MANAGING A WAITLIST
from Faculty Center

TRAINING & SUPPORT TEAM
Academic Support Resources

UNIVERSITY OF MINNESOTA

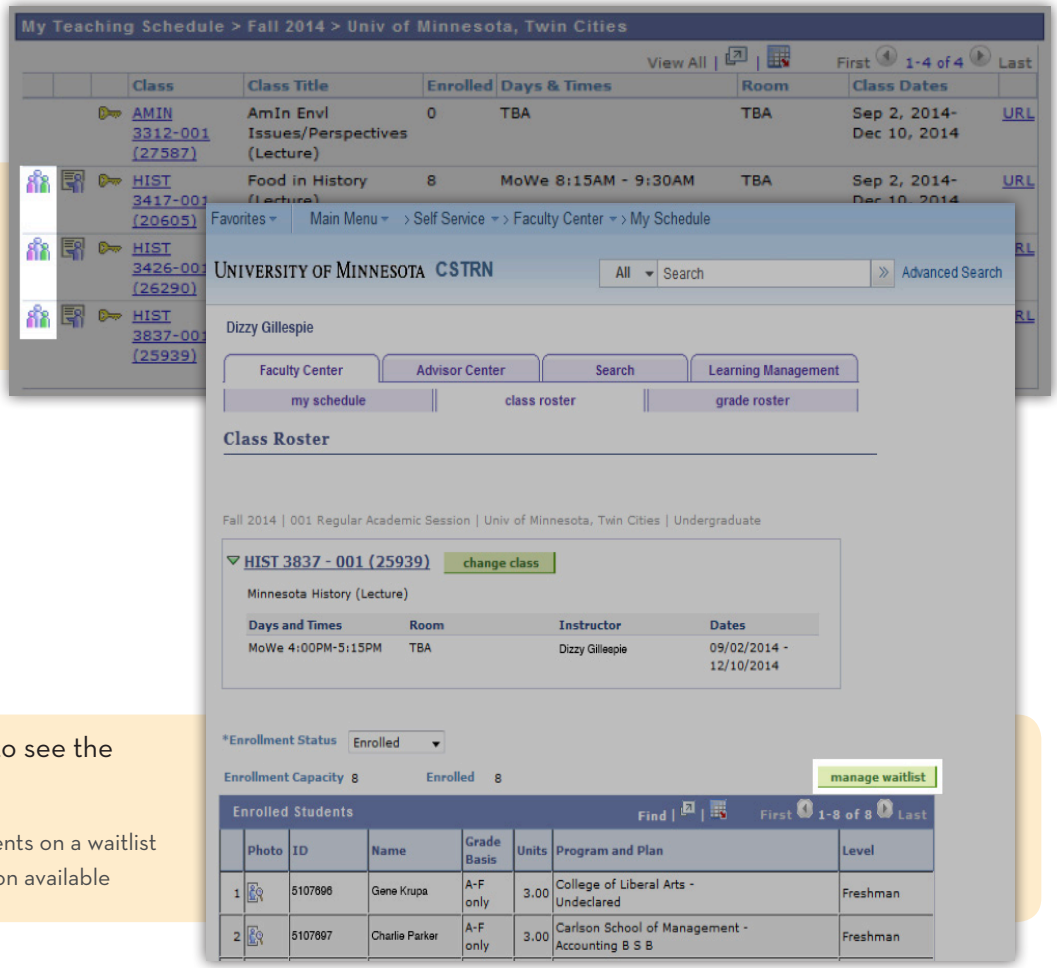
What is it? Waitlists are set up by departments for the classes they offer. If a class is at its enrollment capacity, students can add themselves to the waitlist as part of the registration process. If a space then becomes available, the student at the top of the waitlist will automatically be enrolled into the class through a process called "auto enrollment", the timing of which varies by campus.

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

By default, students are positioned on the waitlist in chronological order. The original order may be left in place, or instructors and departmental staff may adjust the position 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 appropriate **Class List** link.



4. Click on the **class roster** icon next to the class for which you are managing the wait list.

5. Click on **Manage Waitlist** to see the students on the waitlist.

   Note: only courses that have students on a waitlist will have the Manage Waitlist button available

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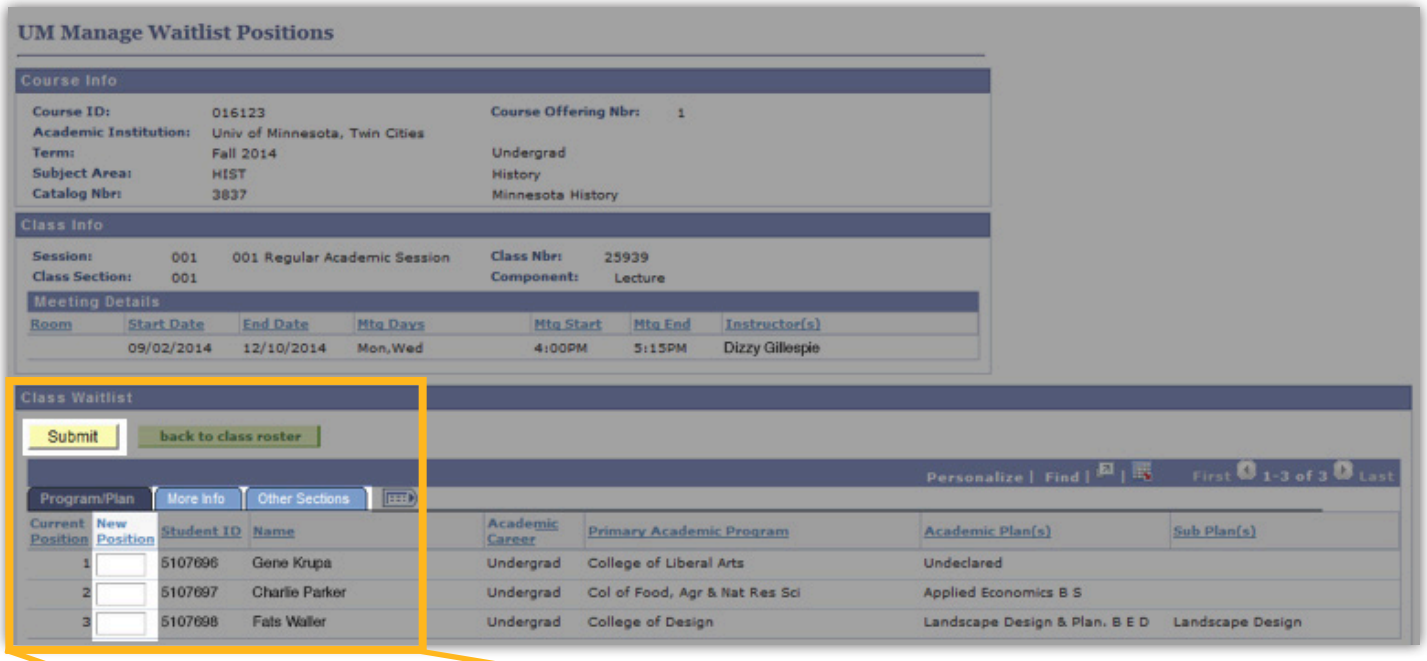
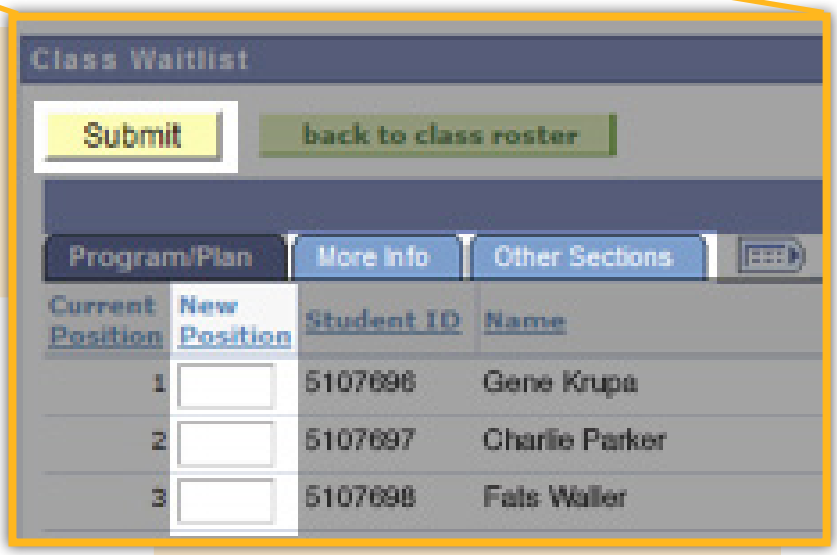


6. Click the **More Info** or **Other Sections** tabs to see additional details about each student including other sections of the course (if any) for which the student is registered.



7. Re-order students' positions on the waitlist by entering a **New Position** number(s).

8. Click **Submit**.