

# 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