IMPORTANT WAIT LIST INFORMATION FOR DEPARTMENTS

1. **What is Wait Listing?** – The way the current system is set up allows for two things as follows:
   - **Demand for the course** – Wait listing will show the number of students who were not able to enroll in the course and elected to be put on the wait list. This information can be valuable if additional resources are available and new sections can be added or to give you data for future term scheduling.
   - **Allowing students to get into courses as seats become available** – For a section that closes, this process allows a student to be put on a wait list to be moved when/if a seat becomes available. Seats tend to open up through the regular drop/add process, or when students are dismissed and dropped from future classes, or students who have been enrolled conditionally end up being dropped because he/she did not successfully complete the pre-requisite. Students tend to check registration on a regular basis to look for openings, but if wait listing is turned on, he/she will not need to take this action. Also this prevents students from “saving” a seat for a student. For example a senior might enroll in a high demand course and then drop it later when a student with a lower classification is able to register.

2. **Pink sheets** - These sheets will now contain information on wait listing, showing if wait listing was turned on or off for each course for the last like term. The first term that will show actual accurate data will be summer 2013. Even then, it is important to note that this is informational only. Courses need to be set up each term for wait listing on the Wait List On/Off site in Wait List Administration on the portal.

3. **Setting courses up for wait listing** – On the Wait list On/Off site is where courses will be designated to have wait list set on or off. This is also where each department will designate if they will use the Automatic or Manual process. This needs to be done before Phase I registration starts for that term. Please note that all your active courses are listed on this screen and not just courses that have sections offered for that term.

4. **Adding new sections** – As departments monitor their wait lists, if resources are available and a new section can be added, it is important to note that the section should be added with a zero capacity. The reason for this is so that no new students may enroll in this section until the wait listed students are moved over. Once that is done, you can then raise the capacity so this section is now also available for wait listing, as zero capacity courses are not available for wait listing.

5. **Add Student to Course site** – This screen in the Wait List Administration site can be used by departments to add students directly into a section of a course. A few things for your information about this site are as follows:
   - This site must only be used each term through the end of Phase II registration. Shortly after that date we need to check for payment before any student may be added and thus need a bump card.
   - Please note that Drop/Add cards should still be submitted if you are switching students (e.g. dropping the student from one section and adding the students into another section).
• Please note this site cannot be used under the following conditions and these students should be referred to the Registrar’s Office. Please note you should get an error message if any of these conditions apply to the student you are trying to add.
  o the student has a hold
  o the student is attempting to add the course for the 4th time (repeat attempt policy)
  o the student has reached 56 hours and has not declared a major (56-hour policy)
  o the student has reached 56 hours and has not completed all of his/her competency courses (competency policy)
  o the student is already enrolled and/or is on the wait list for the maximum load for a term (21 hours for an undergraduate student or 15 hours for a graduate student)
  o the student has a time conflict with another course.

• If you have multiple adds and you would prefer to use our Registration Form for Mass Add, Drop or Move, that is still available for you to use on the Registrar’s web site. We will then process those adds/drops or moves for you.

6. **E-mail to students after moving from a wait list to regular enrollment** – This e-mail is automatically generated for these students. It is important to monitor your e-mail inbox for any returned e-mails, for example the student’s mailbox is full. These students did not receive the e-mail and thus are not aware that he/she has been moved and would need to be notified in another manner.

7. **When will wait listing be turned off?** – Departments may turn off wait listing at any time for a course or for all their courses, or it will automatically end at the end of Phase II registration.

8. **How does this process work for students?** – If you want to view the process for the students and what screens they see, there is also a document for them on our web site, which can be located by clicking [here](#). Some key items you may want to be aware of for students are as follows:
  • A student cannot be enrolled and on a wait list for another section of the same course
  • The student cannot be on the wait list for more than one section of the course
  • A wait listed course will restrict a student from enrolling in another course meeting at the same time or days.
  • A wait list course will also count against their maximum hours for the term, which is 21 hours for an undergraduate student and 15 hours for a graduate student.
  • A student cannot be put on the wait list if he/she has not met the pre-requisite or co-requisite, but will allow it if he/she is currently enrolled in the pre-requisite (conditional booking).
  • If a seat becomes available a student **will not be moved** if the student now has a hold. Also the pre-requisite or co-requisite check is done again and if the student has withdrawn or not satisfactorily completed the pre-requisite he/she was previously enrolled in, the student will not be moved.
To use Wait Listing Administration features, log into the Central Michigan University iCentral portal.

1. Click on the Faculty & Staff link.
   a. Login.
2. Under the Academic link you will see the words “Wait List Administration”
   a. If you are not able to see the next page, please call the Help Desk at 989-774-3662.
3. If you have security, you will be presented with a Security login screen.
   a. If you use Windows 7, it will look like this:
      i. Enter your global id (gid).
      ii. Enter your network password – not your SAP password.
   b. If you use Windows XP, it will have some characters in the User name field.
      i. Remove everything except the following: CENTRAL\mcbri1dm (your gid)
      ii. Enter your network password – not your SAP password.
4. You will be presented with the following screen:

5. Additional instructions for each link are given on the following pages.

**NOTE** – SAP security is needed to see Wait Listed student information. If you have been given security and have never used SAP, you will have to add the SAP GUI to your computer so you can change your password that is first given to you. The Help Desk can assist with this.

*You could also sign into a different person’s computer that already has the GUI to change your password.*
Manage Students Currently on Wait List (View and Register)

This link should be used to move students from the wait list to the specific section. It can also be used to view the information. Specific security is needed for this transaction. Please contact the Help Desk 989-774-3662 for further information.

1. Click the Manage Students Currently on Wait List (View and Register) link.

2. On the Enable/Disable Wait List screen, enter in your SAP login and SAP password.
   a. The Help Desk at 989-774-3662 is available for password resets.
3. Click Login.

4. Enter the Academic Session.
5. Enter the Section Number.
   a. If you would like to see all of the students on a wait list for a course, enter the course in the Course field. Do not enter a section number.
6. Click the View Wait List.
7. Sort – use this field to sort the student information.
8. Remove from Wait List button - if you click this button, the student will be removed from the Wait list without any warning message to you.

Registering students

NOTE - the box in front of the student must be checked.
9. Register in Currently Waitlisted Section – click this box if you want to move the students into the section number entered at the top of the page.
10. Register in New Section – click this box if you want to move the students into a new section.
   a. Enter in the Section number and click Get Info to verify correct course.
b. NOTE – the section will have to be created by Registrar’s before the students can be registered in to it.

11. Students that have Holds and fail the 2nd pre-req check, will be skipped.
   a. Pre-req may fail because the course has finished and the student did not meet the pre-req to go into the wait listed course.
   b. You have override rights to: capacity and pre-reqs.
      i. You will receive a box that you will have to check if you want to continue.

12. Register and Email Students – the students that have the check in front of their name will be registered and AUTOMATICALLY sent the following email:

You have been moved from the wait list and are now registered in HSC 544, Biostatistics, section 22170640 for the Spring 2011-2012 term. This section meets Tu Th from 12:30 PM - 01:45 PM and is taught by first last name. You are financially responsible for this course and it will appear on your next bill. If you no longer wish to take this course, you must go to the Course Search/Registration screen in the portal and drop the course by the drop deadline.

*Note – the underlined items will change to reflect the section information.

13. You will receive a pop-up stating: Confirm you want to register these students and email them. Cancel if this is not what you want.
   a. If you click “OK”, processing will continue.

Email students on the wait list
14. If you want to send an email to the students other than the automatic one detailed in #11, use this section.
   a. Only the students with the check in front of their name will be sent an email.

15. Click Menu at the top of the screen to return to the Main menu.
Certain people will have the ability to view (or display) students on the wait list but not be able to add them to classes or the wait list.

1. Click the View Students on Wait List link.

2. Enter in the Academic Session.

3. Enter in the Session number.
   a. Click View Wait List button.

4. If you want to view all students for the course, enter in the Course information (ex: HSC 506)
   a. Do not enter in a section number.
   b. Click the View Wait List button.

5. Sort – use this drop down to sort the students.
   a. The default is to sort by the date/time the student went on the wait list.

6. EMAIL – If you want to email students from this screen, click in the box in front of each student you wish to send an email to.
   a. At the bottom of the list of student you will also find Select All and Clear All buttons.
      i. Email From - enter your email address.
      ii. Email Subject – enter the subject information.
      iii. Email Body – enter in information to the student.
   b. Click the Email Selected Students button.
Add Student to Wait List

Use this link to add a student to the wait list. The scenario for this requirement is for the student that may have taken the pre-requisite from a different school and it is not in the CMU system yet. Specific security is needed for this transaction. Please contact the Help Desk 989-774-3662 for further information.

1. Click the Add Student to Wait List link.

   ![Menu Wait List Administration]

   - Manage Students Currently on Wait List (View and Register)
   - View Students on Wait List
   - **Add Student to Wait List**
   - Add Student to Course (Bump Card)
   - Time Conflict Report
   - Wait List On/Off, Auto/Manual
   - View Courses with Wait List "On"

2. Enter in your SAP login and SAP password.
   a. The Help Desk at 989-774-3662 is available for password resets.
3. Click Login.
   ![Authenticate to make changes]

   - SAP Username
   - SAP Password
   - Login

4. Enter in the Section number.
5. Enter in the Session.
6. Enter in the Student number.
7. Click the View Course and Student Info button.
8. Once you have verified the information is correct, enter in the Email information.
   a. Email From - enter your email address.
   b. Email Subject – enter the subject information.
   c. Email Body – enter in information letting the student know they have been entered on to the wait list for the specific section.
9. Click the Waitlist and Email Student button.
   a. You will receive a pop-up message which states the following: Confirm you want to add this student to the waitlist and email him/her. Cancel if this is not what you want.
b. If you click “OK”, processing will continue.
10. If the student does not have the required pre-requisites, you will be presented with the following message: Override warnings.
   a. If you want to continue, click the box in front of this message and click the Waitlist and Email Student button again as you have rights to override pre-reqs.
11. You will receive a message at the top of the screen stating: Successfully added student 490203 to the wait list.
12. Click Menu at the top of the screen to return to the main menu.
This report will allow you to enter in a different day/time to determine how many students will have (or will not have) a time conflict with the proposed time. Specific security is needed for this transaction. Please contact the Help Desk 989-774-3662 for further information.

1. Click on the Time Conflict Report link

   ![Menu Wait List Administration]

   - Manage Students Currently on Wait List (View and Register)
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   **Waitlisted Course Selection**
   2. Designator and Number – Enter in the designator and number. Ex: BIO 101N
   3. Campus - The campus defaults to On-Campus. Change as desired.
   4. Academic Term - Enter the Term the section is offered.
   5. Academic Session – Enter the Session.
   6. Student Number – if you are running this for an entire section, leave this field blank.
      a. Use this field if you are looking for a specific student.
   7. Report Version – This report can be executed 3 ways:
      a. No Time Conflicts – this view is the students that have no time conflicts with any other classes.
      b. Only Time Conflicts – this view will show only students that have a time conflict with other classes.
      c. View All students – this view will show all students on the wait list.

   **Classroom Proposed Date/Time**
   8. Dates – Enter in the proposed start date and the end date.
      a. Both of these fields are required.
   9. Times – Enter in the proposed start time and end time.
      a. Both of these fields are required.
   10. Days – Check the proposed days of the week the proposed course will be offered.

   **If needed – Lab Proposed Date/Time** – these fields are only required if the proposed new course will also have a LAB.
   11. Dates – Enter in the proposed start date and the end date.
   12. Times – Enter in the proposed start time and end time.
   13. Days – Check the proposed days of the week the proposed course will be offered.


   15. Sort – use this drop down to sort the students.
a. The default is to sort by the date/time the student went on the wait list.
16. At the bottom of the page, you will receive a list of names and information about the student.
17. At this time you can:
   a. Send this group of students an email asking if they would be interested in the course.
      i. Only students that have the check in the front of their name will receive the email.
   b. Register the students into the new course.
      i. **NOTE** – You must contact the Registrar’s office to create the new course before students can be registered.
      ii. Only students that have the check in the front of their name will be registered into the section.
      iii. Review the screen for red text, as this will indicate any errors with registering the student(s).
18. Students that have Holds and fail the 2nd pre-req check, will be skipped.
   a. Pre-req may fail because the course has finished and the student did not meet the pre-req to go into the wait listed course.
   b. You have override rights to: capacity and pre-reqs.
      i. You will receive a box that you will have to check if you want to continue.
19. EMAIL – please note that the following email will be sent to the student when moved from a wait list to a registered place in the section **AUTOMATICALLY**. Only use the email functionality if you have specific questions/information for the student.

You have been moved from the wait list and are now registered in **HSC 544, Biostatistics**, section **22170640** for the **Spring 2011-2012** term. This section meets **Tu Th** from **12:30 PM - 01:45 PM** and is taught by **first last name**. You are financially responsible for this course and it will appear on your next bill. If you no longer wish to take this course, you must go to the Course Search/Registration screen in the portal and drop the course by the drop deadline.

*Note – the underlined items will change to reflect the section information.

20. Click Menu at the top of the screen to return to the main menu.
Wait List On/Off, Auto/Manual

This link is how you turn “ON” or “OFF” wait listing. It is also the link you use to determine if you want to change to “Auto” registering students into a class. All departments will have access to the “Manual” screen. Specific security is needed for this transaction. Please contact the Help Desk 989-774-3662 for further information.

1. Click the Wait List On/Off, Auto/Manual link

2. On the Enable/Disable Wait List screen, enter in your SAP login and SAP password.
   a. The Help Desk at 989-774-3662 is available for password resets.
3. Click Login.

4. You will be presented with Enable/Disable Wait List page.
   a. Term – Enter desired term.
   b. Designator - Enter desired designator.
   c. This screen has additional security. If you do not see a designator that you should, contact the SLCM (Student Lifecycle Management) team at 6416.
5. Click View Courses.
   a. This will display all of the courses you have security to change for your campus.
6. The second box shows the results for your campus.
   a. ON or OFF does not show until you click View Courses.
   b. Please take note of the ON or OFF. OFF campus is not broken down by the different locations.
7. Modify – click on the box in front of the Course you would like to change.
8. Status – ON or OFF refers to whether you want the class to have wait list available or not.
   a. Click in front of ON for wait listing available.
   b. Click in front of OFF if you do not want wait listing available.
9. Type – AUTO or MANUAL refers to how you want students to be moved into the course if there is an opening. This opening can come from a student dropping or from the capacity being changed.
   a. Click in front of AUTO to have student move in automatically.
      i. Students with Holds will be skipped
      ii. Students that were conditionally registered for a class (in the pre-req course) will be rechecked to see if they met the pre-req before being put in the class if the class has completed.
   b. Click in front of MANUAL if you want to move students into the course yourself.
      i. Even if you have wait listing turned OFF for the course you will have access to the manual screen.
10. Once all of the changes are made, scroll to the bottom of the list and click the Modify Wait Lists for Selected Courses button.
11. Change All to Off button – use this change the Status to OFF.
   a. Clicking this button will also put a check in front of each Course.
12. Click the Modify Wait List for Selected Courses button.
13. Click the Menu button at the top of the screen to return to the Main Menu.
View Courses with Wait List “On”

This links let you review all courses that have wait list ON (or available) for the selected term.

1. Click the View Courses with Wait List “On” link.

2. Change the Academic Term to the desired term.
3. Enter in a designator to limit your search.
4. Click the View Courses button.

5. You will receive a list of courses that have wait listing available for that term.
   a. The list has both On and Off campus information.
6. Designator – this field will let you select specific designators to work with.
7. Click Menu at the top of the screen to return to the main menu.
Add Student to Course (Bump Card)

This link will allow you to add students to the course (and not the Wait list) if they have received proper permission. Specific security is needed for this transaction. Please contact the Help Desk 989-774-3662 for further information.

1. Click the Add Student to Course (Bump Card) link.

Menu
Wait List Administration

- Manage Students Currently on Wait List (View and Register)
- View Students on Wait List
- Add Student to Wait List
- Add Student to Course (Bump Card)
- Time Conflict Report
- Wait List On/Off, Auto/Manual
- View Courses with Wait List “On”

2. Enter the Academic Session.
3. Enter the Section number.
4. Enter the student number.
5. Click View Course and Student Info button to view the information.
6. Once verified student is correct, enter in the Email information.
   a. Email From - enter your email address.
   b. Email Subject – enter the subject information.
   c. Email Body – enter in information letting the student know they have been put into the specific course.
7. Click the Register and Email Student button.
8. You will receive a pop-up message stating: Confirm you want to register this student to the course and email him/her. Cancel if this is not what you want.
   a. If you clicked “OK” the registering will continue.
9. You will receive a message at the top of the screen.
   a. If successful, you will receive a message stating “Successfully added student 298621 to the course.”
   b. If it was a warning message, you will have to click the box in front of the word “Override warnings.”
      i. You have rights to override pre-reqs and capacity.
10. Click Menu at the top of the screen to return to the Main menu.