WAITLISTING: A BRIEF INTRODUCTION

WHAT IS WAITLISTING?

Waitlisting is a process that allows students to add themselves to a waitlist after a course has reached its full capacity. When the waitlist process runs, students are moved from the waitlist into a class if seats have become available (either because student(s) drop from the class or because additional seats are added to the class).

HOW DOES WAITLISTING WORK?

When a student enrolls on a waitlist, they are assigned a position number. When the waitlist process runs and their number comes up, they are automatically enrolled in the class. Here is a simple example of how the process works:

ENGL 101 has an enrollment capacity of 10 students and a waitlist capacity of 10 students. When registration begins the following actions are taken:

1. 10 students enroll in ENGL 101
2. The enrollment roster is now full, but there is space available on the waitlist
3. Student 11 enrolls on the waitlist and is assigned waitlist position #1
4. Student 12 enrolls on the waitlist and is assigned waitlist position #2
   - One seat becomes available and the waitlist process runs
5. Student 11 (with waitlist position #1) is enrolled in the course and Student 12 moves up to waitlist position #1

A FEW DETAILS

A student will not be allowed to enroll onto a waitlist if 1) they do not meet the pre-requisites for the class (unless those have been overwritten with a permission number), 2) they have an enrollment hold on their account or 3) the waitlist has also reached capacity. Additionally, a student will not be enrolled from a waitlist to the class if doing so will 1) create a time conflict on the student’s schedule or 2) result in the student being enrolled in credit overload.

Starting with Spring 2020-21, all scheduled classes will have a waitlist capacity of 10 students (with a few exceptions for courses requesting to be excluded from the waitlist process).

Students will be allowed to enroll in a maximum of 8 units of waitlist each regular term (4 credits each J-term and 12 credits during summer terms).

The waitlist process will run twice daily (once at noon and again at 4:30pm) during registration and through the first week of each term.
VIEWING WAIT LIST INFORMATION IN ESIS

When searching for classes in eSIS, you will notice an additional status icon.

The yellow triangle indicates there is room available on the waitlist. Students will have the ability to enroll onto the waitlist themselves. Student waitlist enrollment instructions are posted here: https://www.uwrf.edu/eSIS/.

If a class shows the blue square (Closed), the enrollment and waitlist rosters have both reached capacity and a student will no longer be able to enroll in the class (without permission).

*note: if there are seats available on the enrollment roster, but there is at least one student enrolled on a waitlist, the class will continue to show in Wait List status.

As an instructor, you can view who is on your course waitlist and what their position number is by viewing the class roster within your Faculty Center.

You can select Enrolled, Waiting or All from the Enrollment Status dropdown.

If you have waiting students on your class roster, it will show you their waitlist number.

When the waitlist process runs, if a seat is available, the student in pos #1 will be enrolled in your class.
As a student advisor, you can view the waitlist position number of your advisees by going to the My Advisee Student Center.

By selecting Show Waitlisted Classes, you will be able to see if your advisee is in W (waitlist) status along with the position number they are in.

WAITLISTING AND PERMISSION NUMBERS

Permission numbers can be used to bypass the waitlist process if wanted/needed. If a permission number is generated with the “closed class” permission selected, that number can be used to bypass the waitlist roster and allow a student into a class that has a full enrollment roster (i.e., that student will be enrolled ahead of any other student that may already be on the waitlist).