

A New Enrollment Feature in HUB

WAIT LIST



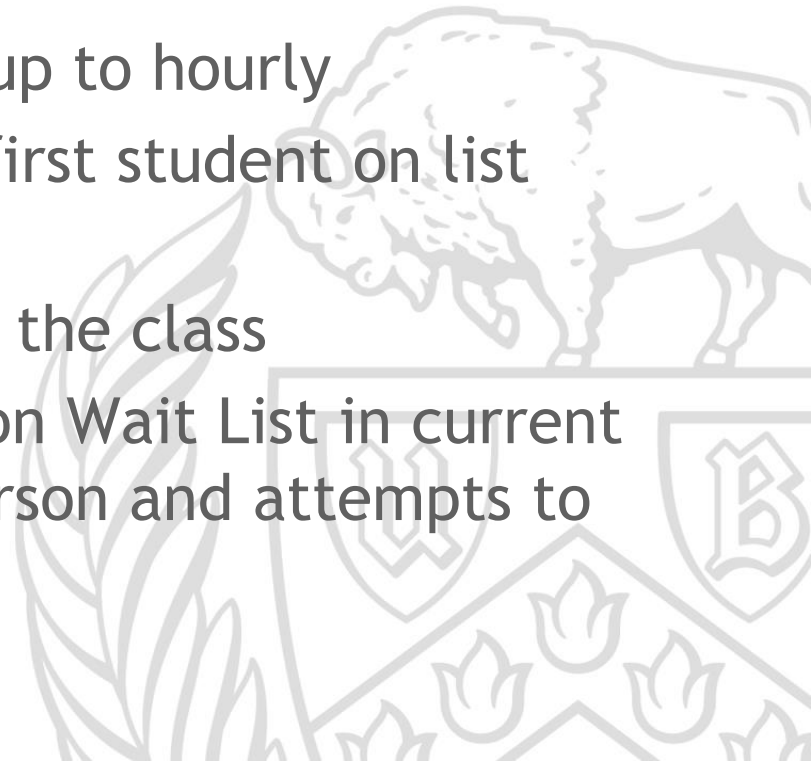
How Wait List Works

- Department enables Wait List on each specific class section
 - Identifies number of Wait List spaces available
- When class is closed, HUB collects list of students who wish to enroll (up to Wait List capacity)
- Students not automatically added to Wait List, must check a box during enrollment
- Students or Staff can add a student to the Wait List



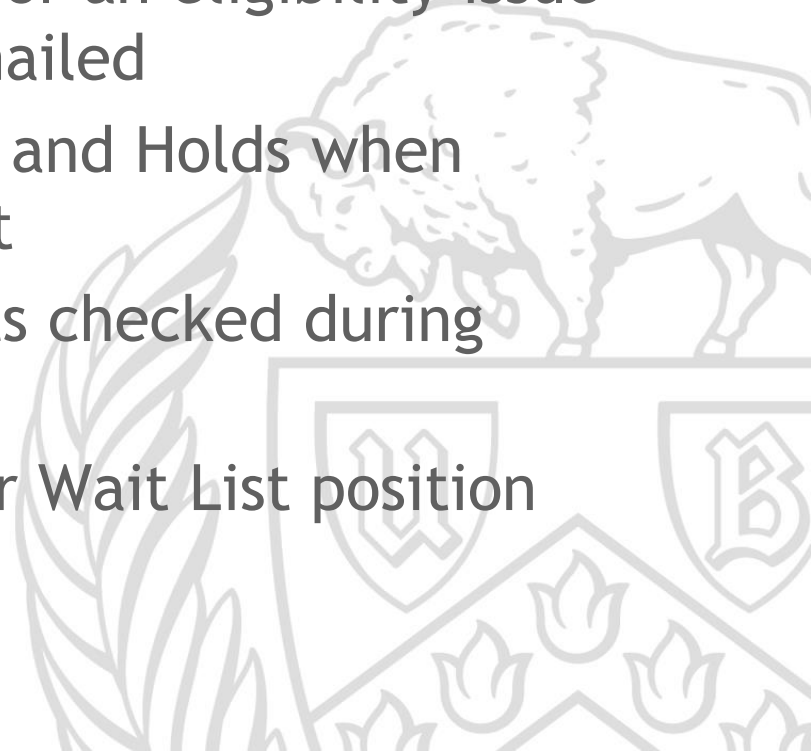
How Wait List Works

- When a seat opens in a class HUB saves the seat until Wait List process is run
- Process run at least daily but up to hourly
- Wait List process begins with first student on list and checks eligibility
- If eligible, student is added to the class
- If ineligible, student remains on Wait List in current position, HUB skips to next person and attempts to enroll them



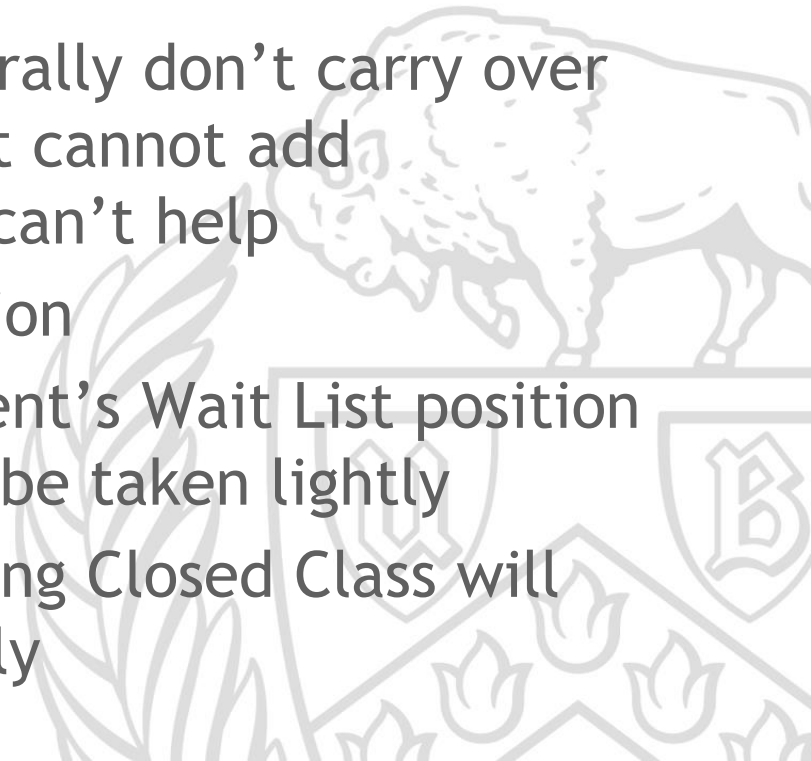
General Guidelines: Student

- Students are able to Wait List up to 8 units
- If a student becomes enrolled or an eligibility issue occurs, the student will be emailed
 - HUB checks only Requisites and Holds when placing student on Wait List
 - Other eligibility components checked during enrollment processing
- Students are able to view their Wait List position



General Guidelines: Enrollment

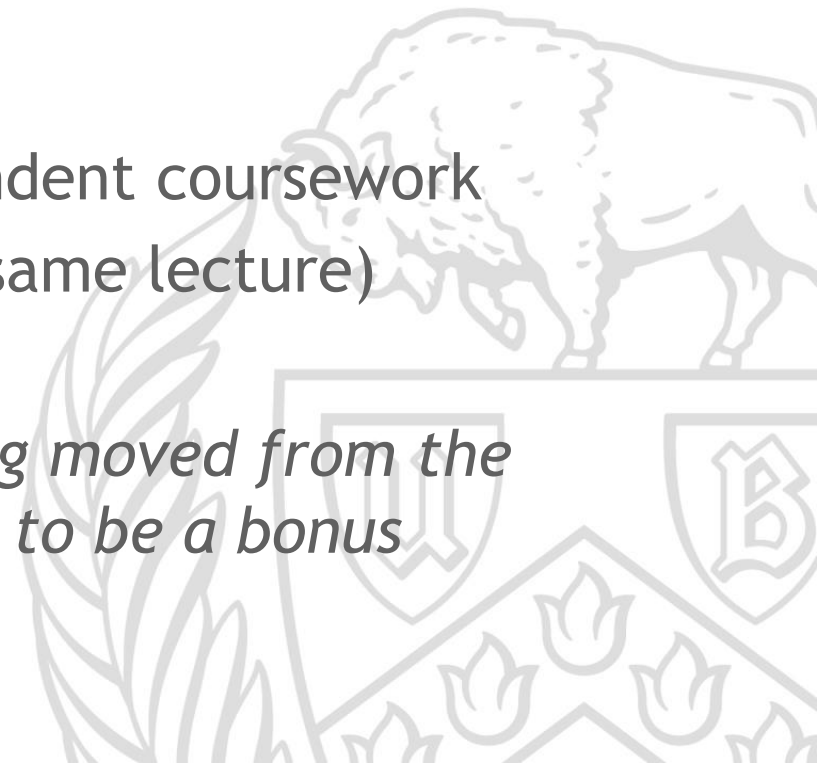
- Staff can add a student to the Wait List- must check a box in Quick Enroll
- Overrides in Quick Enroll generally don't carry over to Wait List process- if student cannot add themselves then staff usually can't help
 - Repeat rules are an exception
- It is possible to change a student's Wait List position using Quick Enroll; should not be taken lightly
- Force registering a student using Closed Class will bypass the Wait List completely



When Should Students Use Wait List?

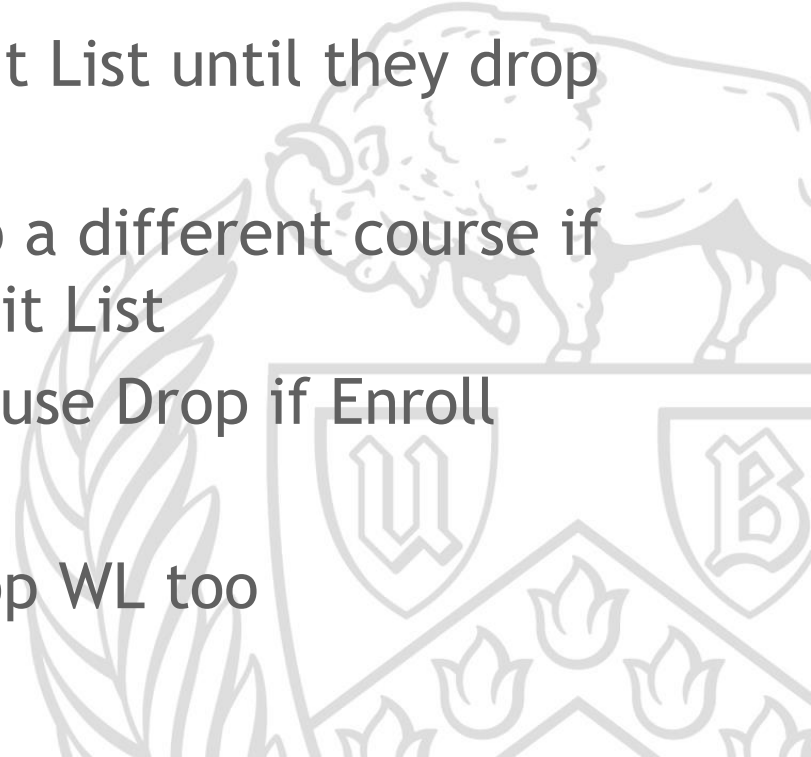
- Electives
- To swap class time
- To change instructor
- Not for degree progress dependent coursework
- Not to change recitation (for same lecture)

**Students should consider getting moved from the Wait List to Enrolled in a course to be a bonus*



Items To Be Aware Of

- Only some items preventing registration are checked at the time student is added to a Wait List
- Ineligible students stay on Wait List until they drop themselves
- Students can use Swap to drop a different course if they are enrolled from the Wait List
- Staff CANNOT use swap, must use Drop if Enroll
- Reserve Caps are enforced
- Leave of Absence- need to drop WL too



Training Materials and Resources

- Job Aid on HUB Support Website
- Staff Tips on Registrar Staff Website
- Frequently Asked Questions (Student)

