

## Introduction

This document briefly describes the Wait List functionality and how an instructor can view waitlisted students. Wait Lists will be available from the first day of early registration until the end of first week of instruction.

### What does Wait List do?

- o Creates a queue of students for specific classes and enrolls **eligible** students in newly opened seats
- o A way to monitor class demand and **may** result in additional sections

### How does Wait List work?

- o Student has to meet several eligibility conditions to get on the class Wait List (read below)
- o Interested students register as a waitlist student when the class is full
- o Each student is permitted to waitlist up to 8 units
- o Department controls if Wait List is used and how many seats it has
- o Wait List can be monitored by the department coordinator, class instructor, department chair or dean
- o **WARNING:** Permission numbers can override Wait List position at any time. Any student given permission number will "skip" the Wait List and register in the class regardless of class enrollment capacity and/or other enrollment restrictions.
- o If a student is no longer interested in being on a wait list, **it is the student's responsibility to drop the course.**

### How to get on the Wait List?

- o The following conditions must be met:
  - o Class has to be full
  - o Student has a valid enrollment appointment
  - o Student does not have negative service indicators (holds) preventing registration
  - o Student's career is eligible to register for the course
  - o Student meets class pre- and co-requisites
  - o Registration complies with HSU's repeat policy

### How to get registered from the Wait List?

- o An automatic enrollment process registers students in the order of their wait list position number. The following conditions must be met:
  - o Student must be enrolled in at least 1 unit of courses (otherwise he/she will be withdrawn from the university)
  - o A seat in the class has to open
  - o Student has a valid enrollment appointment
  - o Student does not have negative service indicators (holds) preventing registration
  - o Student's career is eligible to register for the course
  - o Student meets class pre- and co-requisites
  - o Registration complies with HSU's repeat policy
  - o Student will not exceed any registration unit caps
  - o Waitlisted class does not conflict with the time of any other classes

## 1.0 How to View Your Wait List

### Process Steps

### Screen Shot

Log into your Faculty Center and follow these steps :

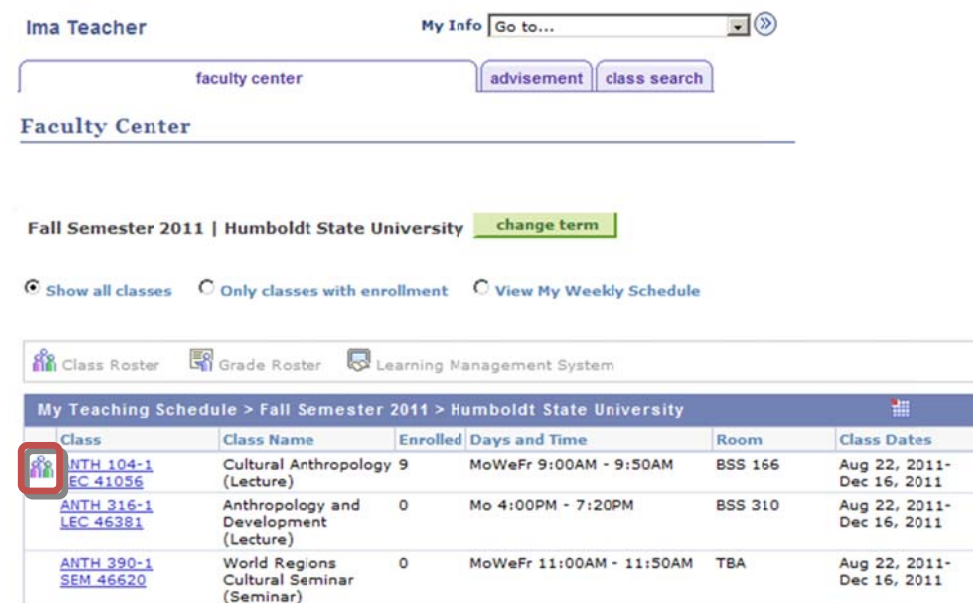
1. Select the **"Self Service"** link.



2. Select the **"Faculty Center"** link.



3. Select the Class Roster icon.



A screenshot of the 'Faculty Center' page. The page title is 'Faculty Center' and it says 'Fall Semester 2011 | Humboldt State University'. There are three tabs: 'faculty center', 'advisement', and 'class search'. The 'class search' tab is selected. Below the tabs, there are three radio buttons: 'Show all classes' (selected), 'Only classes with enrollment', and 'View My Weekly Schedule'. There are three icons: 'Class Roster' (highlighted with a red box), 'Grade Roster', and 'Learning Management System'. Below the icons, there is a table titled 'My Teaching Schedule > Fall Semester 2011 > Humboldt State University'.

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
<a href="#">NTH 104-1</a> <a href="#">EC 41056</a>	Cultural Anthropology (Lecture)	9	MoWeFr 9:00AM - 9:50AM	BSS 166	Aug 22, 2011- Dec 16, 2011
<a href="#">ANTH 316-1</a> <a href="#">LEC 46381</a>	Anthropology and Development (Lecture)	0	Mo 4:00PM - 7:20PM	BSS 310	Aug 22, 2011- Dec 16, 2011
<a href="#">ANTH 390-1</a> <a href="#">SEM 46620</a>	World Regions Cultural Seminar (Seminar)	0	MoWeFr 11:00AM - 11:50AM	TBA	Aug 22, 2011- Dec 16, 2011

4. Change Enrollment Status from "Enrolled" to "Waiting".
5. Select the "change" button.

### 41056 - ANTH 104 - Cultural Anthropology

Class Roster Information			
Course	ANTH 104	Institution	Humboldt State University
Title	Cultural Anthropology	Term	Fall Semester 2011
Class Number	41056	Session	Regular Academic Session
Class Section	1	Career	Undergraduate
Component	Lecture		
Day	Mon Wed Fri	Instructor	Teacher, Ima
Time	9:00AM 9:50AM		
Room	BSS 166		
			<a href="#">Permission Numbers</a>
*Enrollment Status	Enrolled	<input type="button" value="change"/>	

Total Students 9 Enrollment Capacity 9

Enrolled Students							
Customize   Find   View All   First 1-9 of 9 Last							
	Notify	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level
1	<input type="checkbox"/>		<a href="#">Bird, Larry</a>	Ltr Grades	3.00	Undergraduate Degree Seeking - Undeclared	Freshman
2	<input type="checkbox"/>		<a href="#">Clark, Will</a>	Ltr Grades	3.00	Undergraduate Degree Seeking - Sociology	Freshman
3	<input type="checkbox"/>		<a href="#">Couples, Fred</a>	Ltr Grades	3.00	Undergraduate Degree Seeking - Psychology	Freshman
4	<input type="checkbox"/>		<a href="#">Jones, George</a>	Ltr Grades	3.00	Undergraduate Degree Seeking - Business Admin (Marketing)	Freshman
5	<input type="checkbox"/>		<a href="#">Manning, Peyton</a>	Ltr Grades	3.00	Undergraduate Degree Seeking - Undeclared	Freshman
6	<input type="checkbox"/>		<a href="#">Mays, Willie</a>	Ltr Grades	3.00	Undergraduate Degree Seeking - Art (Studio)	Freshman
7	<input type="checkbox"/>		<a href="#">Montana, Joe</a>	Ltr Grades	3.00	Undergraduate Degree Seeking - Business Admin (Management)	Freshman
8	<input type="checkbox"/>		<a href="#">Posey, Buster</a>	Ltr Grades	3.00	Undergraduate Degree Seeking - Undeclared	Freshman
9	<input type="checkbox"/>		<a href="#">Woods, Tiger</a>	Ltr Grades	3.00	Undergraduate Degree Seeking - Undeclared	Freshman

6. This will show you how many students are on the Wait List and their position number

**NOTE:**

If a seat becomes available the first **eligible** student on the Wait List will be automatically enrolled into the class.

**WARNING:**

Permission numbers will override the Wait List and potentially over enroll the class.

### 41056 - ANTH 104 - Cultural Anthropology

Class Roster Information			
Course	ANTH 104	Institution	Humboldt State University
Title	Cultural Anthropology	Term	Fall Semester 2011
Class Number	41056	Session	Regular Academic Session
Class Section	1	Career	Undergraduate
Component	Lecture		
<hr/>			
Day	Mon Wed Fri	Instructor	Teacher, Ima
Time	9:00AM 9:50AM		
Room	BSS 166		
			<a href="#">Permission Numbers</a>
*Enrollment Status	Waiting	<a href="#">change</a>	

Total Students 3 Enrollment Capacity 9

Waitlisted students appear in the order of their position on the Waitlist.

Waitlisted Students					
	Notify	ID	Name	Program - Plan - Subplan	Academic Level
1	<input type="checkbox"/>		<a href="#">Student, Ima</a>	Undergraduate Degree Seeking - Art (Studio)	Freshman
2	<input type="checkbox"/>		<a href="#">Aldean, Jason</a>	Undergraduate Degree Seeking - Psychology	Freshman
3	<input type="checkbox"/>		<a href="#">Paisley, Brad</a>	Undergraduate Degree Seeking - Environmental Sci (Energy and	Freshman