Overview

The Wait List engine generates new enrollment requests for students it attempts to enroll in classes who are currently on a class wait list. These individual enrollment requests are viewable through the Block Enrollment component.

Batch waitlist can be run manually or scheduled by the campus for a term and session. Scheduled runs (“auto waitlist”) occur every two hours, Monday-Friday, between 8:00 AM and 4:00 PM.

Auto waitlist runs three times in sequence to fill seats that may have opened during the preceding waitlist run as a result of the “drop if enrolled” action.

Steps

Wait List Manual Processing

1. Navigate to: Records and Enrollment > Term Processing > Waitlist > Waitlist Process.
2. Click the Add a New Value tab.

3. Enter Run Control ID. A Run Control ID is an identifier that, when paired with your user ID, uniquely identifies the process you are running. In addition, it enables important parameters to be available for a process when it runs. Each Run Control ID code should identify the person running the process, the type of process being run, the institution, and the term (for example, PS-WL-IUINA-4108).

4. Click Add.
1. Enter **Institution**. Select the academic institution for which to move groups of students from class wait lists into enrollment for a class.

2. Enter **Term**. Select the term for which to move groups of students from class wait lists into enrollment for a class.

3. (Optional) Enter **Session**. To limit wait list processing to a specific session, select a valid value.

4. (Optional) Enter **Subject Area**. To limit wait list processing to a specific subject area, select a valid value. If you select a value in this field, the **Course ID** field and the **Class Nbr** field become unavailable for edit.

5. (Optional) Enter **Course ID**. To limit wait list processing to a specific course, select a valid value. If you select a value for this field, the **Subject Area** field and the **Class Nbr** field become unavailable for edit.

6. (Optional) Enter **Class Nbr**. To limit wait list processing to a specified class, select a valid value. If you select a value for this field, the **Subject Area** field and the **Course ID** field become unavailable for edit.

7. Enter **WaitList Process Switch**. The wait list process switch instructs the process how to evaluate wait list candidates. Select “Y” to process all new wait list candidates eligible for wait list evaluation. Select “A” to process all wait list candidates eligible for wait list evaluation. It is recommended that the **WaitList Process Switch** always be set to “A”.

   **NOTE:** For example, a class has five students on the wait list and three spaces become open in the class. When you run the wait list process, it fills the three spaces, and two students remain on the wait list. At this point, the class is no longer new to the wait list process. The only way it would be evaluated again is if space opened in the class and you selected “A” as the **WaitList Process Switch** value.

8. Click **Run**.
Student Records
Waitlist – Batch Process

1. Enter **Server Name**. The name of the server on which you want the process to run. The default for the server name is “Any”.

2. Enter **Recurrence**. The recurring time intervals for a process request to run. For instance, to run this process every weekday at 5:00p.m., select the run recurrence definition of “M-F at 5pm”. “None” is the default.

3. (Optional) Enter **Time Zone**. The time zone in which the process will run.

4. Review **Run Date**. The date on which the process will run.

5. Review **Run Time**. The time at which the process will run.

6. (Optional) Click **Reset to Current Date/Time**. Resets the **Run Date** and **Run Time** to the present date and time.

7. Select the **Select** checkbox next to the process **Description** you wish to run. This helps you uniquely identify a process. Make sure to check only one process box – either **IUWAITJB** (to send automatic notifications upon wait list placement) or **SRPCWAIT** (to skip the automatic notification process).

8. View **Process Name**. The name of the process as it appears in the definition. There are two different ways to run the wait list batch process, **IUWAITJB** and **SRPCWAIT**. See below.

**IUWAITJB**

- Run this job as you would normally for waitlist.
- It runs the regular waitlist, but when the waitlist engine takes action on a waitlist request, the student will receive an immediate email notification.
  - If the waitlist request was satisfied, a WAITLIST REQUEST(s) SATISFIED email will be sent to the student. See the following screen shot for an example (student’s first/last name will be included):
**Student Records**

**Waitlist – Batch Process**

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**Sent:** Tuesday, September 29, 2015 9:30 PM  
**Subject:** Your schedule has changed due to a waitlisted request to add a class

Dear Example Student,

Spr 2016 WAITLIST REQUEST(s) SATISFIED

During waitlist processing, the following changes to your schedule were completed:

BIOL-N 200(Class Number 21320) ADDED at 2015-09-29-09:29PM

To VIEW or CHANGE your schedule, go to One.iu.edu ([https://one.iu.edu/](https://one.iu.edu/)) and search for "Student Center." In the Student Center, select Register & Drop/Add. You may change your schedule using Self-Service through the FIRST WEEK OF THE TERM.

If you have questions, please reply to this email to contact your campus registrar.

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- If the waitlist request was unable to be satisfied due to an error, the student will be sent a notification via email detailing the error reason. Students will be sent an email for each waitlist class/error combination once every 7 days, and no more than twice for each waitlisted class/error combination. The following is a list of the error reasons:
  - Time conflict (restricted to waitlist type “only”)
  - Requisites not met
  - Term unit load exceeded
  - Session unit load exceeded
  - Related class required
  - Multiple enrollment not allowed for course
  - Waitlist cannot be used for a section change with related classes

**NOTE:** If the student has an “any” waitlist, they are only notified once for the class they waitlisted, even if the error(s) might have been for other classes.

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**Stud Records Waitlist (SRPCWAIT)**

- Regular waitlist job (no change), it will not send instant real-time notifications. Registrars can still use this when waitlist needs to run, but notifications should not be sent.
- If a Registrar office wishes to notify the student, they would use their existing method (IUIE report/email etc).

9. **View Process Type.** The type of process. “SRPCWAIT” is a COLBOL/SQL process. “IUWAITJB” is a PeopleSoft job.

10. **Review Type.** The destination type for this job. No output is generated by “SRPCWAIT”, so leave this field at “None”.

11. **Review Format.** “SRPCWAIT” does not generate output, so there is no output format to designate.
**Student Records**

**Waitlist – Batch Process**

12. **Skip Distribution.** This allows you to enter additional distribution information when the output destination type you select is “Web” or “Email”. However, this field is unusable with the wait list batch process.

13. **Click OK** when you are ready to begin the process.

**NOTE:** If you click Cancel, you will cancel the request. Data on the Run Control page will be saved, but the process will not run.

14. **Click Process Monitor** after submitting a job to review the status of scheduled or running processes. You can view all processes to see the status of any job in the queue, and you can control any processes you’ve initiated.

**NOTE:** Tasks you can complete with Process Monitor include:
- Check the status of your submitted process requests.
- Inquire into the number of students enrolled from the wait list, the enrollment request ID of the wait list process, and any students who do not have an IU email address (indicating who did not receive an automatic notification).
- Cancel process requests that have been initiated or are currently processing.
- Hold process requests that are queued and queue process requests you’ve put on hold.
- Delete completed process requests from the queue.

1. **Enter UserID.** This allows you to view the processes submitted by a particular user ID. Your own user ID is the default value. Leaving this field blank lets you view all processes that you are authorized to view.

2. (Optional) **Enter Type.** Allows you to view by a particular Process Type, as in just Application Engine, Crystal, COBOL, SQR, or Application Engine processes.

3. (Optional) **Enter Last.** Here you can specify an interval of time by which to limit the process requests that appear in the list. You enter a custom numerical value in the edit box preceding the drop down list, and you can select a unit type from the drop-down list: “Days”, “Hours”, or “Minutes”.

4. (Optional) **Enter Server Name.** You can just view processes run on a particular server.

5. (Optional) **Enter Instance.**
6. (Optional) View **Instance**. The process instance in order in the queue that the process falls. This number is automatically generated.

7. (Optional) Enter **Run Status**. Select this option if you only want to view processes by a specific status, such as “Completed” or “Error”.

8. (Optional) View **Distribution Status**. Displays the distribution status for each individual job and process. Valid states are: N/A, None, Generated, Not Posted, Posting, and Posted.

9. (Optional) View **Seq**. Within a PSJob, each individual process request has a defined sequence in which it executes in relation to the others. This column reveals the execution sequence, as in 1, 2, 3, and so on.

10. (Optional) View **Process Type**. Shows the type of process, such as “Application Engine”, “COBOL”, or “SQL”.

11. (Optional) View **Process Name**. The actual name of the process.

12. (Optional) View **User**. Shows the User ID that is submitting the request.

13. (Optional) View **Run Date/Time**. The time and date that the process was created.

14. View **Run Status**. Indicates the status of the process, such as “Queued”, “Initiated”, “Cancelled”, or “Success”.

15. (Optional) Click the Process Name of **IUWAITJB**.

16. Click **IUWAITNOTIFY** Success.

17. Click the Message Log link to be directed to an informational page with details about this instance of the wait list process.
18. If there are students listed without email addresses, they did not get an IU Notification. It is advisable to send them notifications to their other email addresses listed in SIS to inform them of the wait list placement and to encourage them to visit IU accounts to complete their email address setup.

**Wait List Scheduled Processing (Auto Waitlist)**

To schedule waitlist processing for a term and session, the Registrar must set up the Auto Waitlist control table

1. Navigate to: IU Panels > Setup Auto Waitlist.
2. Click the *Add a New Value* tab.

3. Enter the **Institution** and **Term**.
4. Click **Add**.
5. For each row, select a **Session** (optional), **Start Date** (required), **End Date** (required), **Waitlist Process Switch** (required, **ALL** = All WL Candidates, **YES** = New WL Candidates since last run. If the force waitlist script should run, select the **Force WL Update** checkbox.
NOTE: The Force Waitlist Update script will force classes with a waitlist containing open seats to appear closed so that only waitlisted students are eligible to be enrolled. This script runs once at the beginning of scheduled waitlist processing.

Multiple rows can exist per session with unique start and end dates.

The auto waitlist process runs for the specified terms and sessions Monday-Friday at 8:00 AM, 10:00 AM, 12:00 PM, 2:00 PM, and 4:00 PM. The waitlist COBOL process runs three times in a row in order to place students who may have been dropped in the first or second runs and fill those seats.

6. Click Save.

7. To view the results of an auto waitlist run, navigate to PeopleTools > Process Scheduler > Process Monitor, as seen above on page 5.

8. Enter UserID PSEPBATC. If you do not have access to view the results for this user id, request the SIS role ProcessSchedulerAdmin from the data manager.

9. Enter Type PSJob.

10. Click Refresh.

11. To view the process details, click the Process Name IUWAITSY for the date and time the process ran.
12. Click on an **IUWAITNOTIFY** process link to view the details of the first, second, or third run.

13. Click the **Message Log** link to be directed to an informational page with details about this instance of the wait list process.
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**Waitlist – Batch Process**

The waitlist COBOL runs three times in sequence, therefore, each IUWAITNOTIFY process will contain a unique Enrollment Request ID and different statistics.

### Using the IU 3C Notes Preview Page

As part of waitlist notification, SIS administrative users (bursar, registrar) can look up the waitlist message within SIS.

1. Navigate to: **Campus Community > Comments - Person > IU 3C Notes Preview**. You can also use **Communications** or **Checklists** in place of **Comments** in this path. The information is linked through all three.

2. Enter the student’s ID and click **Search**.

3. Click the **IU CC Notify Preview** link.
4. The checkbox for “Do NOT Use Additional Conditions for Search” defaults as checked. Click [Search] to return all search results.

You can also search by Date or by Notify Type (WL for Waitlist or WLE for Waitlist Error Notification).

5. Click the “Use Additional Conditions for Search” checkbox.

6. Enter Date From and Date To or enter a Notify Type (WL for Waitlist or WLE for Waitlist Error Notification).

7. Click [Search]. The search results will display.
Search Results Example 1:

Dear Ima Student
Spr 2016 WAITLIST REQUEST(s) SATISFIED

During waitlist processing, the following changes to your schedule were completed:
BIOL-N 200(Class Number 21320) ADDED at 2015-09-29-09:29PM

To VIEW or CHANGE your schedule, go to One.iu.edu (https://one.iu.edu/) and search for "Student Center." In the Student Center, select Register & Drop/Add. You may change your schedule using Self-Service through the FIRST WEEK OF THE TERM.
If you have questions, please reply to this email to contact your campus registrar.
Search Results Example 2:

Selection Criteria:

Check One:
- [ ] Do NOT Use Additional Conditions for Search
- [x] USE Additional Conditions for Search

Date From (MM/DD/YYYY): Date To (MM/DD/YYYY):

Search

Search Results

Notify Type: Waitlist Error

Sent DateTime:

From: iupuireg@iupui.edu
To: istudent@iupui.edu
Title: Your waitlist request cannot be completed due to an error

Dear Ima Student

Summer2017 WAITLIST REQUEST(s) CANNOT BE SATISFIED

During waitlist processing, the following error was received:

SOC-R 325(Class Number 10736): Maximum term Unit Load exceeded.

To VIEW or CHANGE your schedule, go to One.iu.edu (https://one.iu.edu/) and search for “Student Center.” In the Student Center, select Register & Drop/Add. You may change your schedule using Self-Service. Enrollment from the waitlist will cease at 4:00 PM on Wednesday, 06/28/2017. Subsequent schedule changes will not result in enrollment from the waitlist.

If you have questions, please reply to this email to contact your campus registrar.

Return

8. Click Return.

9. Click to complete another search.

NOTE: Security to view the waitlist notifications will be through the permission list of ACOMM2 which is in the following SIS roles: AA 3C 1, AA 3C 2, AA Communications 1, AA Communications 2 - NEW