

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.
- ✓ 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.
- ✓ There are [FAQs](#) for students on the Registrar's Webpage. For questions regarding enrollment, students should contact the [department](#) offering the section. If students have technical questions about Wait lists, they should contact grading-registration@udel.edu.

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:

i In order to add yourself to the wait list you must be meet the pre-requisites for the course. Adding yourself to a wait list does not guarantee enrollment in the course. In order to be enrolled from the wait list, you must be available for the time the course is offered, and you must meet any seat reserves that may be in place on the course. In addition, if you are already enrolled in the course, or if the course would bring you over the maximum course load, you will not be enrolled from the wait list. For more information about waitlists please see our FAQ.



Add to Waitlist Cancel

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

COMM212019 (WL) 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	X Drop
COMM212020 (WL) 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	X Drop
COMM212021 (WL) 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	X Drop

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

Enrollment Options – Staff

Navigation: From your Homepage, select the NavBar icon  and then the Navigator icon  to view the UDSIS folders.

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.

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.

Enrollment Request Details

Sequence Nbr 1 Pending

*Action

Override Action Date

Wait List Okay

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

★

Undergraduate Agriculture and Nat Rsrcs University of Delaware
2019 Spring Semester

Enrollment Request ID 0006646745 Status **Success/Messages**

User ID Operator Enrollment Access

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr 1 **Messages**

*Action Action Reason

Override Action Date Wait List Okay Waitlist Position

▼ **Error Messages**

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

Wait list positions should not be changed without consent of the offering department.

- 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

Override Action Date

Wait List Okay

Change To Wait List Nbr

Class Nbr



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

Enrollment Request Details

Sequence Nbr 2 Pending

*Action

Override Action Date

Wait List Okay

Change To Wait List Nbr

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

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

Override Action Date

Wait List Okay

Class Nbr



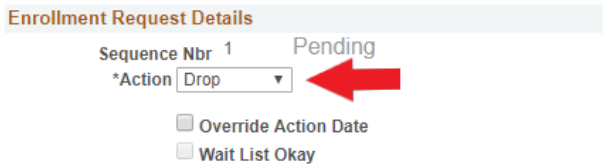
- Select "Submit" to complete enrollment request. When the action is successful, a message will show their Wait list position.

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 Drop

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

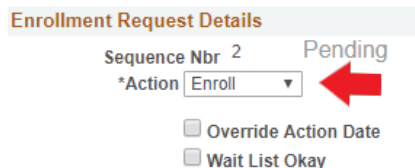
- Select “Submit” to complete enrollment request. When the action is successful, you will see a status of “success” and the course will no longer show as waiting on their Study List.

***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 Enroll

Override Action Date

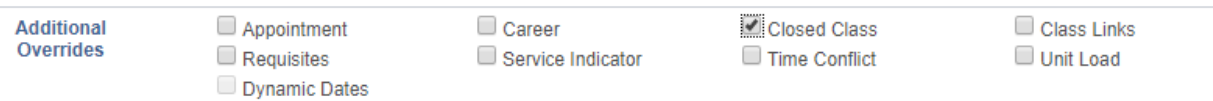
Wait List Okay

- 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

Appointment Career Closed Class Class Links

Requisites Service Indicator Time Conflict Unit Load

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, both in Curriculum Management and the Faculty Center, as well as other screens that show enrollment in UDSIS.

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									
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, Restint & Instnl Mgt BS	Sophomore	Enrolled	
5				Standard	3.00	Business and Economics - Hotel, Restint & 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	

Student Data omitted



Faculty Center

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

Enrollment Request/Quick Enroll

When looking at an individual student, if you view their Study list in Enrollment Request or Quick Enroll, you can see the courses they are Wait listed for. Their status will be "Waiting" and you will see the Wait list position number:

Enrollment Request

Student Study List



2019 Fall Semester

Undergraduate

University of Delaware

Class Schedule Filter Options									
<input checked="" type="checkbox"/> Show Enrolled Classes	<input checked="" type="checkbox"/> Show Waitlisted Classes	<input checked="" type="checkbox"/> Show Dropped Classes	Refresh Class Schedule						
BISC 104	Section	Component	Description	Grading Option	Grade	Units	Status	Position	
Cl# 1360	011	Lecture	PRINCIPLES OF BIOLOGY W/LAB	Standard Grading		4.00	Waiting	2	
		Academic Program	Arts and Sciences						
	10:10AM	11:00AM	Mon,Wed,Fri	Room TBA	09/01/2019 - 12/15/2019				
		Instructor	Patricia Walsh						

Student Services Center

Navigation: From your Homepage, select the NavBar icon  and then the Navigator icon  to view the UDSIS folders.

Campus Community > Student Services Center

Once you have looked up the student, navigate to the the Academics Tab

Click on the Term you wish to see under "Term Summary"





Term Summary
UOD01 - University of Delaware
UGRD - Undergraduate
2203 - 2020 Spring Semester
2201 - 2020 Winter
2198 - 2019 Fall Semester
2195 - 2019 Summer
2193 - 2019 Spring Semester
2188 - 2018 Fall Semester

You will be able to see they are waitlisted (but not the waitlist position number). As the screen shot below shows, waitlisted courses will be marked with a yellow triangle in the “status” column:

Academic Load Enrolled Full-time

▼ **Classes**

 Enrolled
  Dropped
  Wait Listed

Class	Description	Units	Grading	Grade	Status
ACCT 208-011 (1020)	ACCOUNTING II (Lecture)	3.00	Standard Grading		
<u>ECON 103-018</u> (4952)	INTRODUCTION TO MACROECONOMICS (Lecture)	3.00	Standard Grading		
MISY 262-013 (17438)	FUNDAMENTALS OF BUS. ANALYTICS (Lecture)	3.00	Standard Grading		
SPAN 107-017 (3704)	SPANISH III - INTERMEDIATE (Lecture)	4.00	Standard Grading		

[Quick Enrollment](#)

