Wait Listing for a Closed Class

This document will provide guidance to:

- Adding Students to a Wait List/Dropping from Wait List/Swapping Onto Wait List
- 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

Enter search criteria and click on the **Add** button.
Adding a Student to a Wait List

Enrolling into Wait Listed Class

Select the **Enroll** Action, and enter either the **class number** or select the magnifying glass to search for a class.

Searching for Classes

After selecting the magnifying glass to search, 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, the **Show Open Class Only** 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.
Enrollment into Wait Listed Class

Select the **Class Overrides** tab and check the **Wait List Okay** box. Click on the **Submit** button.

Once the enrollment action is complete, select **Messages**.

In the example to the right, the student was successfully added to the Wait List and her position number on the Wait List is **4**.

When a space becomes available in the class, the **Auto – Enroll** process will attempt to enroll the student in Wait List position number 1 into the class. If that student has a conflict, the **Auto – Enroll** process will attempt to enroll the student in position number 2 into the class. The **Auto – Enroll** process will continue to move down the list until it successfully places a student into the class.

**Note:** If the student was not successfully added to the Wait List, the enrollment action will receive Errors. The Error message will list the reason for the error.
Viewing Students on a Wait List

The following screens show the OPUS locations where student Wait List information can be seen.

- **Manage Student Enrollment Tile**
  - **View Student Academic Summary**
  - **Quick Enroll a Student - Study List**
    - Shows Position Number

- **Manage Courses and Classes Tile**
  - **View Class Roster**
  - **View Student Schedule**
    - Shows Position Number

Select Waiting
Dropping from a Wait List

Removing a Student from a Wait List

Select the **Drop** Action using **Quick Enroll a Student**, and then either enter the class number or click the magnifying glass to search for the class you wish to drop.

Click on the **Submit** button.

You should receive a **Success** message, meaning that the student was successfully removed from the Wait List.
Swapping Onto a Wait List

Select the **Swap** Action.

Enter or search for the class the student wishes to swap **from**.

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

Select the **Class Overrides** tab and check the **Wait List Okay** box. Click on the **Submit** button.

Once the enrollment action is complete, select **Messages**.

*(student will remain in existing class until the Wait List Auto-Enroll process is able to place the student into the desired class)*

In the example to the right, the student was successfully added to the Wait List and her position number on the Wait List is **11**.

When a space becomes available in the class, the **Auto-Enroll** process will attempt to enroll the student in position number 1 into the class. If that student has a conflict, the **Auto-Enroll** process will attempt to enroll the student in position number 2 into the class. The **Auto-Enroll** process will continue to move down the list until it successfully places a student into the class.

**Note:** If the student was not successfully added to the Wait List, the enrollment action will receive Errors. The Error message will list the reason for the error.
Wait Listing into Classes that have Related Class Sections

There may be a class you need to enroll a student into that has a related class section. An example of this is a Chemistry lecture and its associated lab.

Example: A student might select the Biology lecture (Class 1280) and Lab Section 2 (Class 1281). The Biology 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, she will be placed on a Wait List for both the lecture and lab, even though there is space in the lecture. 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 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 selected a lab that was Open, she 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 and a Wait List is in place, the Auto-Enroll process 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 and if they don’t meet the criteria, the wait list process will move down the list to evaluate the student with Wait List position number 2. If that student doesn’t meet the criteria, the Wait List process will continue down the list until if finds a student without conflicts. The process will move that student from the wait list and enroll the student into the class.

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

Possible Errors Include:
- Time Conflicts
- Enrollment into the class would exceed Term/Session Limits.
- Unmet Course Prerequisites/Co-requisites

Classes with Related Components (lecture/lab combinations)
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 Biology 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.

Wait Listing into Classes that have Related Class Sections (additional Information)
In order for a student to be successfully moved off of the Wait List and enrolled into 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 wait list for BOTH components.

When the Auto-Enroll from wait list process runs, the student will be moved from wait listed to enrollment for lecture and lab only if BOTH of the components are open. If either is still closed the student will retain their wait list position in both components.

In other words, lectures and labs work in tandem. The student cannot be enrolled in a lecture but wait listed for a lab (or vice versa). Wait list treats these components as one unit. You are either enrolled in both or wait listed in both.
Auto-Enrollment from the Wait list into Lectures and Labs

The Auto-Enroll from Wait List 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 wait list position number may actually be moved from wait list to enrollment before students with lower wait list position numbers.

Example:

<table>
<thead>
<tr>
<th>BIOL 205 (Lectures and Lab)</th>
<th>John is wait listed in Lecture 2 Lab A</th>
<th>Mary is wait listed in Lecture 1 Lab A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture 1 = Class Section 1 Status: CLOSED</td>
<td>His wait list positions are: Lecture 2 - Wait List Position #1 Lab A - Wait List Position #1</td>
<td>Her wait list positions are: Lecture 1 - Wait List Position #1 Lab A - Wait List Position #2</td>
</tr>
<tr>
<td>Lecture 2 = Class Section 2 Status: CLOSED</td>
<td>Lab A = Class Section 3 Status: CLOSED</td>
<td></td>
</tr>
</tbody>
</table>

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 wait list process runs, Mary will get those open enrollment slots and be moved from the wait list to enrollment in her lecture and lab, but John will not.

Although they are wait listed in different lecture sections, they are wait listed in the same lab and John is in position #1 for the lab, so why didn’t he get the space?

Here is why:

Because the Auto-Enroll processing order is based upon the CLASS_TBL key, the classes will be processed in the following order:

1. Lecture 1 (section 1)
2. Lecture 2 (section 2)
3. Lab A (section LA1)

Since Mary is wait listed in Lecture 1, she will be evaluated before John. Auto-Enroll will check to see if there is an open slot in Lecture 1 (section 1) 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 the Wait List to Enrollment for both Lecture 1 and Lab A, even though her wait list position in Lab A was #2.

Once Auto-Enroll is finished processing Lecture 1 it will move to the next section, Lecture 2 (section 2). Now it is John’s turn to be evaluated since he is wait listed 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 wait list to enrollment in the Lecture and Lab, even though he was in wait list position 1 for the Lab.

Remember, the wait list treats both the lecture and lab like a single unit. A student can only be moved from wait list to enrollment if both the lecture and lab have an open enrollment slot. Consequently, John will remain wait listed 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 Wait List during preregistration enrollment; however, enrollments from the wait list do not occur until open enrollment begins.

- A closed class with an active Wait List 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, Wait Listed 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 and a student does not meet criteria for the class, the student with the next Wait List position number will be evaluated.

- 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 the 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 checked 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 in which they are enrolled. They cannot swap from a Wait Listed class. A swap can only be made into a Class with a Wait List.

• If a seat becomes available for a Wait Listed class and Auto-Enroll is unable to move any students from the Wait List into the class to fill that space, the class status will automatically be changed to OPEN until the Auto-Enroll process runs again.

• 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. This scenario also applies if a student wishes to Wait List into a different lecture but keep the same lab.

  o 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.

  o 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 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 into 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 into the class.*