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

Adding a Student to a Wait List

Select the “Enroll” Action and enter either the class number or click the magnifying glass to search for a class.

Enter your search criteria and uncheck the “Show Open Classes Only” box. The only classes that can be Wait Listed are closed classes so in order to show closed classes that can be Wait Listed, this box needs to be unchecked.

Click the “Search” button.
Your search results will show classes that have a Wait List. The icon △ under “Status” indicates that this is a closed class that has a Wait List available.

If you wish to place the student on the Wait List for a class then click the “select” button for that class.

In order to be placed on the Wait List for the selected class you will need to check the “Wait List Okay” box on the “Class Overrides” tab and then click the “Submit” button.

If the student was successfully added to the Wait List for the class you will receive a message stating that they have been placed on the Wait List and given a position number on the Wait List.

In the example to the right, the student was successfully added to the Wait List and his position number on the Wait List is 1. This means that if a seat becomes available in the class this student will be the first one considered for enrollment into the open seat in the class the next time the Auto-Enroll process is run.

If the student was not successfully added to the Wait List then a message would be shown telling you why they were not added to the Wait List. Things that would prevent a student from being placed on a Wait List are Requisites not met for the class, Instructor or Department Consent Required for the class, a hold on an account, etc.
Viewing Students on a Wait List

There are several places where students can be viewed on a Wait List. The following screens show the places where student Wait List information can be seen.
Dropping from a Wait List

Select the “Drop” Action, and then either enter the class number or click the magnifying glass to search for the class to drop.

Select the Wait Listed class from the student’s list of classes.

Click the “Submit” button to complete the drop request and drop the student from the Wait List.

You should receive a “Success” message meaning that the student was successfully dropped from the Wait List.
Swapping Onto a Wait List

Select the “Swap” Action.

Enter or search for the class the student want to swap from.

Enter or search for the class the student wants to swap into.

Enter your search criteria and uncheck the “Show Open Classes Only” box. The only classes that can be Wait Listed are closed classes so in order to show closed classes that can be Wait Listed, this box needs to be unchecked.

Click the “Search” button.

Your search results will show classes that have a Wait List. The icon ▲ under “Status” indicates that this is a closed class that has a Wait List available.

If you wish to place the student on the Wait List for a class then click the “select” button for that class.
In order to be placed on the Wait List for the selected class you will need to check the “Wait List Okay” box on the “Class Overrides” tab and then click the “Submit” button.

If the student was successfully swapped onto the Wait List for the class you will receive a message stating that they have been placed on the Wait List and given a position number on the Wait List.

In the above example, the student was successfully added to the Wait List and his position number on the Wait List is 1. This means that if a seat becomes available in the class this student will be the first one considered for enrollment into the open seat in the class the next time the Auto-Enroll process is run.

If the student was not successfully added to the Wait List then a message would be shown telling you why they were not added to the Wait List. Things that would prevent a student from being placed on a Wait List are Requisites not met for the class, Instructor or Department Consent Required for the class, a hold on an account, etc.
Wait Listing into Classes that have Related Class Sections

There may be a class you need to enroll a student in that has a related class section that you need to enroll them 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 2405) 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 you complete the student’s enrollment, 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 with 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 shots below showing before and after Auto-Enroll is run).

Before Auto-Enroll

![Before Auto-Enroll Screen Shot]

After Auto-Enroll

![After Auto-Enroll Screen Shot]
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 Waitlist 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,

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)

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).

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 and the class has reached its enrollment capacity and closes, it will become available for Wait Listing.

Students may add themselves to a waitlist during preregistration enrollment; however, enrollments from the waitlist do not occur until open enrollment begins.

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 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.

Students cannot get on a Wait List until their enrollment appointment date arrives or open enrollment has begun.

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. If they become enrolled in any section of that course then they will be removed from any Wait Lists they may be on for other sections of that course. This is the case regardless of the method of enrollment, whether Auto-Enroll, Self-Service Enrollment, Enrollment Request, Quick Enroll, Block Enrollment, etc.

Time conflicts for a class are 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.

If a Wait Listed class has a seat(s) become available and Auto-Enroll is unable to move any students from the Wait List to enrollment into the class to fill that seat(s), then the class status will automatically be changed to “Open”.

If a student is enrolled in a lecture and lab and wishes to Wait List into a different lab but keep the same lecture, that student will be dropped from their lecture and placed at the front of that same lecture’s Wait List ahead of all other students while they wait for a seat to open in the lab. That student will be given position number one on the Wait List for the same lecture. Students already on the Wait List for
the lecture will see their Wait Lists position numbers increase because of the previously enrolled student being placed at the front of the Wait List queue.

- Internally, PeopleSoft assigns a position number of zero to that student, but the student would never see that zero. They would see a Wait List position number of one.
- If another student enrolled in that same lecture also Wait Lists into a different lab but chooses to keep the same lecture then they will also be assigned an internal Wait List position number of zero, resulting in now two students having an internal Wait List position number of zero. Each student though would see a Wait List position of two. If there is one student with an internal position number of zero then they will see a Wait List position number of one. If there are two students with an internal position number of zero then they will both have a Wait List position number of two. If there are three students.......then all three of them will have a Wait List position number of three, and so on. This appears to be a quirk with PeopleSoft.
- Fortunately, even though there may be one or more students on a Wait List with an internal position number of zero, Auto-Enroll will process these students correctly along with all other students on the class Wait List.

*Being placed on a Wait List does not guarantee enrollment in the class. There may be circumstances that result in a student’s Wait List position number changing from time to time. It is important to remember that position numbers are also not a guarantee of enrollment in the class.*