

HOW TO MANAGE WAITLISTS

from Faculty Center

TRAINING & SUPPORT TEAM
Academic Support Resources


UNIVERSITY OF MINNESOTA

Many departments create waitlists for classes in order to maximize enrollment. Students can add themselves to those waitlists once the class is full. Then, the Auto Enroll from Waitlist process looks for open seats and attempts to register the student at the top of the waitlist. Auto Enroll timing varies by campus:

Campus	Schedule
Twin Cities & Duluth	Auto Enroll process will run nightly
Morris	Auto Enroll process will run weekly
Crookston	Will not use auto enroll process

Students are positioned on the waitlist in the order added. However, instructors and departmental staff may adjust or prioritize the positions 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 **Faculty Center** link at the bottom of the page.
4. Click on the **class roster** icon  next to your class.

My Teaching Schedule > Fall 2017 > Twin Cities/Rochester

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	URL
 PE 1205-001 (12267)	Scuba (Laboratory)	24	Mo 6:00PM - 10:15PM	University Aquatic Center 45	Sep 5, 2017 - Oct 23, 2017	URL
 PE 1205-002 (12268)	Scuba (Laboratory)	18	TuTh 10:10AM - 12:05PM	University Aquatic Center 45	Sep 5, 2017 - Oct 23, 2017	URL
 PE 1205-003 (12306)	Scuba (Laboratory)	24	We 6:00PM - 10:15PM	University Aquatic Center 45	Sep 5, 2017 - Oct 23, 2017	URL

Managing the Waitlist

1. Click on the **Manage Waitlist** button to see the students on your waitlist.

Note: Only courses that have at least one student on a waitlist will display a **Manage Waitlist** button.

Fall 2017 | First Half of Term | Twin Cities/Rochester | Undergraduate

Change Class




PE 1205 - 001 (12267)
Scuba and Skin Diving (Laboratory)

Days and Times	Room	Instructor	Dates
Mo 6:00PM-10:15PM	University Aquatic Center 45	Robert Karl	09/05/2017 - 10/23/2017

*Enrollment Status:

Enrollment Capacity 24 Enrolled 24

Select display option Manage Waitlist

Enrolled Students		Personalize Find		First	1-24 of 24	Last
Notify	Photo	ID	Name	Grade Basis	Units Program and Plan	Level
1		9876543	Tucker, Tammy	A-F only	1.00 College of Sci and Engineering - Earth Sciences B S Earth Sci/Sustainable Agriculture Sys	Senior 2nd Term
2		3235363	Flowers, Forest	A-F only	1.00 Col of Educ/Human Development - Kinesiology B S	Senior 2nd Term
3		5080708	Cane, Candice	A-F only	1.00 Col of Educ/Human Development - Kinesiology B S	Senior

SG-11.03.17-CN

2. Click the **Other Sections** tabs to see if students registered for another section of the same course.

Personalize | Find | First 1-12 of 12 Last

More Info		Other Sections						
Current Position	New Position	Student ID	Name	Academic Career	Primary Academic Program	Academic Plan(s)	Sub Plan(s)	Also Enrolled in Other Sections
1	<input type="text"/>	9876543	Tucker, Tammy	Undergrad	College of Liberal Arts	Leadership, Communication Studies B A		Enrolled - Section 004 (12397), Dropped - Section 002 (12268)
2	<input type="text"/>	3235363	Flowers, Forest	Undergrad	Col of Educ/Human Development	History, Elementary Ed: Foundations B S		
3	<input type="text"/>	5060708	Cane, Candice	Undergrad	Col of Educ/Human Development	Kinesiology B S, Soc of Law/Criminol/Deviance		
4	<input type="text"/>	9638527	Daniels, Jackson	Undergrad	College of Liberal Arts	Political Science B A		

Class Waitlist

More Info		Other Sections						
Current Position	New Position	Student ID	Name	Academic Career	Primary Academic Program	Academic Plan(s)	Sub Plan(s)	Also Enrolled in Other Sections
1	<input type="text"/>	9876543	Tucker, Tammy	Undergrad	College of Liberal Arts	Leadership, Communication B A		
2	<input type="text"/>	3235363	Flowers, Forest	Undergrad	Col of Educ/Human Development	History, Elementary Ed: Foundations B S		
3	<input type="text"/>	5060708	Cane, Candice	Undergrad	Col of Educ/Human Development	Kinesiology B S, Soc of Law/Criminol/Deviance		
4	<input type="text"/>	9638527	Daniels, Jackson	Undergrad	College of Liberal Arts	Political Science B A		Soc of Law/Criminol/Deviance

3. Enter the desired number in **New Position** field to reorder the waitlist.

4. Click on **Submit** to save your changes.

More Info		Other Sections						
Current Position	New Position	Student ID	Name	Academic Career	Primary Academic Program	Academic Plan(s)	Sub Plan(s)	Also Enrolled in Other Sections
1	<input type="text"/>	9876543	Tucker, Tammy	Undergrad	College of Liberal Arts	Leadership, Communication B A		
2	<input type="text" value="1"/>	3235363	Flowers, Forest	Undergrad	Col of Educ/Human Development	History, Elementary Ed: Foundations B S		
3	<input type="text"/>	5060708	Cane, Candice	Undergrad	Col of Educ/Human Development	Kinesiology B S, Soc of Law/Criminol/Deviance		
4	<input type="text"/>	9638527	Daniels, Jackson	Undergrad	College of Liberal Arts	Political Science B A		Soc of Law/Criminol/Deviance