

MANAGING A WAITLIST

from Faculty Center

TRAINING & SUPPORT TEAM
Academic Support Resources

UNIVERSITY OF MINNESOTA

What is it? Waitlists are set up by departments for the classes they offer. If a class is at its enrollment capacity, students can add themselves to the waitlist as part of the registration process. If a space then becomes available, the student at the top of the waitlist will automatically be enrolled into the class through a process called “auto enrollment”, the timing of which varies by campus.

Twin Cities & Duluth > Auto Enroll process will run nightly


Morris > Auto Enroll process will run weekly

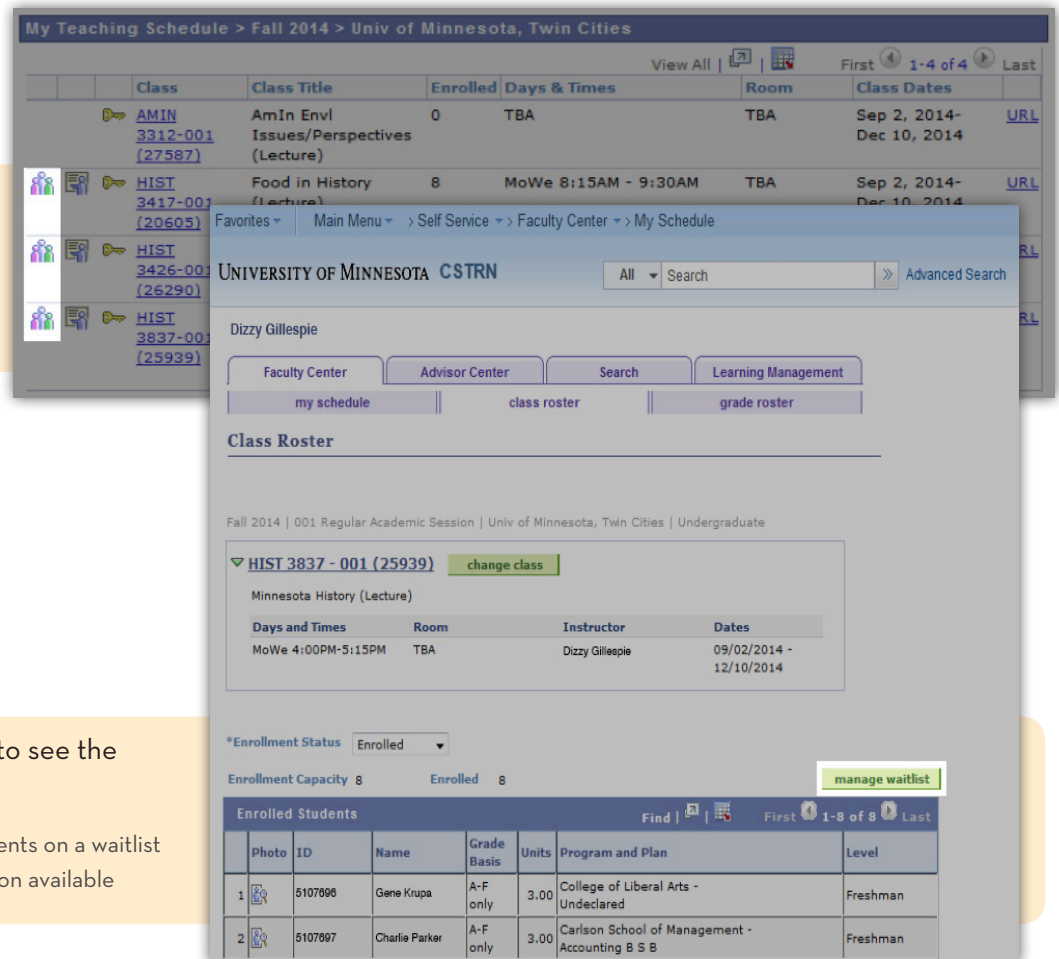
Crookston > Will not use auto enroll process

By default, students are positioned on the waitlist in chronological order. The original order may be left in place, or instructors and departmental staff may adjust the position of students on their waitlists.

Access

1. Log in to MyU.umn.edu with your Internet ID and password.
2. Click on the **Teaching** tab.
3. Click on the appropriate **Class List** link.

4. Click on the **class roster** icon  next to the class for which you are managing the wait list.



My Teaching Schedule > Fall 2014 > Univ of Minnesota, Twin Cities

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	URL
AMIN 3312-001 (27587)	AmIn Envl Issues/Perspectives (Lecture)	0	TBA	TBA	Sep 2, 2014- Dec 10, 2014	URL
HIST 3417-001 (20605)	Food in History (Lecture)	8	MoWe 8:15AM - 9:30AM	TBA	Sep 2, 2014- Dec 10, 2014	URL
HIST 3426-001 (26290)						URL
HIST 3837-001 (25939)						URL

UNIVERSITY OF MINNESOTA CSTRN

Dizzy Gillespie

my schedule || class roster || grade roster

Class Roster

Fall 2014 | 001 Regular Academic Session | Univ of Minnesota, Twin Cities | Undergraduate

▼ **HIST 3837 - 001 (25939)** [change class](#)

Minnesota History (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 4:00PM-5:15PM	TBA	Dizzy Gillespie	09/02/2014 - 12/10/2014

*Enrollment Status: Enrolled

Enrollment Capacity 8 Enrolled 8 [manage waitlist](#)

Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
	5107896	Gene Krupa	A-F only	3.00	College of Liberal Arts - Undeclared	Freshman
	5107897	Charlie Parker	A-F only	3.00	Carlson School of Management - Accounting B S B	Freshman

5. Click on **Manage Waitlist** to see the students on the waitlist.

Note: only courses that have students on a waitlist will have the **Manage Waitlist** button available

UM Manage Waitlist Positions

Course Info

Course ID: 016123 Course Offering Nbr: 1
 Academic Institution: Univ of Minnesota, Twin Cities
 Term: Fall 2014 Undergrad
 Subject Area: HIST History
 Catalog Nbr: 3837 Minnesota History

Class Info

Session: 001 001 Regular Academic Session Class Nbr: 25939
 Class Section: 001 Component: Lecture

Meeting Details

Room	Start Date	End Date	Mtu Days	Mtu Start	Mtu End	Instructor(s)
	09/02/2014	12/10/2014	Mon,Wed	4:00PM	5:15PM	Dizzy Gillespie

Class Waitlist

Submit back to class roster

Personalize | Find | First 1-3 of 3 Last

Program/Plan More Info Other Sections

Current Position	New Position	Student ID	Name	Academic Career	Primary Academic Program	Academic Plan(s)	Sub Plan(s)
1	<input type="text"/>	5107696	Gene Krupa	Undergrad	College of Liberal Arts	Undeclared	
2	<input type="text"/>	5107697	Charlie Parker	Undergrad	Col of Food, Agr & Nat Res Sci	Applied Economics B S	
3	<input type="text"/>	5107698	Fats Waller	Undergrad	College of Design	Landscape Design & Plan, B E D	Landscape Design

6. Click the **More Info** or **Other Sections** tabs to see additional details about each student including other sections of the course (if any) for which the student is registered.

Class Waitlist

Submit back to class roster

Program/Plan More Info Other Sections

Current Position	New Position	Student ID	Name
1	<input type="text"/>	5107696	Gene Krupa
2	<input type="text"/>	5107697	Charlie Parker
3	<input type="text"/>	5107698	Fats Waller

7. Re-order students' positions on the waitlist by entering a **New Position** number(s).

8. Click **Submit**.