

## Wait list

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### Helpful Tips:

- ✓ Students will be able to add themselves to a Wait list from the time of their enrollment appointment through the day before the First Day of Classes for a term. The Wait list job will continue to run through Add/Drop. After the start of classes, students can use the Course Permit form to submit requests to add full courses. It is the departments' discretion to decide the priorities of students existing on the Wait list and of students filling out a Course Permit form to add themselves to a full course.
- ✓ Almost all undergraduate sections will be set up for Wait list, once all open seats are taken students may add themselves to a wait list in WebReg. Should a seat become available, students will not be able to register if there are students already on the wait list for that course. This protects students already on the Wait list, and allows the department to manage enrollment.
- ✓ A nightly Wait list job will automatically move students from the Wait list to Enrolled. If a staff member wishes to manually enroll a student from a Wait list, they will need to drop them from the Wait list, and then enroll them in the course.
- ✓ Students cannot see their Wait list position number, or see who else is on the Wait list. Departments may determine their own priorities for enrolling students from the Wait list by setting reserve caps and by manipulating students' Wait list position numbers.
- ✓ Students can add themselves to multiple Wait lists for the same course, however the Wait list job will not enroll a student if they are already enrolled in the course. If a student, not enrolled in a given course but is on multiple Wait lists for that course, is enrolled in a section by the Wait list job, they will be dropped automatically from all other Wait lists for the same course. Students manually enrolled in a section must be manually be dropped from other Wait lists.
- ✓ If a course section is combined, in addition to the set up described below, departments must contact the Scheduling office to have Wait list numbers updated on the Combined Sections table in order for the Wait list to function properly.
- ✓ Enrollment Restrictions: The system checks if students have met prerequisites before allowing them to add themselves to a Wait list. However, the other enrollment edits (reserve caps, time conflicts, etc.) are not performed until the Wait list job attempts to move student from Wait list to Enrolled.

## Course Section Setup



Navigation: From your Staff Homepage, select the NavBar icon and then the Navigator icon to view the UDSIS folders. You will select Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

After you look the course up by term, Subject Area, and Catalog Nbr, you will go to the section you wish to add the Wait list to. Click on the Enrollment Control Tab:

Basic Data | Meetings | **Enrollment Control** | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 007227      Course Offering Nbr 1  
Academic Institution University of Delaware  
Term 2019 Spring Semester Undergrad  
Subject Area COMM      Communication  
Catalog Nbr 325      STUDIO TELEVISION PRODUCTION

**Enrollment Control**      Find | View All      First 1 of 1 Last

Session 1      Regular Academic Session      Class Nbr 12162  
Class Section 050L      Component Laboratory      Event ID 000213674  
Associated Class 50      Units 3.00

\*Class Status Active      Cancel Class

Class Type Enrollment      Enrollment Status Open

\*Add Consent No Special Consent Required      Requested Room Capacity 15      Total  
\*Drop Consent No Special Consent Required      Enrollment Capacity 15      g  
1st Auto Enroll Section      Wait List Capacity 10      0  
2nd Auto Enroll Section      Minimum Enrollment Nbr  
Resection to Section

Auto Enroll from Wait List       Cancel if Student Enrolled

Two fields must be updated in order to set a section up for Wait list: Auto Enroll from Wait list and Wait List Capacity.

If the Auto Enroll button is not checked, the Wait list option will not appear to students. This button is also used to trigger the Wait list job. If it was checked, but later unchecked after enrollment begins, then students who are not on the Wait list can take open seats, even if there are students on the Wait list. If the Wait list Capacity field is not filled in, no students can be added to Wait list. Wait list capacity can be as high as 9,999. The total number of Wait listed students will show in the Wait list Capacity Total field.

Unchecking the Auto Enroll button will create the problems outlined above, therefore, it should not be unchecked to provide department staff more time to manage the Wait list. Instead, departments may change the "Add Consent" on the Enrollment tab to "Department Consent" to allow more time for staff to manage the Wait list.

There may be an issue where all Wait listed students have been enrolled in the course, and there are still open seats due to enrolled students dropping, but the section remains in closed status. To update the status to open, department scheduling staff can uncheck the Auto Enroll from Wait list checkbox, click save, then recheck the box to reinstate Wait list. The Enrollment Status will change to open.

The Registrar's Office will work with IT to place a 30 seat Wait list Capacity on all Undergraduate enrollment sections for the Fall and Spring terms, and to check the "Auto Enroll from Wait List" box. The 30 seat number should not be lowered and the Auto Enroll box should not be unchecked without permission of the Registrar's Office. Please note that subsequently added undergraduate sections will need to have this box checked and the Wait list Capacity updated. Wait list capacities will also need to be added for any graduate sections that will be utilizing Wait list.

## Combined Sections

Both sections must have the appropriate Wait list capacity set and the Auto Enroll from Wait list box checked. In order for Wait list to function properly, the Scheduling Office must update the combined Wait list capacity. Please e-mail [schedoffice@udel.edu](mailto:schedoffice@udel.edu) to ensure the Wait list is set up properly for combined sections.

### GRAD & UGRD

A Wait list capacity must be set on the undergraduate section. However, the graduate section is not required to have a Wait list. If the graduate section will also have a Wait list, please e-mail [schedoffice@udel.edu](mailto:schedoffice@udel.edu) to ensure the combined Wait list is set up properly.

## Multi Component Sections

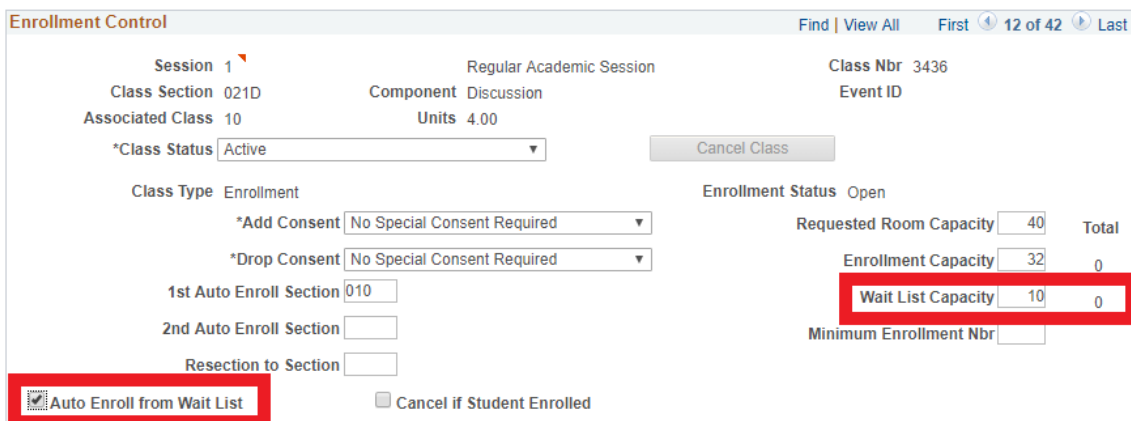
In order for students to add themselves to the Wait list, all components (Enroll and non-enroll) must have a Wait list capacity and have the Auto-Enroll from Wait List button checked.

### Auto-Enroll Sections

For example, if a course requires multiple components, a lab (enroll) and a lecture (non-enroll), but the student is automatically enrolled in the corresponding lecture when they choose the lab component.

All components must have a Wait list capacity specified and have the Auto Enroll from Wait list box checked. If the lecture has multiple associated labs, the Wait list capacity for the lecture should equal the combined Wait list capacities of the associated labs.

### Enrollment Component:



The screenshot shows the "Enrollment Control" form for a class section. The form includes the following fields and values:

- Session: 1
- Class Section: 021D
- Component: Discussion
- Units: 4.00
- Class Status: Active
- Class Type: Enrollment
- Enrollment Status: Open
- Requested Room Capacity: 40
- Enrollment Capacity: 32
- Wait List Capacity: 10
- Minimum Enrollment Nbr: 0
- 1st Auto Enroll Section: 010
- 2nd Auto Enroll Section: (empty)
- Resection to Section: (empty)
- Auto Enroll from Wait List:
- Cancel if Student Enrolled:

**Non-Enroll Component:**

**Enrollment Control** Find | View All First 8 of 42 Last

Session 1 Regular Academic Session Class Nbr 6536  
 Class Section 017 Component Lecture Event ID  
 Associated Class 17 Units 4.00

\*Class Status Active

Class Type Non-Enroll Enrollment Status Open

\*Add Consent No Special Consent Required Requested Room Capacity 120 Total  
 \*Drop Consent No Special Consent Required Enrollment Capacity 123 0  
 1st Auto Enroll Section  Wait List Capacity 999 0  
 2nd Auto Enroll Section  Minimum Enrollment Nbr   
 Resection to Section

Auto Enroll from Wait List  Cancel if Student Enrolled

**Free-Choice**

For example, if a course requires multiple components, a lecture (enroll) and a lab (non-enroll), but the student is allowed to choose the lab component.

All components must have a Wait list capacity specified and have the Auto Enroll from Wait list box checked. If the lab is the enroll component, and could be combined with any lecture, the Wait list capacity for each lecture should equal the combined Wait list capacities of all labs or be set to 999.

**Enroll component:**

Course ID 003669 Course Offering Nbr 1  
 Academic Institution University of Delaware  
 Term 2019 Fall Semester Undergrad  
 Subject Area BISC Biological Sciences  
 Catalog Nbr 300 INTRODUCTION TO MICROBIOLOGY

**Enrollment Control** Find | View All First 1 of 13 Last

Session 1 Regular Academic Session Class Nbr 1442  
 Class Section 010 Component Lecture Event ID  
 Associated Class 10 Units 4.00

\*Class Status Active

Class Type Enrollment Enrollment Status Closed

\*Add Consent No Special Consent Required Requested Room Capacity 60 Total  
 \*Drop Consent No Special Consent Required Enrollment Capacity 20 15  
 1st Auto Enroll Section  Wait List Capacity 15 14  
 2nd Auto Enroll Section  Minimum Enrollment Nbr   
 Resection to Section

Auto Enroll from Wait List  Cancel if Student Enrolled

*Non-Enroll Component:*

Basic Data | Meetings | **Enrollment Control** | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 003669      Course Offering Nbr 1  
Academic Institution University of Delaware  
Term 2019 Fall Semester      Undergrad  
Subject Area BISC      Biological Sciences  
Catalog Nbr 300      INTRODUCTION TO MICROBIOLOGY

Enrollment Control Find | View All    First 4 of 13 Last

Session 1      Regular Academic Session      Class Nbr 15562  
Class Section 020L      Component Laboratory      Event ID  
Associated Class 9999

\*Class Status      

Class Type Non-Enroll      Enrollment Status Closed

\*Add Consent       Requested Room Capacity       Total

\*Drop Consent       Enrollment Capacity       5

1st Auto Enroll Section       **Wait List Capacity       5**

2nd Auto Enroll Section       Minimum Enrollment Nbr

Resection to Section

**Auto Enroll from Wait List**       Cancel if Student Enrolled

## Enrollment Options – Students

Students trying to add a full course with a Wait list option will see a disclaimer message and an “Add to Wait list” box in Webreg:




 There are currently **0** students on the waitlist.

Adding yourself to a waitlist does not guarantee enrollment in the course. The following will prevent enrollment from the waitlist:

- Time conflicts
- Current enrollment in another section of the course
- Maximum course load would be exceeded
- Seats are reserved (for example "Majors Only")

For more information please see the [FAQ](#). Please contact the [department](#) offering the section if you have questions regarding enrollment. For technical difficulties, please contact the Registrar's Office at [grading-registration@udel.edu](mailto:grading-registration@udel.edu).

Once a student adds themselves to a Wait list, it shows with the WL designation in Webreg.

 <b>COMM212019 (WL)</b> ORAL COMMUNICATION IN BUSINESS 3 credit hours – Standard Grading	Lucchesi,Jaquelyn Nicole Catona,Danielle	LEC – M W F 12:20 PM - 1:10 PM 2/11/2019 – 5/20/2019	MTH001	<input type="button" value="✖ Drop"/>
 <b>COMM212020 (WL)</b> ORAL COMMUNICATION IN BUSINESS 3 credit hours – Standard Grading	Crudele,Lauren Catona,Danielle	LEC – M W F 12:20 PM - 1:10 PM 2/11/2019 – 5/20/2019	GOR114	<input type="button" value="✖ Drop"/>
 <b>COMM212021 (WL)</b> ORAL COMMUNICATION IN BUSINESS 3 credit hours – Standard Grading	Mozal,Emily Anne Catona,Danielle	LEC – M W F 12:20 PM - 1:10 PM 2/11/2019 – 5/20/2019	EWG203	<input type="button" value="✖ Drop"/>

Students can drop themselves from the Wait list by selecting “Drop” in the Action column.

## Enrollment Options – Staff

Navigation:

Records and Enrollment > Enroll Students > Enrollment Request

Records and Enrollment > Enroll Students > Quick Enroll a Student

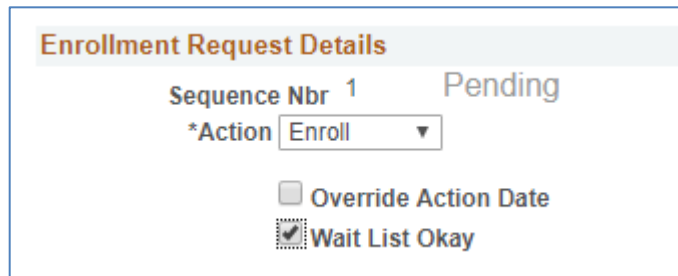
*NOTE: Directions below were completed in Enrollment Request, but you can also use Quick Enroll. Once in UDSIS, you can use the folders at the top of the screen to navigate. For information about navigating from the Nav Bar, see Page 2.*

Enrollment Actions staff can take include:

- Enroll onto a Wait list
- Change Wait list Position
- Drop to Wait list
- Drop from Wait list
- Enroll into course

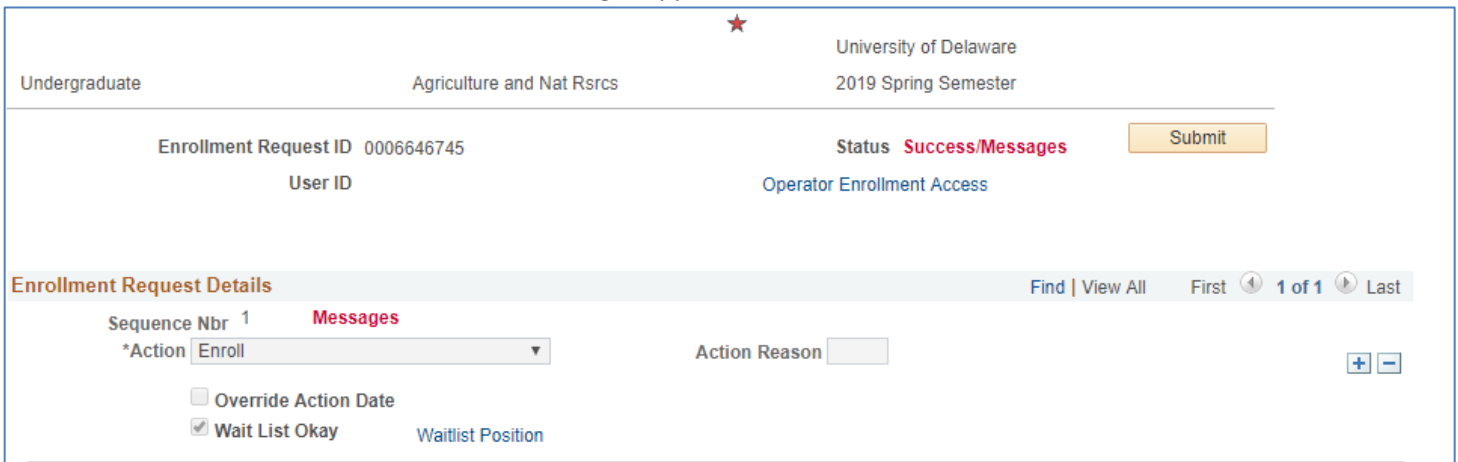
### Enroll onto Wait list

To add a student directly to a Wait list, in Enrollment Request, Select Action Enroll and check the Wait list OK box.



The screenshot shows the 'Enrollment Request Details' form. It includes a 'Sequence Nbr' of 1 and a status of 'Pending'. The '\*Action' dropdown menu is set to 'Enroll'. There are two checkboxes: 'Override Action Date' (unchecked) and 'Wait List Okay' (checked).

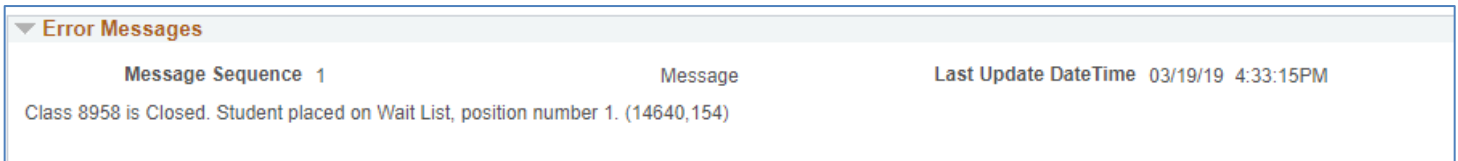
Once student is added to Wait list, Success/Messages appears:



The screenshot shows the 'Success/Message' confirmation screen. It displays the following information:

- Undergraduate: Agriculture and Nat Rsrcls
- University of Delaware
- 2019 Spring Semester
- Enrollment Request ID: 0006646745
- Status: Success/Messages
- User ID: [blank]
- Operator Enrollment Access
- Submit button

The 'Enrollment Request Details' section is also visible, showing 'Sequence Nbr 1', 'Messages', '\*Action Enroll', 'Action Reason', 'Override Action Date' (unchecked), 'Wait List Okay' (checked), and 'Waitlist Position'.



The screenshot shows the 'Error Messages' section with the following details:

Message Sequence	Message	Last Update DateTime
1	Class 8958 is Closed. Student placed on Wait List, position number 1. (14640,154)	03/19/19 4:33:15PM

## Change Wait List Position

- To change the student's wait list position, a staff can select "Change Wait List Position" from the Action dropdown.
- Then, enter the new Wait List Nbr in the text box

**Enrollment Request Details**

Sequence Nbr 2 Pending

\*Action Change W: ▾

Override Action Date

Wait List Okay

Change To Wait List Nbr

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Class Nbr

- Then use the magnifying glass to select which Wait listed course to update.

**Enrollment Request Details**

Sequence Nbr 2 Pending

\*Action Change W: ▾

Override Action Date

Wait List Okay

Change To Wait List Nbr

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Class Nbr

- Select "Submit" to complete enrollment request

## Drop to Wait List

- To move an enrolled student to the Wait list, staff can select "Drop to Wait list" from the Action dropdown

**Enrollment Request Details**

Sequence Nbr 3 Pending

\*Action Drop to We ▾

Override Action Date

Wait List Okay

- Then use the magnifying glass to select from which course they wish to move the student from enrolled to waiting.

**Enrollment Request Details**

Sequence Nbr 3 Pending

\*Action Drop to We ▾

Override Action Date

Wait List Okay

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Class Nbr

- Select "Submit" to complete enrollment request. When the action is successful, a message will show their Wait list position.

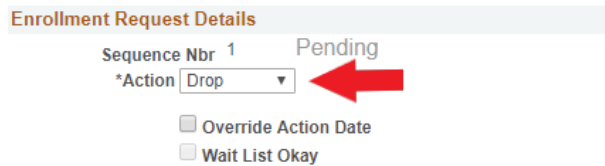


## Drop from Wait list

Departments may choose to drop a student from a Wait list at any time, we just ask that the student be notified.


If a Wait listed student is going to be enrolled in the course by a staff member, they should be dropped from the Wait list before they are enrolled in the course.

- To drop the student from the Wait list, Staff can select “Drop” from the Action dropdown



Enrollment Request Details

Sequence Nbr 1 Pending

\*Action  

Override Action Date

Wait List Okay

- Then use the magnifying glass to select from which course they wish to drop from the Wait list



Class Nbr   

- Select “Submit” to complete enrollment request. When the action is successful, you will see a status of “success” and the course will no longer show as waiting on their Study List.

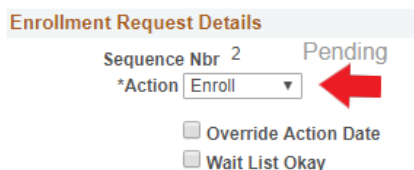
*\*\*Please note that if they were on Wait lists for other sections of the course, that you should also drop them from those Wait lists.*

## Enroll

Staff may choose to enroll a student themselves, rather than wait for the Wait list job.


As noted above, they should first be dropped from the Wait list if they are on the Wait list for the section (see directions above).

- Staff can enroll the student in the course by selecting “Enroll” from the Action dropdown



Enrollment Request Details

Sequence Nbr 2 Pending

\*Action  

Override Action Date

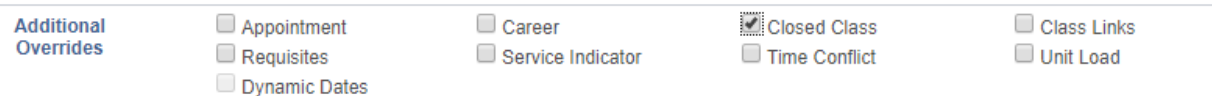
Wait List Okay

- Then enter the Class Nbr or use the magnifying glass to search for the course



Class Nbr   

- In Additional Overrides, click the “Closed Class” override as well as any other applicable overrides needed



Additional Overrides

<input type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input checked="" type="checkbox"/> Closed Class	<input type="checkbox"/> Class Links
<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Unit Load
<input type="checkbox"/> Dynamic Dates			

- Select “Submit” to complete enrollment request. When the action is successful, you will see a status of “success” and the course will show with a status of “enrolled” on their Study List

## Viewing Wait listed Students

Wait listed students can be seen on Class Rosters, available in Faculty Center and also in Curriculum Management.

### Curriculum Management

Navigation: Curriculum Management > Class Roster> Class Roster

Staff can view Wait listed students on the class roster by changing the Enrollment Status dropdown to “All”

Class Roster

2019 Spring Semester | Regular Academic Session | University of Delaware | Undergraduate

ACCT 207 - 012 (1012)  
Testing Index (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 9:30AM-10:45AM	Purnell Hall Room 233B	George Tsakumis	02/11/2 05/20/2
Th 5:00PM-7:00PM	Exam Note	Staff	02/11/2 05/20/2

\*Enrollment Status

The class roster shows how many students are Wait listed, and each Wait listed student will show a status of “waiting” and will show their Wait list position in the “status note” column.

Class Roster

2019 Spring Semester | Regular Academic Session | University of Delaware | Undergraduate

ACCT 207 - 012 (1012)  
Testing Index (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 9:30AM-10:45AM	Purnell Hall Room 233B	George Tsakumis	02/11/2019 - 05/20/2019
Th 5:00PM-7:00PM	Exam Note	Staff	02/11/2019 - 05/20/2019

\*Enrollment Status

Enrollment Capacity 38    Enrolled 37    **Waitlisted 10**

All Students    Personalize | Find | 1-47 of 47 | Last

ID	Email Address	Name	Name	Grade Basis	Units	Program and Plan	Level	Status	Status Note
1				Standard	3.00	Business and Economics - Marketing BS/Entrepreneurial Studies	Sophomore	Enrolled	
2				Standard	3.00	Business and Economics - Management Info Systems BS	Sophomore	Enrolled	
3				Standard	3.00	Business and Economics - International Bus Studies BS	Junior	Enrolled	
4				Standard	3.00	Business and Economics - Hotel, Restrn't & Instnl Mgt BS	Sophomore	Enrolled	
5				Standard	3.00	Business and Economics - Hotel, Restrn't & Instnl Mgt BS/Beverage Management	Sophomore	Enrolled	
6				Standard	3.00	Business and Economics - Finance BS	Sophomore	Enrolled	
7						Business and Economics - Economics BA	Sophomore	Waiting	Pos # 5
8				Standard	3.00	Business and Economics - Economics BA	Junior	Enrolled	
9				Standard	3.00	Business and Economics - Sport Management BS	Sophomore	Enrolled	
10				Standard	3.00	Business and Economics - Management BS/Forensic Science	Sophomore	Enrolled	
11				Standard	3.00	Business and Economics - Economics BS/Honors/Italian	Junior	Enrolled	
12						University Studies - University Studies	Sophomore	Waiting	Pos # 1
13				Standard	3.00	Business and Economics -	Sophomore	Enrolled	

### ***Faculty Center***

Unfortunately, waitlists are not currently visible in the Faculty Center. We are working on this being available for future registration terms.

## **Wait list Cognos Report:**

Public Folders>1-UD Student Admin Reporting>AA Deans>Academic Management>Wait List.

This report will show you what courses have Wait lists, what the enrollment caps and totals are, and what the Wait list caps and totals are.

Additional Reports:

- Students on Waitlist: Waitlist-Rank Order
- Waitlist-Rank Order with ALEKS Scores
- Waitlist by subject: Waitlist-SOC DataMart\_Crosstab

Pending reports: A report for Departments to view errors on waitlist jobs. This information is available to the Registrar's Office, if you need it for a particular class/issue, please contact us at [grading-registration@udel.edu](mailto:grading-registration@udel.edu).