

Wait List



Minot State
UNIVERSITY

Overview of Wait List Session

- **Selecting the Last Day for Wait List**
- **Setting Maximum Wait List Units**
- **Schedule of Classes**
 - Strategy for Setting Limits
 - Auto vs Manually Enrolling
- **Enrollment Requests**
 - How/What is Done
 - Tip and Tricks
- **Setting Up/Monitoring Wait List Process**
- **Wait List Purge**
- **Problems/Concerns**
- **Results at MSU**

Setting up the Session Table

PeopleSoft

Search: Home Sign out

Build Community
Develop Enrollment
Manage Student Financials
Manage Student Records
Design Student Administration
Define Student Administration
Design Academic Structure
Setup
Academic Calendar
Academic Career Table
Academic Group Table
Academic Institution Table
Academic Organization Table
Academic Plan Table
Academic Program Table
Academic Statistics Period
Academic Statistics Type
Academic SubPlan Table
Academic Subject Table
Assignment Type
Campus Table
Career Pointer
Exception Rule
Dynamic Class Dates
Instructor Assignment Class
Term Values Table
Term/Session Table
Define Student Records
Define Student Financials
Specify Operator Defaults

Term Table Session Table **Session Time Periods** Appointment Limits Table Appointment Table

Academic Institution: MISU1 Minot State University
Academic Career: UGRD Undergraduate
Term: 0710 2006 Fall

Find | View All First 1 of 3 Last

*Session: 1 Regular Academic Session + -
Enrollment Control Session:
Appointment Control Session:
*Holiday Schedule: NDUS Student Admin NDUS Holiday Sch
Use Dynamic Class Dates:
*Begin Date: 08/21/2006 *End Date: 12/14/2006
First Date to Enroll: 04/10/2006 Last Date to Enroll: 08/30/2006
*Open Enrollment Date: 04/21/2006 Last Date for Wait List: 08/24/2006
Weeks of Instruction: 16 Census Date: 09/12/2006
Sixty Percent Point in Time: 10/26/2006 Facility Assignment Run Date: 08/21/2006

Save Return to Search Refresh Add Update/Display

Term Table | Session Table | **Session Time Periods** | Appointment Limits Table | Appointment Table

- Strategies in relation to setting the dates
 - Set to first day of classes
 - A few days before the last day to drop and receive a full refund
- After this date student/staff member processing the enrollment request will receive an error message that the wait list period has ended

Setting up the Schedule of Classes

PeopleSoft. Search: Home Sign out

Build Community
Develop Enrollment
Manage Student Financials
Manage Student Records
Establish Courses
Use
Class Associations
Class Permission Numbers
Class Sections
Combined Sections
Combined Sections Table
Course Assignments
Course Catalog
Course Equivalencies
Course Event Table
Course Roll
Grade Roster
Instructor Schedule
Schedule Class
Meetings
Schedule New Course
Schedule of Classes
Term Workload
Setup
Inquire
Process
Report
Define Academic Requirements
Track Student Careers
Manage Academic

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam

Course ID: 047991 Course Offering Nbr: 1
Academic Institution: Minot State University
Term: 2006 Fall Undergrad
Subject Area: HMS Health Management Science
Catalog Nbr: 151 Stress Management

Enrollment Control Find | View All First 1 of 6 Last

Session: 1 Regular Academic Session Class Nbr: 10327
Class Section: 1 Component: Lecture Event ID:
*Class Status: Active Cancel Class
Class Type: Enrollment Enrollment Status: Open
*Consent: No Consent Requested Room Capacity: 20 Total
1st Auto Enroll Section: Enrollment Capacity: 20 0
2nd Auto Enroll Section: Wait List Capacity: 5 0
Resection to Section: Minimum Enrollment Nbr:
 Auto Enroll from Wait List Cancel if Student Enrolled

Save Return to Search

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam

- Wait List Capacity
 - How high?
- Auto Enroll from Wait List
 - Check if you want the Wait List Process to automatically move students into the class
 - Do NOT check if you want to manually monitor the wait list

Adding Student Names to a Wait List

- **Student Self-Service (Enroll in a Class)**
 - What they see
 - Multiple Wait Lists
 - Checks performed before being placed on the wait list:
 - Prerequisite
 - Co-Requisite
 - Service Indicator
 - Checks performed during the Wait List Process:
 - Time Conflict
 - Unit Load
- **Enrollment Request (done by university staff)**
 - What you will see
 - Caution: Overriding Requisites

Viewing Wait List

- **Access Original Enrollment Request**
- **Study List**
- **Class Roster**
 - **View students on a wait list (not in order)**
- **Run Class Roster Report**

Wait List Process

Moving Students from Wait Lists to Enrollment

- **Setting up the Process**
 - A vs. Y
 - Specified Time
- **Monitoring the Results**
 - Finding Enrollment Request ID
 - Viewing Block Enrollment Details
 - Assessing Errors

Wait List Purge

- **What Does it Do?**
- **When to Run it?**
- **CAUTION!**
 - **Run and Print Wait List
Class Roster Report
First**
- **Class Status Problem**

Problems/Concerns

- **Overriding prerequisites**
- **Time consuming process of monitoring results**
- **After purge – class status may be incorrect**
- **Limited assistance available**
- **Other???**

Opinions/Results

– Student

- “It is so much easier than checking 4 to 5 times a day to see if someone has dropped the class I need.” Marin Anderson, MSU Student
- “It is a fair process that allows the people who have an earlier registration date to get first priority when a spot comes open in a class.” Bethany Anderson, MSU Student

– Instructor

- “I did know about the wait list – but did not know that it was automated. I apparently have not had any trouble – and I am sure the students would let me know if there was a problem.” Patti Fedje, online instructor

Opinions/Results (Cont.)

- **Administrator**

- Added ## sections based on demand
- Spring 2006 – 75 students added to courses from wait list
- "" Assistant Vice President for Enrollment Management

- **Staff**

- "We used to keep a written list and call the first student when a spot became available. If the student didn't respond during the first 24 hours we tried to reach them again. If unsuccessful we tried the second person on the list. It was a very tedious process. Having the process automated has freed up a lot of my time to focus on other student needs." Jolina Miller, Online Program Specialist