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
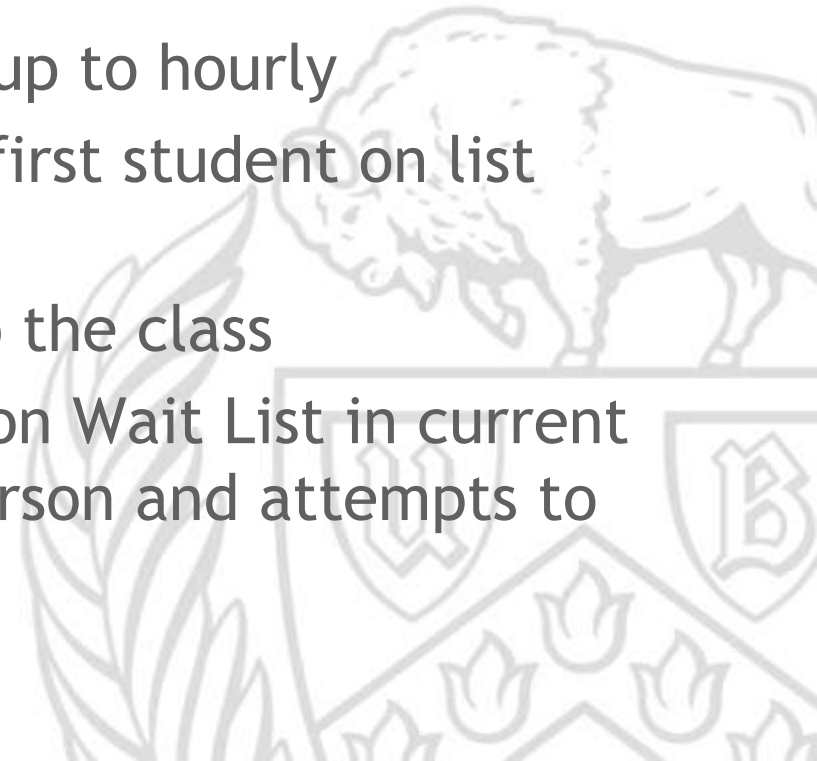
General Guidelines

- Enable Wait List by setting a Wait List Capacity on every section of every class accepting WL

  - Suggest 25% of class capacity (minimum 5 spaces recommended)

- Need to check box "Auto Enroll from Wait List" on each section

- Combined courses need WL capacity applied in addition by Office of the Registrar Scheduling Office
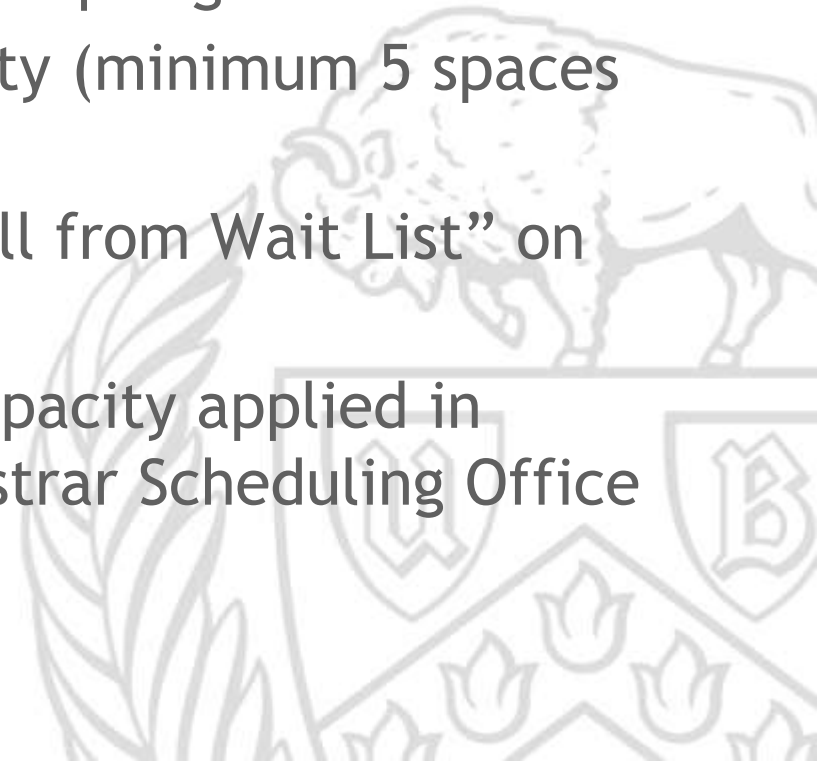
General Guidelines

- Wait List works best on single component courses
- Wait List can be used on courses with two components but can be trickier to understand WL positioning
- Do Not use Wait List on courses with 3+ components
- Wait List can be used on classes with reserve caps
- Courses with many exceptions to requisites are not good candidates for Wait List
- Circular co-requisite courses cannot use Wait List

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
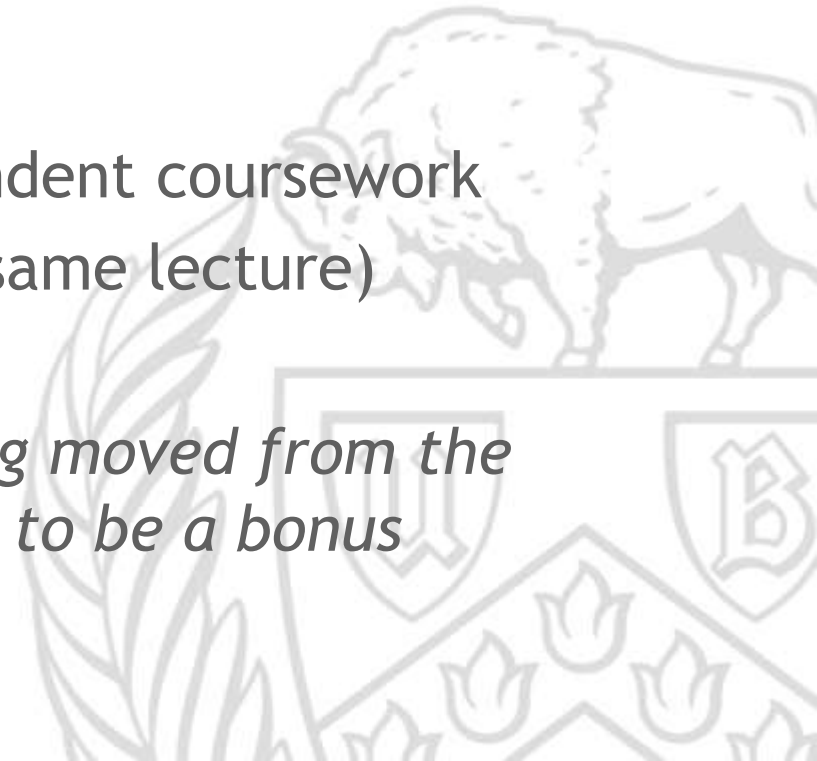
Items To Be Aware Of

- Ineligible students stay on Wait List until they drop themselves; course shows as not open if any students remain on Wait List
- Reserve Caps are enforced
- For multiple component courses, sum Wait List capacity for all other sections for largest component
- Wait List capacity can be adjusted at any time
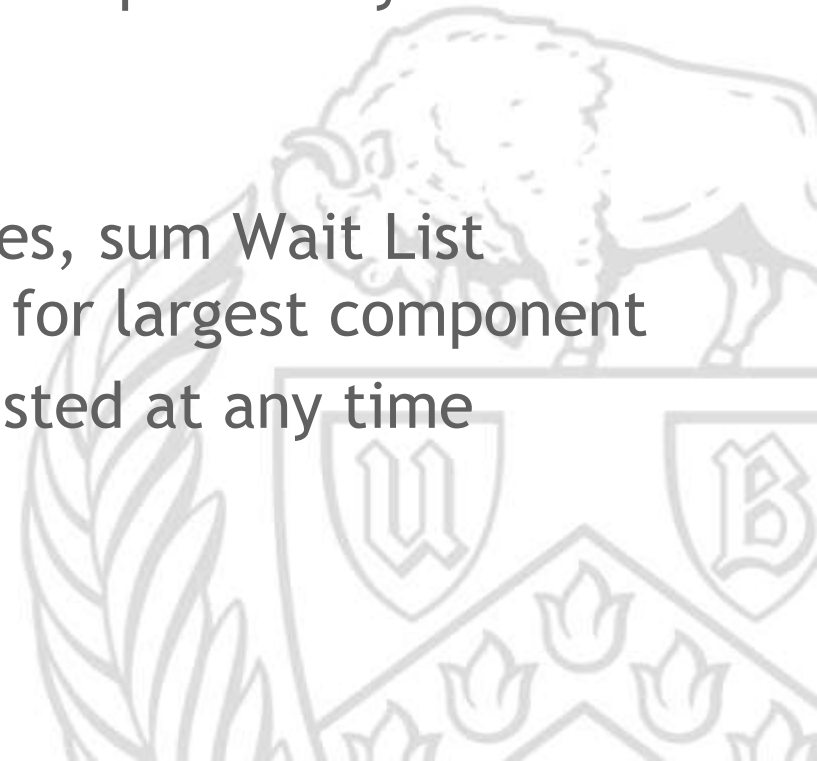
Training Materials and Resources

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