

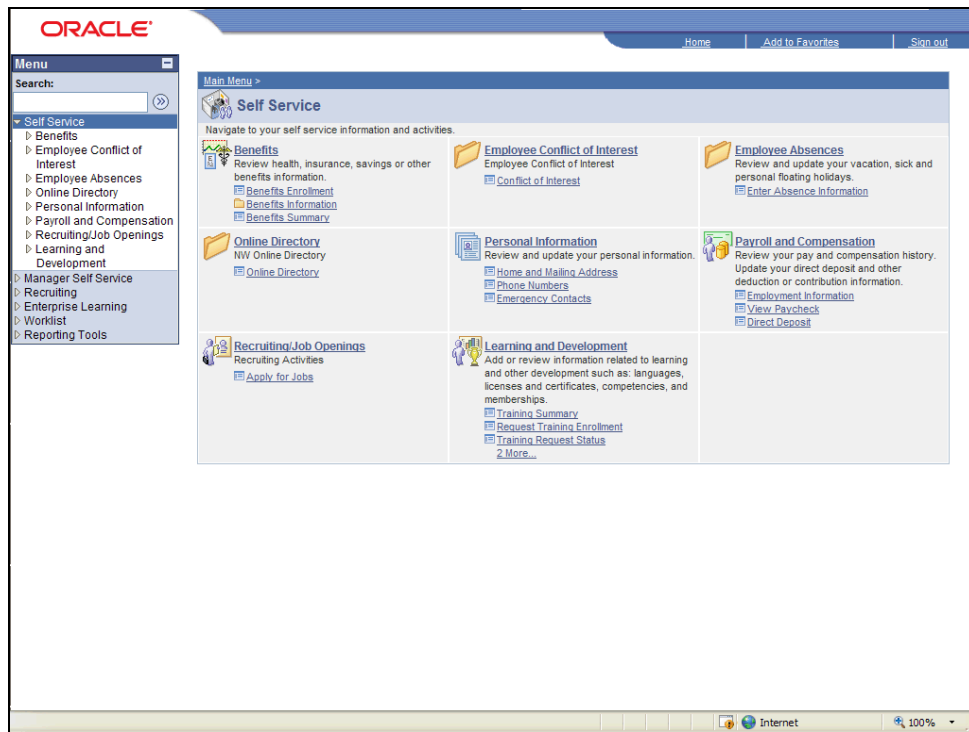
Managing Student Wait List

Procedure

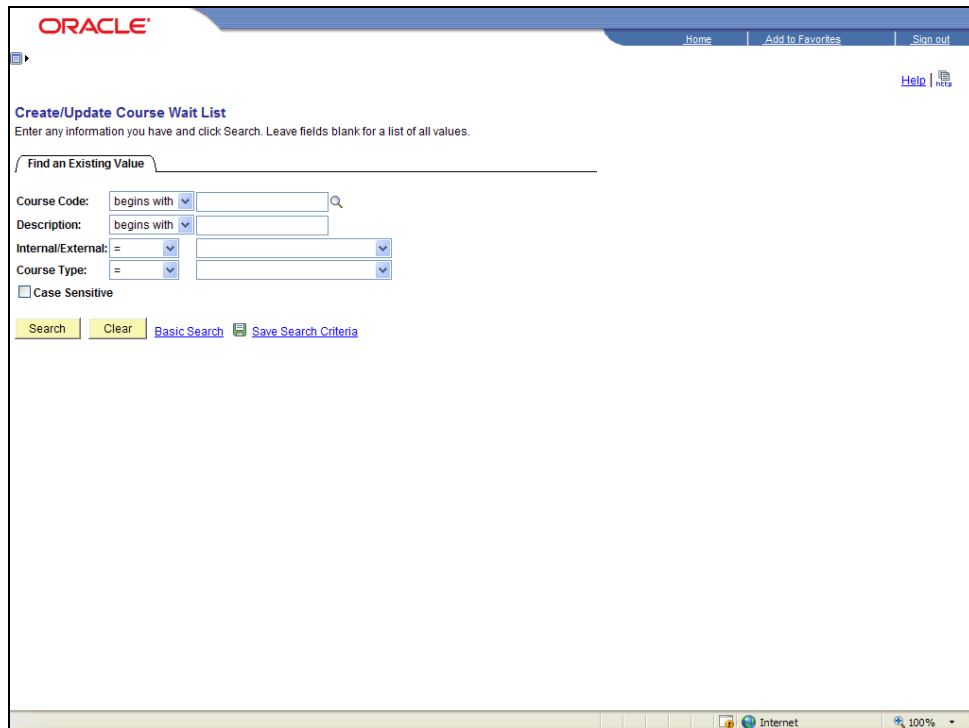
This lesson demonstrates how to use the Course Wait List panel. This panel can be used for the following reasons:



- Checking how many people are on the wait list in total and if they are waiting to get in a session or course.
- Delete someone from the wait list.
- Change the order of the wait list. (Meaning this changes the order of who gets placed in the course/session automatically if a spot opens in the course/session)

In addition to managing the Wait List, this lesson also demonstrates how to enroll wait-listed students into open slots using the 'Course Session Auto Enrollment' panel.



Step	Action
1.	First, click the Enterprise Learning link. ▶ Enterprise Learning
2.	Click the Student Enrollment link.
3.	Then click the Create/Update Course Wait List link.



Step	Action
4.	Enter the Course Code that you wish to view and manage the wait list for into the Course Code field. For example, you want to view and manage the wait list for the HRIS Lookup Access Training class. Therefore, enter the Course Code, " HRS001 ".
5.	If you are unsure of the Course Code, click the magnifying glass and then select from the available list. 
6.	Then click the Search button. 
7.	Here is the Course Wait List for HRS001. In this example, there are 4 students on the wait list.
8.	Is a student waiting for the Course or a particular Session? From this page, you are able to see whether the student is waiting for a particular Session and if so, what Session Number they are waiting for. Or, the student may be waiting for the Course and does not have a preference to the Course Session; if so, you will see the Attendance Status will display Course Wait and the Session number will be blank. Note: For a definition of Course Wait vs. Session Wait, click the dictionary icon below.





- o **Crse Wait:** Enroll the student in any session of the course that becomes available. (If this option is chosen, the Session Number will be removed).
- o **Sessn Wait:** Wait-list the student for a particular course session. (If this option is chosen you need to enter the session number into the Session # column).

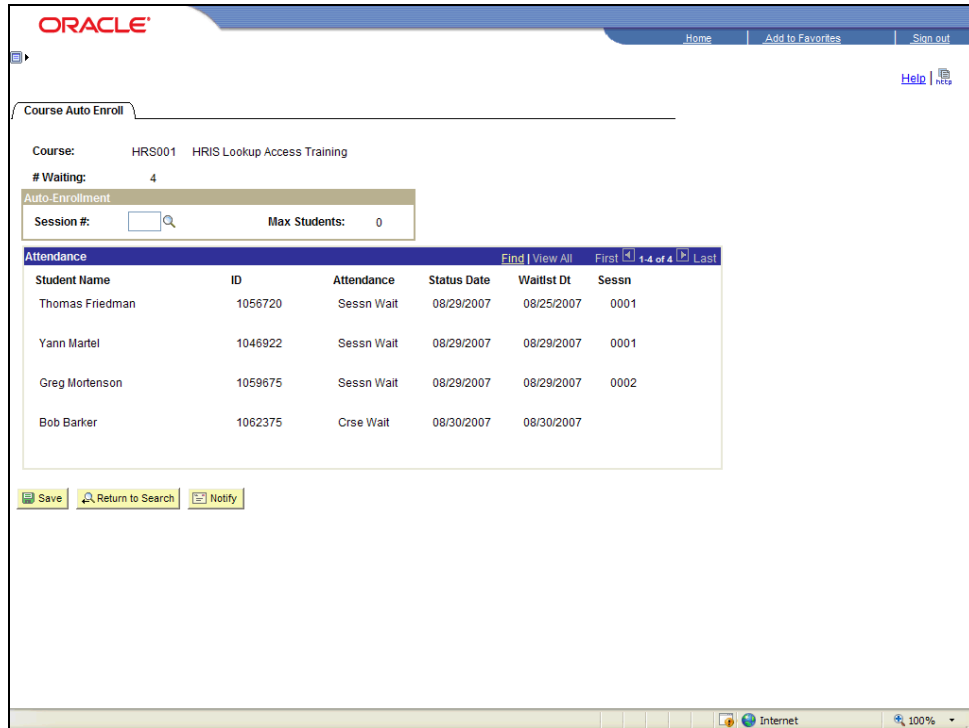
Step	Action
9.	Using the Course Wait List panel, you have the ability to delete someone from the wait list by clicking the minus button to the right of the appropriate student. Please note: Deleting a registrant from the Wait List will also delete their enrollment information from the Course.
10.	<u>Wait List priority is determined in the following order:</u> 1) Wait List for Course is first ordered by Session Number ascending within each Session 2) Session Wait List Individuals have priority over Course Wait Individuals 3) Session Wait List Individuals are ordered by oldest Wait List Date to most recent. (Individuals with the same Wait List date will be ordered by ID) 4) Course Wait List Individuals are then also ordered by oldest Wait List Date to most recent.
11.	There are two ways to change the Wait List priority of an individual on the Wait-list: 1) Change the Attendance Status from Session Wait List to Course Wait List. 2) Change the Wait List Date for an Individual.




Step	Action
12.	<p>To change the Attendance Status, select the appropriate Wait List type from the drop down next to the individual:</p> <ul style="list-style-type: none"> o Crse Wait: Enroll the student in any session of the course that becomes available. (If this option is chosen, the Session Number will be removed). o Sessn Wait: Wait-list the student for a particular course session. (If this option is chosen you need to enter the session number into the Session # column). <p>In this example, you wish to change the Wait List priority of Bob Barker to Course wait. Select Crse Wait from the Attendance drop down.</p> <p><input type="text" value="Sessn Wait"/></p>
13.	<p>Notice the Session Number is now removed since the student has a Course Wait Attendance Status.</p>
14.	<p>The Wait list Dt can be overridden to change the priority of an individual enrolled in the same session, with the same Attendance Status and same Wait list Date as other enrollees.</p>



Step	Action
15.	To Change the Waitlist Dt , enter the new Waitlist Date next to the appropriate individual. For example, enter " 8/25/2007 " into the WaitlistDt field for Thomas Friedman.
16.	Click the Save button. Once Saved, the page will re-order the individuals accordingly. 
17.	Here is the new order of the Course Wait List. If you need to make additional changes to the Wait List, make the appropriate changes and then click the Save button to re-order the individuals again.
18.	Please Note: Saving this page does not automatically move Wait-listed students into open slots on a Course Session. Please proceed with the next steps to enroll wait-listed students.
19.	To enroll wait-listed students, click the Course Session Auto Enrollment link located under the Student Enrollment folder. 
20.	This is the Course Auto Enrollment panel and displays the individuals who are wait-listed for Course HRS001 - HRIS Lookup Access Training.
21.	To start automatic enrollment, enter the Session Number that has available slots. <u>Please note:</u> A Session has available slots when the Number of Students Enrolled is less than the Maximum Number of Students allowed for the Session.



Step	Action
22.	For example, enter "0001" into the Session # field.
23.	Or click the magnifying glass to search for a particular session number. 
24.	Here is the list of scheduled Course Sessions for the Course Code HRS001. Select the Session Number you would like to enroll wait-list students into.
25.	<p><u>If the session is full</u>, then a message will appear indicating that the session is over enrolled. You should click OK and then select another Session Number.</p> <p><u>If the session is NOT full</u>, three messages will appear:</p> <p>The first message indicates how many spaces are available for this session. In this example, there are 2 spaces available. Click the OK button to acknowledge you have read and understood this message.</p> <p>The second message will indicate how many open slots are available in the session after processing the Session Wait-list students. In this example, there are no spaces available after processing the Session Wait- List students. Click OK.</p> <p>The third possible message will indicate how many open slots are available in the session after processing the Course Wait-list students.</p>

Step	Action
26.	Notice that the two people with the highest priority on the Wait List for Session 0001 have an enrolled Attendance Status. You must click SAVE to enroll them in the session and officially process the results from the Auto- Enrollment page.

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Help

Course Auto Enroll

Course: HRS001 HRIS Lookup Access Training

Waiting: 2


Auto-Enrollment

Session #: 0001 Max Students: 5

Student Name	ID	Attendance	Status Date	Waitlist Dt	Sessn
Thomas Friedman	1056720	Enrolled	08/30/2007	08/25/2007	0001
Yann Martel	1046922	Enrolled	08/30/2007	08/29/2007	0001
Greg Mortenson	1059675	Sessn Wait	08/29/2007	08/29/2007	0002
Bob Barker	1062375	Crse Wait	08/30/2007	08/30/2007	

Save Return to Search Notify

Done Internet 100%

Step	Action
27.	Click the Save button when you are finished using this page. This will officially process the results from the Auto- Enrollment. 
28.	After saving the page, the individuals who were processed into an enrolled status are now removed from the Course Wait List.

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Help

Course Auto Enroll

Course: HRS001 HRIS Lookup Access Training

Waiting: 2


Auto-Enrollment

Session #: Max Students: 0

Student Name	ID	Attendance	Status Date	Waitlist Dt	Sessn
Greg Mortenson	1059675	Sessn Wait	08/29/2007	08/29/2007	0002
Bob Barker	1062375	Crse Wait	08/30/2007	08/30/2007	

Save Return to Search Notify

Done Internet 100%

Step	Action
29.	To enroll the remaining Wait List students, click the Session Number magnifying glass to search for another session and repeat the steps above 
30.	Congratulations! You have successfully learned how to manage the Student Wait List. Additionally, you have learned how to enroll wait-listed students into the appropriate course sessions. End of Procedure.