



Using Waitlists

ALC DC Meeting (March 16th, 2021)

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Why use waitlists?

- It helps maintain healthy enrollment number.
 - When some students drop the course, you have others readily available to fill the openings.

How to create and manage waitlists

Step 1

- Request Jenn and Haiyan to create a waitlist when your course gets full.
 - Tell them what the capacity should be.
 - You can request to create one beforehand.

Step 2

- Contact Rachel and ask for permission codes.
 - If your course has multiple sections, each section is assigned separate permission codes.

How to create and manage waitlists

Step 3

- When you find an opening in the class list, contact one of the students on the waitlist with a permission code so he/she can register.
 - Moving from a waitlist to a class list is not automatic. You need to monitor the class list frequently.
 - Make sure that you record which permission code you gave to which student.
 - There are many ways to decide whom in the waitlist you would allow to register first. If you'd like to allow students in the order of being added to the waitlist, you can check the dates that they were added in the Faculty Center.

- ① Select “Waiting” in the Student Enrollment Status.
- ② Select the “Email” tab at the upper left corner.
- ③ Check when each student was added.

Class Roster **Email**

Class Roster

Academic Institution: UWMSN **Class Number:** 40810 **Instructor:** Ishikawa,Momoko
Term: Spring 2020-2021 (1214) **Session:** A1 Nakakubo,Takako
Subject Area: ASIALANG (186) **Title:** Second Semester Japanese
Catalog Nbr: 104 **Class Section:** 002 Lecture
Course ID: 025099 **Course Offering Nbr:** 1



Roster Type

Student Enrollment Status: **Waiting**

Total Students: 0

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Campus ID	Name	Email Address	Date Added
1			