Student Records
Waitlist - Enrollment Request

Overview

- The waitlist system provided in SIS is class-based instead of course based.
- A student will need to place him/herself on multiple class waitlists for each and every class that might satisfy the demand.
- There is no mechanism to allow a student to place a waitlist request that can be satisfied by any class of a course or by specifying any class that meets at the same Time/Day.
- Waitlist includes what is called Drop if Enrolled.
  - A student wait listing multiple classes of the same course may enter the same Drop if Enrolled class for numerous waitlist requests.
  - If a student waitlisted two or more class numbers of the same course, when one is satisfied all other waitlist requests drop off the record.
- Care should be taken not to simply add all the waitlists for all offerings of a course as a single student may have waitlisted multiple days and times.
  - As a result, simple addition of the waitlists may show a false demand of 20 when the number of students is smaller.
- Students enroll on waitlists by way of the enrollment engine.
- The enrollment pages do not allow wait list entry or manipulation.
- Student Position Number is kept on the STDNT-ENRL record.
  - When a student is successfully enrolled in a class or is put on a waitlist, he/she is assigned a position number in sequence.
  - The lower the position number, the higher the priority on the roster.
- There is an enrollment action of “Change Wait List Position Number” to manually change the position number.
  - View the current position number at the link on the Enrollment Request page or on the class Roster.

Steps

Enrollment Request

1. Navigate to: Records and Enrollment > Enroll Students > Enrollment Request.

2. Enter the student’s ID.

3. Enter Academic Career.
4. Enter **Academic Institution**.
5. Enter **Term**. The term for which the enrollment request is being submitted.
6. Click **Add** to create a new enrollment request.

**NOTE:** Use the Enrollment Request Details section of the page to select classes to be added.

7. Review **Status**. The system displays the status of the enrollment request.
   a. **Pending** = The enrollment request is pending for enrollment processing;
b. **Errors** = The enrollment engine was unable to post the submitted request due to errors. Click this link to view the errors on the *Enrollment Message Log* page;

c. **Messages** = The enrollment engine was able to successfully post the enrollment request and has returned an informational message, such as the student’s wait list position. Click this link to view the messages on the *Enrollment Message Log* page;

d. **Success** = The enrollment engine was able to successfully post the enrollment request.

8. Review **Sequence Nbr**. The system sets the Sequence Number to 1, and increases it by one for each class number added to the request. *The Number specifies the order in which the enrollment transactions will be processed. Encourage the student to list or enter his first choice class first, etc.*

9. Select the **Action** of **Enroll**.

10. (Optional) Enter **Action Reason**.

11. (Optional) Select **Override Action Date**.

12. (Optional) Enter **Action Date**.

13. Select **Waitlist Okay**.

14. Enter **Class Nbr**.

**NOTE:** After entering **Class Number**, the system will display class subject area, catalog number, section code, component, course title, session and course career.

15. (Optional) Enter **Repeat Code**. If appropriate, select a repeat code for the enrollment transaction.

16. (Optional) Click **Transcript Note** to access the *Transcript Note* page to enter free-form text that prints on the student’s transcript for the class enrollment.

17. (Optional) Select (Override) **Grading Basis**.

18. (Optional) Select (Override) **Units Taken**.

19. (Optional) Enter **Units Taken**. Appears by default from minimum units on Class Associations. If minimum units and maximum units are different on Class Associations, this field becomes active to allow entry of the appropriate number of units.

20. (Optional) Select (Override) **Designation** (Requirement Designation).

21. (Optional) Enter **Designation** (Requirement Designation). If appropriate, select a requirement designation for the class enrollment.

22. (Optional) Select **Take Requirement Designation**. If a requirement designation is selected and that requirement designation is at the student’s option, select whether the student elects to take the requirement designation.

23. (Optional) Select (Override) **Permission**. Select to override permission requirements, academic career pointers, and career pointer exception rules.

**NOTE:** Student Specific Permissions override course consent, class capacity size, requisite checking, reserve capacity, academic career pointers, and career pointer exception rules.

24. Skip **Permission Nbr**. (Permission Number). This field allows entry of a general permission number for enrollment, but SIS is using Student Specific Permissions instead. This field is **not** used by SIS.
25. (Optional) Select **Override Late Change Fee**.
26. (Optional) Select **Override Late Registration Fee**.

**NOTE:** Additional Overrides: Only those overrides included in the operator’s security access are available.

27. (Optional) Select **Appointment**. Select to override the student’s enrollment appointment date/time.
28. (Optional) Select **Career** to override academic career.
29. (Optional) Select **Closed Class** to override class section capacity, combined section capacity, and reserve capacity sizes and waitlist capacity.
30. (Optional) Select **Class Links** to add and drop class sections without having to do likewise for the required related component sections in a class association group.
31. (Optional) Select **Requisites** to bypass requisite checking.
32. (Optional) Select **Service Indicator** to override service holds that have been placed on the student’s record.
33. (Optional) Select **Time Conflict** to disable time conflict checking.
34. (Optional) Select **Unit Load** to skip all unit limit checks.
35. (Optional) Enter **Drop If Enroll**. When using “Enroll” **Action**, enter the class number of the class that the student wants to drop only if successfully enrolled in the class being requested. If applicable, also select the **Wait List Okay** checkbox.

**NOTE:** If the requested class is open, the enrollment engine enrolls the student in the requested class and drops the student from the class entered in this field.

If the requested class is closed and the **Wait List Okay** check box WAS NOT selected, the enrollment engine reports an error that the requested class is closed and retains the student’s enrollment in the class entered in this field.

If the requested class is closed and the **Wait List Okay** checkbox WAS selected, the enrollment engine adds the student to the waitlist for the requested class section and retains the student’s enrollment in the class entered in this field. THEN, when Wait List process runs for the requested class and the process successfully enrolls the student in the requested/waitlisted class, the Wait List process drops the student from the class entered in this field.

**Error Messages:** The system displays error messages and informational messages. Messages are specific to the class number and action above.

36. Click **Submit**.

**NOTE:** If you successfully enroll in a class, but are placed on waitlist, you may get a status of **Success/Messages**. Scroll down to the Error Messages group box to review any messages.

1. (Optional) Click **Waitlist Position** to view the student’s waitlist position.
2. (Optional) Click OK to return to Enrollment Request page.

3. After you have successfully posted the student’s enrollment request through the Enrollment Request process, click Study List to access the Student Study List page. From this page, you can view and print the list of classes in which the student is enrolled.
4. (Optional) Click Printer Friendly Page to print a copy of the Student Study List of classes the student is enrolled in currently.

5. (Optional) Click to view the Academic Calendar dates affecting this enrollment request. Note: Academic Calendar dates are subject to change.

6. (Optional) Click Return to View My Schedule to return to the Student Study List page.

7. Click Cancel to return to the Enrollment Request page.

8. Click Save.