of a Class > Enrollment Control tab

Manage Wait List Position

Records and Enrollment > Term Processing > Waitlist > UM Manage Wait List Position

Home | Add to Favorites | Sign out
New Window | Help | Customize Page

Manage Wait List

Institution:UMNTC Term: 1069 Fall 2006 General Zoology
Class Nbr: 17229 Session: 001 Subject: BIOL Catalog Nbr: 2012

Sort By: Name Submit

Name	Student ID	Program	Academic Position	Current Position	New Position
1 Frank,Michelle Nicole	3290624	Col of Food, Agr & Nat Res Sci	1		
2 Keul,Jacqueline Florence	2469473	College of Liberal Arts	2		
3 Lindgren,Danielle M	3180791	College of Liberal Arts	4		
4 Tunseth,Devin A	3411125	Col of Food, Agr & Nat Res Sci	3		

Return to Search | Notify

Note there may be more students on the wait list than are displayed. Use View All, if needed.

- ✓ Allows staff to change a student's position on the wait list, so that it may reflect on reports.
- ✓ Can sort by Name or Current Wait List Position
- ✓ To change wait list position, enter new wait list position in box, and click Submit button.
- ✓ List will automatically shuffle all wait list positions, based on position requested.
- ✓ Able to change multiple positions at one time.

Drop Student from Wait List

Records and Enrollment > Term Processing > Waitlist > UM Drop Wait List by Class

Home | Add to Favorites | Sign out
New Window | Help | Customize Page

Drop Wait List

Institution:UMNTC Term: 1069 Fall 2006 General Zoology
Class Nbr: 17229 Session: 001 Subject: BIOL Catalog 2012
Nbr:
Sort By: Name Drop all students from Wait List

Name	Student ID	Primary Acad Prog	Current Position	Drop from Wait List
1 Danielle Lindgren	3180791	College of Liberal Arts	4	<input type="checkbox"/>
2 Devin Tunseth	3411125	Col of Food, Agr & Nat Res Sci	3	<input type="checkbox"/>
3 Jacqueline Keul	2489473	College of Liberal Arts	2	<input type="checkbox"/>
4 Michelle Frank	3290624	Col of Food, Agr & Nat Res Sci	1	<input type="checkbox"/>

- ✓ Allows staff to drop students from the wait list without using the Enrollment Request pages
- ✓ Defaults to an alphabetic search – can also sort by Current Wait List Position
- ✓ To drop from wait list, check “Drop from Wait List” box, and click Submit button.
- ✓ List will automatically shuffle wait list positions, based on remaining students.
- ✓ Able to drop multiple students at one time; use “Drop all students from Wait List” checkbox to drop all students.

Quick Steps – Using Enrollment Request to Manage Students on Wait Lists

The following Wait List actions are available through the Enrollment Request page in PeopleSoft. You must have completed Registration training in order to have access to the following page in PeopleSoft.

Navigation from Home:

Records and Enrollment > Enroll Students > Enrollment Request

Add a student to the wait list

1. On the Search page, enter the Student's ID, Career, Institution, and Term
2. Click on Add
3. Allow default Enrollment Action of 'Enroll'
4. Enter or search for and select the Class Number
5. Click on Submit
6. When PS responds that the class is full, click Wait List Okay checkbox
7. Click on Submit
8. Verify status of Success and Wait List position number

Change Wait List Position (this can also be done through the Manage Wait List Position page, above)

1. On the Search page, enter the Student's ID, Career, Institution, and Term
2. Click on Add
3. Select Enrollment Action of 'Change Wait List Position'
4. Enter or search for and select the Class Number
5. Enter the new Wait List position number in the Change to Wait List Nbr field
6. Click on Submit
7. Verify status of Success and Wait List position number

Override requisites to add student to wait list

1. On the Search page, enter the Student's ID, Career, Institution, and Term
2. Click on Add
3. Allow the default Enrollment Action of 'Enroll'
4. Enter or search for and select Class Number
5. Check Requisites checkbox
6. Click on Submit
1. When PS responds that the class is full, click Wait List Okay checkbox
2. Click on Submit
7. Verify status of Success and Wait List position number

Drop a student from the wait list (this can also be done through the Drop from Wait List page)

1. On the Search page, enter the Student's ID, Career, Institution, and Term
2. Click on Add
3. Select Enrollment Action of 'Drop'
4. Enter or search for the class number of the wait listed class in the Class Nbr field
5. Click on Submit
6. Verify status of Success

Enrolling a Student from the wait list

Please note: Enroll as you would normally enroll a student, using either a permission number or override check box. The student will be removed from the wait list if successfully enrolled.

Understanding the Auto-Invite from Wait List Page

Records and Enrollment > Term Processing > Waitlist > UM Auto Invite From Wait List

Only sections that have students on the wait list will display here.

Home | Add to Favorites | Sign out
New Window | Help | Customize Page |

Auto Invite

Institution:UMNTC Term: 1069 Subject: BIOL Catalog Nbr: 1002W Class Nbr: 15139 Session:001 Section: 004

Expire From Email Invite all on Wait List

Dt: Address:

Sort By:

Emplid	Name	Waitlist Pos	Primary Acad Prog	Invite Date	Permission	Expire Dt	Auto Invite
1 3281600	Amy Saykao	1	CLA	10/13/2006 2:56PM	101661	10/14/2006	<input type="checkbox"/>
2 3032366	Brittany Conkright-kolu	2	CBS				<input type="checkbox"/>
3 2839647	Chanh T Thach	4	CLA				<input type="checkbox"/>
4 3412555	Douglas Smith	3	CBS				<input type="checkbox"/>

View all permission numbers for this section
(Records and Enrollment > Term Processing > Class Permissions > Class Permission Numbers)

[View Invite Report Class Permissions](#)

IMPORTANT: Press the "Submit" button to auto invite the students before advancing to another class.

Expire Dt

Required: the last day the student can enroll from the wait list. The date entered into the Expire Dt field is copied to the Expire Date field on the Class Permission Number page for the Class Permission numbers selected for the invitation. Must be within 15 days of the system date.

From Email Address

Required: e-mail address that will appear in the From field of the e-mail message. It is retained after the first Submit is processed. If it needs to be changed, a different email address can be typed over the existing one and it will be retained once the next Submit is processed.

Invite all on Wait List

Optional: clicking this checkbox will automatically check the Auto-Invite checkbox for each individual on the wait list.

Sort By:

May sort by Name or Wait List Position.

Auto Invite Checkbox

Select individual students to send e-mail invitations. A student can be sent an invitation up to three times, i.e., a student can be sent another invitation following one already sent.

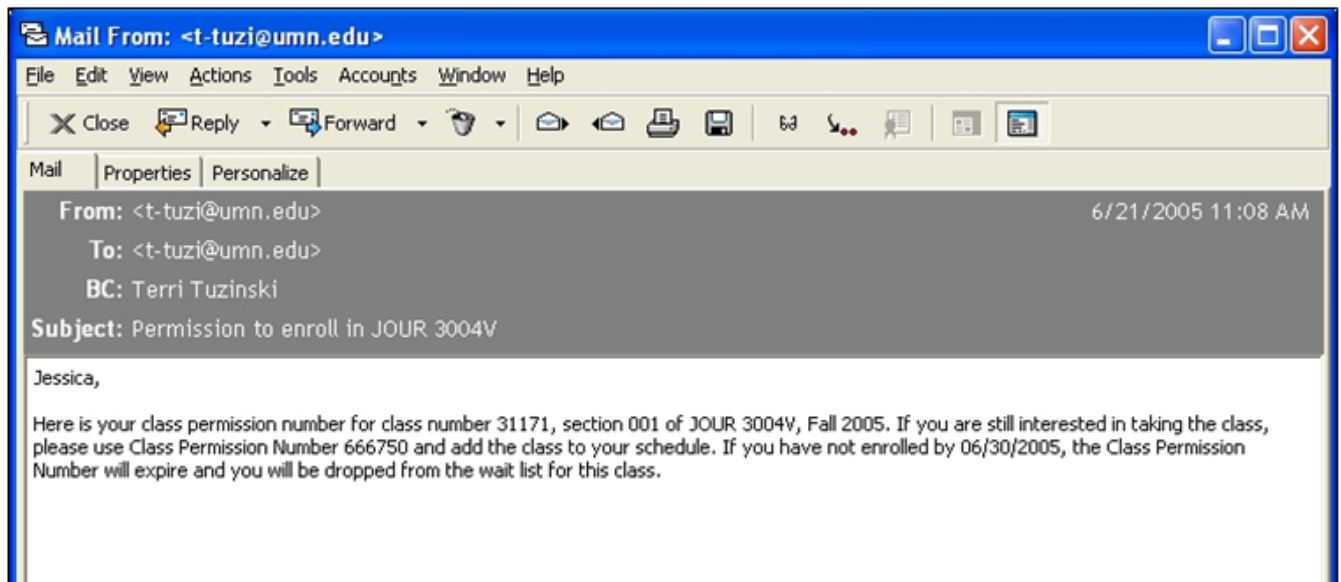
Submit

The auto-invite from wait list process is “kicked off” when the Submit button is clicked, and will do the following:

1. Select a class permission number for each selected student. If enough permission numbers are not ‘available’ you will need to add them before the job will run to completion.
2. Change the Expire Date for the class permission number to match the Expire Date on the Auto-Invite page.
3. Generate an e-mail to the student’s U of MN e-mail account (text follows).
4. Invitation data for each student who was sent an e-mail is added to this page.

Note “Important” message at bottom of page – the Submit button MUST be selected prior to the user moving to the next class, or e-mails will not be sent.

Text of E-mail Message



Steps in Using Auto-Invite

1. Records and Enrollment > Term Processing > Waitlist > UM Auto Invite from Wait List
2. Enter selection criteria and select class section
3. Enter Expiration Date
4. Enter From E-mail Address
5. Either click “Invite all on Wait List” checkbox to send to all students on wait list, or click selected student’s Auto Invite checkbox
6. Click Submit button
7. Use “View Invite Report” link to see students for whom the e-mail was sent

Reporting for Wait Lists

Class Wait Lists contains names of students on the Wait List, and additional information is available on each student to help staff evaluate and prioritize students on the Wait List.

There are two options available for Wait Class Lists for department and college staff:

- IMS - Class Wait List- data is 'as of the end of business day yesterday'
- PS (PeopleSoft) - custom report and data is 'up to the minute'

Option for faculty

- IMS - link from My Classes to Wait List for Instructor

Please note: IMS reports are the recommended option for Class Wait lists. If up-to-minute data is needed, then use the PS custom pages.

IMS Reports:

Wait List For Departments (requires access to private student data) can be found at:

www.umreports.umn.edu Class Lists > Waitlists

Also **Wait List for Instructors** (link from My Classes)

Wait List Pos	ID	Name	Acad Level	Tot Unts	Program	Plan	Sub-Plan	Add Date	Sec	Addnl Wait List	Enrld Sec	Email	FERPA
1	2788490	Langerud,Lily Christine	Senior 2nd Term	125.000	CLA	English B A	Hnrs	4/28/2005				lang0596@umn.edu	
					CLA	Journalism ProfI Prgm B A							
2	2866497	Byrne,Erin Lynn	Senior 2nd Term	113.000	CLA	Foreign Studies (min) Journalism ProfI Prgm	Jour	5/1/2005				byrn0082@umn.edu	Yes
					CLA	B A Communication Studies B A							
3	3248155	Leitner,Monica	Sophomore 2nd Term	58.000	CLA	Journalism ProfI Prgm B A	Jour	6/1/2005				leit0069@umn.edu	
					CLA	Political Science B A							
4	2302894	Cook,Kia Marie	Senior	95.000	CLA	Journalism ProfI Prgm B A	Jour	6/4/2005				cook0223@umn.edu	Yes
					CLA	Spanish Studies (min)							
Wait-List Count for Sec 001: 4												Email Students - Sec 001	

PeopleSoft Reports:

Use the Class Wait List report option within PS, if up-to-the-minute data is necessary.

Curriculum Management > UM Wait List > UM Wait List by Class Report

1. Enter new or search for an existing run control ID in the Run Control ID field.
2. Enter the Institution, Term and Class Nbr
3. Select the Sort By Option, either by Name or Wait Pos
4. Click on Run

On the Process Scheduler Request page:

1. Enter or verify Server Name is PSUNX
2. Type is Printer
3. Format is LP
4. Output Destination is the name of the PS printer (*transcript printer*) in your office.
5. Click on OK- **NOTE:** Report is sent to your printer and displayed on-line

Home | Add to Favorites | Sign out

New Window | Help | Customize Page |

Wait List Report

Run Control ID: KILLI008 [Report Manager](#) [Process Monitor](#) [RUN](#)

Select Wait List Information By:

*Institution: UMNT *Term: 1063 Class Nbr: 51707

Find | View All | First 1 of 1 | Last

Report Output

Class Nbr: 51707 Subject: SPAN 1003 Location: FOLH000214 Capacity: 25 Instructor: Shively, Rachel Louise

Sort By: [Dropdown] Enroll Total: 21 Enroll Cap: 24

Customize | Find | View All | First 1-7 of 7 | Last

Enrl Req	Wait List Pos	Name	Student ID	Exp Grd	Acad Level	Cum Credits	Grading Basis	Units Taken	Academic Program	Acad
1	3	Sahf, Johnathan R	2762429		Junior	66.000	A-F only	5.00	College of Liberal Arts	Unc
2	5	Somchanthavong, Phetsalinh	2793030		Sophomore 2nd Term	58.000	A-F only	5.00	College of Liberal Arts	Unc
3	4	Hauschild, Ryan S	3374242		Senior 2nd Term	110.000	A-F only	5.00	College of Liberal Arts	Poli
4	2	McLaughlin, Maggie	3422723		Junior 2nd Term	77.000	S-N only	5.00	College of Liberal Arts	Cor Stu
5			3422723							
6			3422723							
7	1	Irvin, Maggie Mae	3555858		Non-degree	7.000	A-F only	5.00	Coll of Continuing Education	Pos Enr

Auto-invite from Wait List

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Curriculum Management > UM Wait List > UM Wait List by Org Report

Enter the Institution

1. Enter the Term
3. Enter the Acad Org (use the lookup icon to locate your Acad Org)
4. Select the Sort By option
5. Click on RUN

On the Process Scheduler Request page:

6. Verify or Select Server Name is PSUNX
7. Verify or Select Type of Printer
8. Verify or Select Format of LP
9. Verify or enter the name of the PS printer in your office for Output Destination
10. Click on OK - **NOTE:** Report is sent to your printer and displayed on-line

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Wait List by Org

Run Control ID: KILLI008 Report Manager Process Monitor **RUN**

Select Wait List Information By:

*Institution:UMNT *Term:1063 *Acad Org:493 Class Nbr:

Find | View All First 1 of 51 Last Report Output

Class 51069 Subject: SPAN Location: 1701U00109 Capacity: 57 Instructor: Knudson-Vilaseca, Emily Ann

Nbr: 3104VV

Sort By: Enroll Total: 19 Enroll Capacity: 20

Customize | Find | View All First 1 of 4 Last

Enrl Req Pos	Wait List Pos	Name	Student ID	Exp Grd	Acad Level	Cum Credits	Grading Basis	Units Taken	Academic Program	Academic Program
1	1	Mineau, Ashley Elizabeth	2728568		Senior	100.000	A-F only	3.00	College of Liberal Arts	Global S
2	1		2728568		Senior	100.000	A-F only	3.00	College of Liberal Arts	Latin Am Studies
3	1		2728568		Senior	100.000	A-F only	3.00	College of Liberal Arts	Political
4	1		2728568		Senior	100.000	A-F only	3.00	College of Liberal Arts	Spanish Studies I

Auto-invite from Wait List

Save Return to Search Previous in List Next in List Notify

Note that all classes are listed, but you must use the row count buttons to move from class/section to class/section.

Students may be listed more than once, depending on declared plans. Note that only one wait list position is given.