Wait Listing for a Closed Class

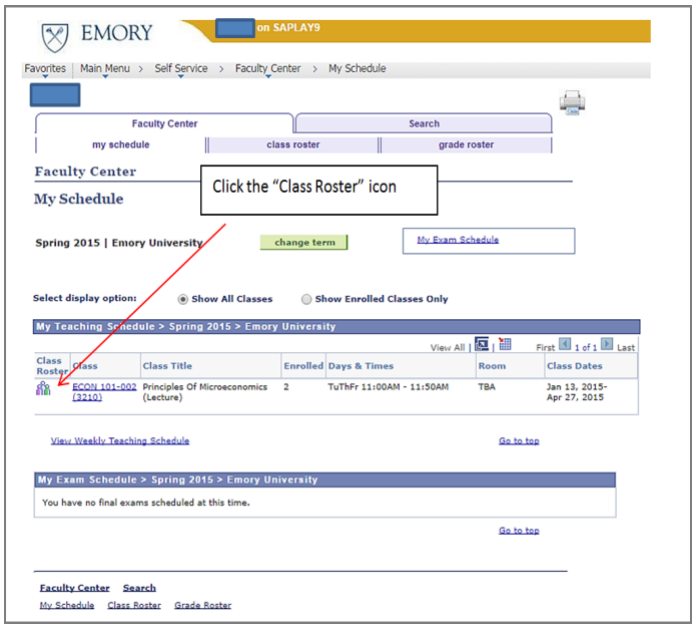
This document will provide guidance to:

- Viewing Students on a Wait List for Your Class
- Waiting Listing into Classes that have Related Class Sections
- Auto-Enroll from Wait List to Class Enrollment
- Wait Listing into Classes that have Related Class Sections (additional information)
- Additional Wait Listing Notes

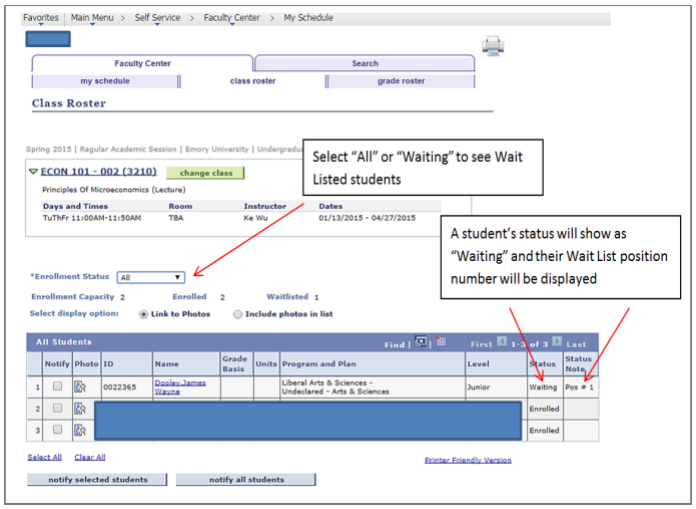
○ Viewing Students on a Wait List for Your Class

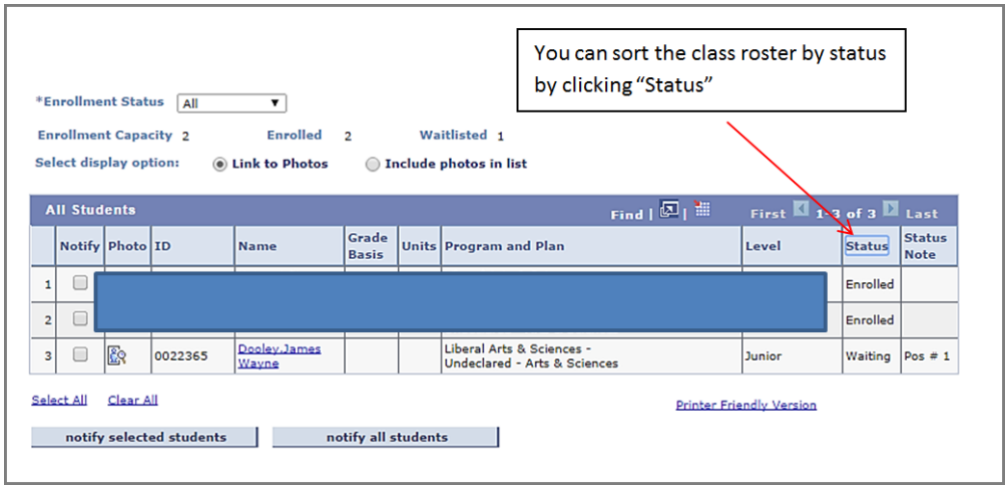
If the enrollment capacity for a class you teach has been met and the class is set up for Wait Listing you can see the students who are on the Wait List.

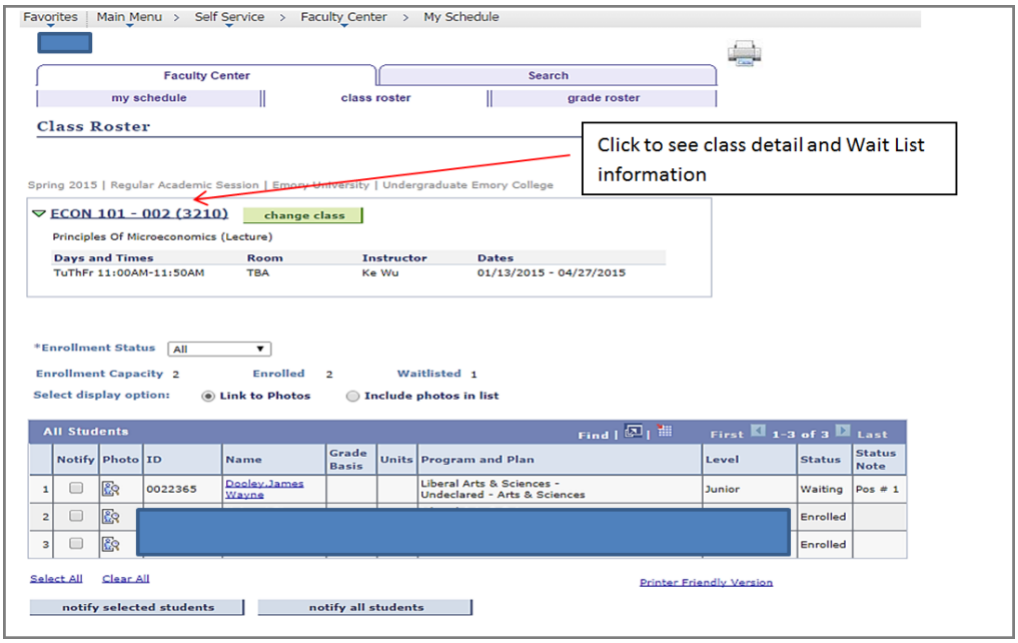
Click the "Class Roster" icon to see the Wait Listed students.

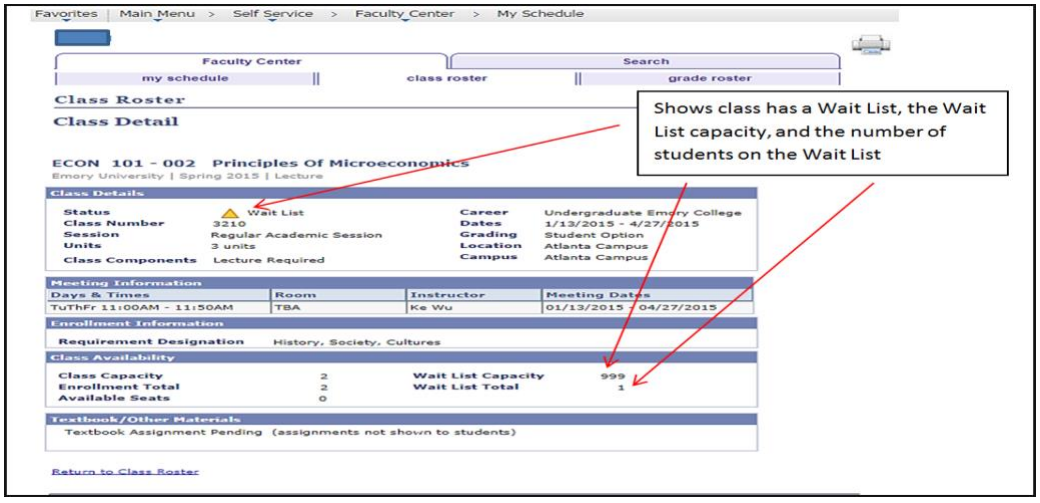


Select "All" or "Waiting" to see students who are Wait Listed for your class.




You can sort the class roster by status by clicking "Status"
*Enrollment Status All
Enrollment Capacity 2 Enrolled 2 Waitlisted 1
Select display option: Link to Photos Include photos in list
All Students
Find | First 1-3 of 3 Last
Notify Photo ID Name Grade Basis Units Program and Plan Level Status Status Note
1 Enrolled
2 Enrolled
3 0022365 Dooley,James Wayne Liberal Arts & Sciences - Undeclared - Arts & Sciences Junior Waiting Pos # 1
Select All Clear All
Printer Friendly Version
notify selected students
notify all students


Favorites | Main Menu > Self Service > Faculty Center > My Schedule
Faculty Center Search
my schedule class roster grade roster
Class Roster
Click to see class detail and Wait List information
Spring 2015 | Regular Academic Session | Emory University | Undergraduate Emory College
ECON 101 - 002 (3210) change class
Principles Of Microeconomics (Lecture)
Days and Times Room Instructor Dates
TuThFr 11:00AM-11:50AM TBA Ke Wu 01/13/2015 - 04/27/2015
*Enrollment Status All
Enrollment Capacity 2 Enrolled 2 Waitlisted 1
Select display option: Link to Photos Include photos in list
All Students
Find | First 1-3 of 3 Last
Notify Photo ID Name Grade Basis Units Program and Plan Level Status Status Note
1 0022365 Dooley,James Wayne Liberal Arts & Sciences - Undeclared - Arts & Sciences Junior Waiting Pos # 1
2 Enrolled
3 Enrolled
Select All Clear All
Printer Friendly Version
notify selected students
notify all students

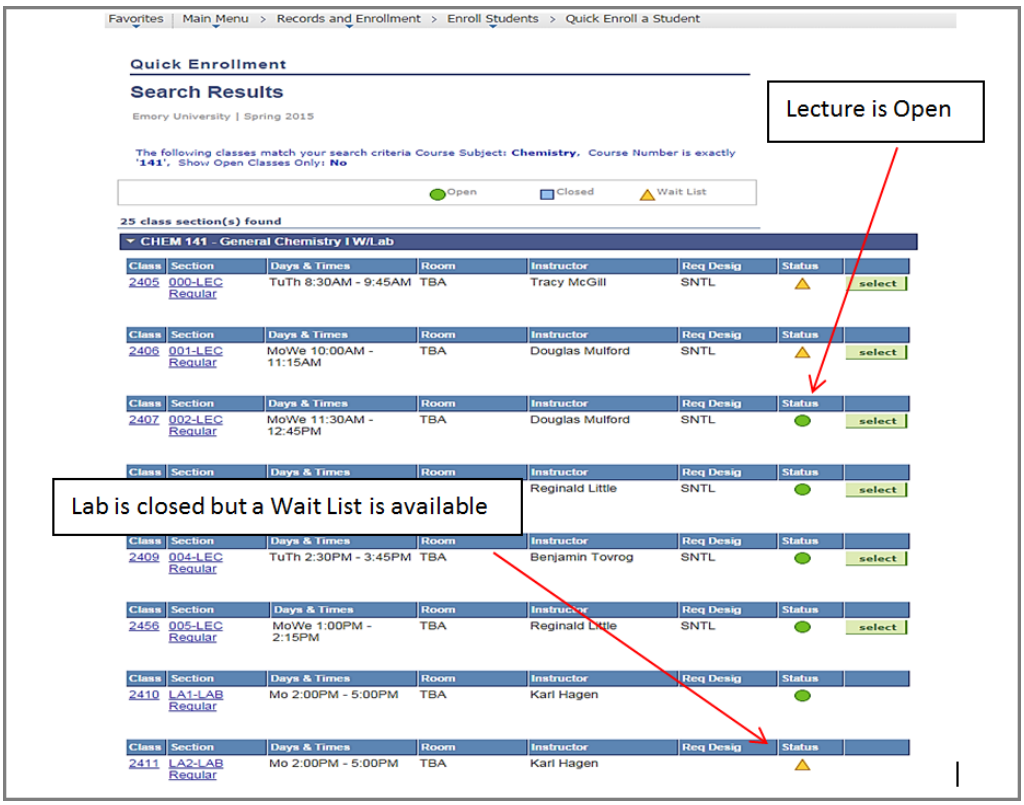

Favorites | Main Menu > Self Service > Faculty Center > My Schedule
Faculty Center Search
my schedule class roster grade roster
Class Roster
Class Detail
Shows class has a Wait List, the Wait List capacity, and the number of students on the Wait List
ECON 101 - 002 Principles Of Microeconomics
Emory University | Spring 2015 | Lecture
Class Details
Status Wait List
Class Number 3210
Session Regular Academic Session
Units 3 units
Class Components Lecture Required
Career Undergraduate Emory College
Dates 1/13/2015 - 4/27/2015
Grading Student Option
Location Atlanta Campus
Campus Atlanta Campus
Meeting Information
Days & Times Room Instructor Meeting Dates
TuThFr 11:00AM - 11:50AM TBA Ke Wu 01/13/2015 - 04/27/2015
Enrollment Information
Requirement Designation History, Society, Cultures
Class Availability
Class Capacity 2
Enrollment Total 2
Available Seats 0
Wait List Capacity 999
Wait List Total 1
Textbook/Other Materials
Textbook Assignment Pending (assignments not shown to students)
Return to Class Roster

○ Wait Listing into Classes that have Related Class Sections

There may be a class a student needs that has a related class section that they need to enroll in as well. An example of this is a Chemistry lecture and its associated lab.

In the example below the student might select the first Chemistry lecture (Class 2407) and then Lab Section LA2 (Class 2411). The Chemistry lecture selected has an "open" status and the lab selected has a "Wait List" status.

In this example, when the student's enrollment is completed, he will be placed on a Wait List for both the lecture and lab. This is because in order for a student to be enrolled in the combined lecture and lab, both the lecture and lab MUST be open. If either one of them have a "Wait List" status the student will be placed on a Wait List for both.



Wait List treats the lecture and lab as a single enrollment and in order to be enrolled successfully in both, they both must have an "Open" Status.

This holds true if the situation were reversed. If the student had chosen a lecture that had a status of "Wait List" and then selected a lab that was "Open" he would be placed on a Wait List for both the lecture and lab.

○ Auto-Enroll From Wait List to Class Enrollment

The "Auto-Enroll from Wait List" is a process that automatically moves a student from a Wait List to enrollment in a class. Emory will have set times throughout the enrollment period when this process will run.

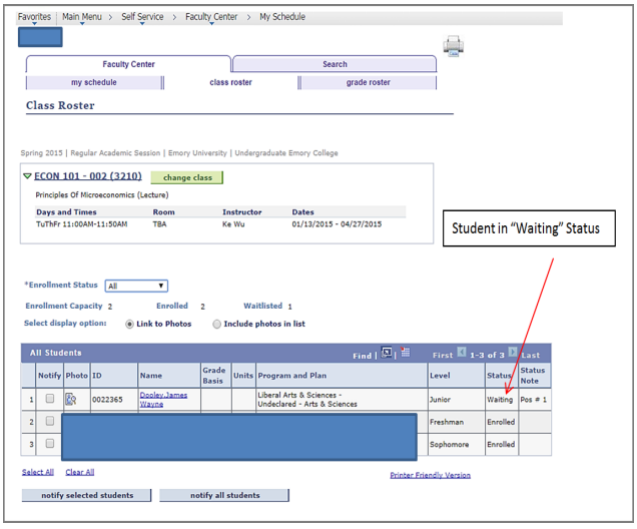
When seats become available in a class that a student is on a Wait List for then Auto-Enroll will evaluate each student on that Class Wait List based upon their Wait List position number. The student with Wait List position number 1 will be evaluated first, student with Wait List position number 2 will be evaluated second, and so on.

When Auto-Enroll evaluates a student for an available seat in a Wait Listed class and it is found to have enrollment errors (e.g. a time conflict) then that student will be notified that they were not moved from the Wait List to enrollment in the class, and the student with the next Wait List position number will then be evaluated.

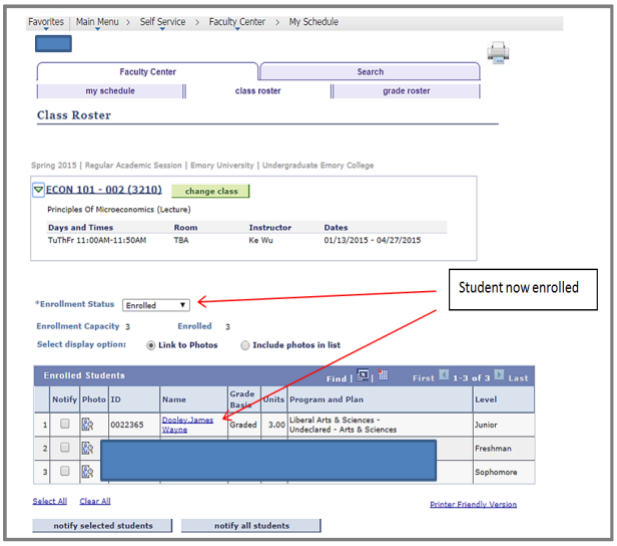
Regarding classes that have related class sections, Auto-Enroll will move a student from the Wait List to enrollment in the class only if BOTH the class and the related class section have seats available. Using our example above in the section "***Wait Listing into Classes that have Related Class Sections***", if a student is Wait Listed in a Chemistry lecture and its related lab, Auto-Enroll will move that student from Wait List to enrollment in both the lecture and lab only if BOTH the lecture and lab have available seats. If either the lecture or lab has no available seats then no enrollment will take place. Remember, Wait List treats the lecture and lab as a single enrollment and in order to be enrolled successfully in both, they both must have available seats.

When Auto-Enroll successfully moves a student from a Wait List to Enrollment the student's class schedule will now show those formerly Wait Listed classes as enrolled classes. (See the screen below showing before and after Auto-Enroll is run).

Before Auto-Enroll



After Auto-Enroll



○ Wait Listing into Classes that have Related Class Sections (additional Information)

Wait Listing into Lectures and Labs

In order for a student to be successfully enrolled in a lecture component and corresponding lab component both the lecture and the lab must be open. If either of the components is closed the student is placed on a waitlist for BOTH components. When the auto-enroll from waitlist process is run the student will be moved from waitlisted to enrollment for lecture and lab only if BOTH of the components are open. If either is still closed the student will retain their waitlist position in both components. In other words, lectures and labs work in tandem. The student cannot be enrolled in a lecture but waitlisted for a lab (or vice versa). Waitlist essentially treats these components as one unit. You are either enrolled in both or waitlisted in both.

Auto-Enrollment From Wait List into Lectures and Labs

The auto-enroll from waitlist process will process lecture components and their corresponding lab components according to the key structure (order) of the CLASS_TBL (Course ID, Course Offering Number, Term, Session Code, Class Section). Because of this, students with a higher waitlist position number may actually be moved from waitlist to enrollment before students with lower waitlist position numbers.

Example: CHEM 141 (Lectures and labs)

Lecture 1 = Class Section 000 Status: CLOSED

Lecture 2 = Class Section 001 Status: CLOSED

Lab A = Class Section LA1 Status: CLOSED

John is waitlisted in *Lecture 2 and Lab A.*

His waitlist positions are:

Lecture 2 = *WL Pos# 1*

Lab A = *WL Pos# 1*

Mary is waitlisted in *Lecture 1 and Lab A.*

Her waitlist positions are:

Lecture 1 *= WL Pos# 1*

Lab A = *WL Pos# 2*

A decision is made to increase class capacity by one student for both lectures and the lab.

Now both lectures and the lab each have one open enrollment slot.

When the auto-enroll from waitlist process runs Mary will get those open enrollment slots and be moved from waitlist to enrollment in her lecture and lab but John will not, even though John has a lower waitlist position for the lab than Mary does.

Here is why,

1. Since auto-enroll processing order is based upon the CLASS_TBL key the classes will be processed in the following order,
   - Lecture 1 (section 000)
   - Lecture 2 (section 001)
   - Lab A (section LA1)

2. Since Mary is waitlisted in Lecture 1 she will be processed before John. Auto-enroll will check to see if there is an open slot in Lecture 1 (section 000) and also an open slot in Lab A. Since there is now an open slot in both of these components Mary will be moved from waitlist to Enrollment for both Lecture 1 and Lab A, even though her waitlist position in Lab A was #2. Once auto-enroll is finished processing Lecture 1 it will move to the next section, Lecture 2 (section 001).

3. Now it is John's turn to be processed since he is waitlisted in Lecture 2. There is an open slot now in Lecture 2 but unfortunately the open slot in Lab A was taken by Mary and therefore John will not be moved from the waitlist to enrollment in the Lecture and Lab, even though he was waitlist position 1 on the Lab. Remember, waitlist treats both the lecture and lab like a single unit. A student can only be moved from waitlist to enrollment if both the lecture and lab have an open enrollment slot. Consequently, John will remain waitlisted for both the lecture and lab and will not be re-evaluated again until additional slots open up in both.

Additional Wait Listing Notes

- If a class has been set up for Wait Listing then once the class has reached its enrollment capacity and closes it will become available for Wait Listing.

- Students cannot get on a Wait List until their enrollment appointment date arrives or open enrollment has begun. Students may add themselves to a waitlist during preregistration enrollment; however, enrollments from the waitlist do not occur until open enrollment begins.

- When a student is moved from a Wait List to enrollment in a class all other students on the Wait List for that class will move up in the queue.

- When Auto-Enroll is processing a Wait List if a student does not meet criteria for the class the student with the next Wait List position number will be processed.

- A closed class with an active waitlist will not change from “closed” to “open” status during preregistration even if the enrollment capacity is changed. The class remains CLOSED. When open enrollment begins and the “Auto-enroll” function runs, waitlist students will be given priority for enrollment.

- When a Wait Listed class has reached it Wait List capacity, the Wait List feature becomes unavailable and the blue closed class icon will display for the class status.

- Students can Wait List for multiple sections of the same course. When they are moved from Wait List to enrollment in any of the sections then they will be removed from the other Wait Lists for those remaining sections.

- Time conflicts for a class is NOT checked when a student is added to a Wait List. The time conflict will be check when Auto-Enroll attempts to move the student from Wait List to Enrollment.

- When swapping a student from one class to another, a student can only swap from a class they are enrolled in. They cannot swap from a Wait Listed class. A swap can only be made into a Class with a Wait List.