

PeopleSoft Class Waitlisting

February 2011

Agenda

- ▶ Implementation Questions to Consider
- ▶ Benefits of Waitlisting
- ▶ Overview of PeopleSoft Waitlisting Functionality
- ▶ Discussion of Next Steps

Implementation Questions to Consider

- ▶ **Number of units a student can waitlist for in a term**
 - ▶ Should it be different for full-time and part-time students?
- ▶ **Waitlist capacity for each class**
 - ▶ Should it be a percentage or set number?
- ▶ **When should waitlisting be turned off?**
- ▶ **How will waitlists interact with permission numbers?**
- ▶ **Who will manage the waitlists?**
- ▶ **How often should students be moved from the waitlist to enrollment if we use this feature?**
 - ▶ Impacts Student Affairs – They would need to run the process to move students from the waitlist to the class

Benefits of Waitlisting

- ▶ Uniform way to manage waitlists throughout campus
- ▶ Decrease burden on faculty and departments in managing waitlists
- ▶ Will assist in determining demand for classes in a term
- ▶ Students can see their position on the waitlist
- ▶ Students are already familiar with waitlisting
 - ▶ Palomar & Miracosta both use PeopleSoft Waitlisting

Waitlist Processing

- ▶ **Students will not be enrolled if:**
 - ▶ They have a time conflict with an enrolled class
 - ▶ They have already enrolled in the maximum number of units
 - ▶ They are already enrolled in another section of the same class
 - ▶ They do not meet the class requisites

Waitlisting Example

- ▶ **Class Capacity = 40**
- ▶ **Total Current Enrollment = 38**
 - ▶ **Waitlist**
 - ▶ Student 1 – Time Conflict - Skipped
 - ▶ Student 2 – Already enrolled in another section - Skipped
 - ▶ Student 3 – Enrolled in class
 - ▶ Student 4 – Enrolled in Class
 - ▶ Student 5 – Moves to slot 3 on waitlist
 - ▶ Student 6 – Moves to slot 4 on waitlist
- ▶ **All students have been reviewed by waitlisting process**

Class Waitlisting

Student Self-Service – Class Search

▼ PSYC 100 - INTRO TO PSYCHOLOGY

View All Sections First 1-3 of 9 Last

Section [01-LEC\(40409\)](#) Status  [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 5:30PM - 6:45PM	University Hall 371	Russell Jackson	8/31/2009 - 12/19/2009

Section [02-LEC\(40411\)](#) Status  [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 10:00AM - 10:50AM	Arts Building 240	Dustin Calvillo, Elisa Grant-Vallone	8/31/2009 - 12/19/2009

Section [02B1-LE2\(40482\)](#) Status  [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Fr 10:00AM - 10:50AM	Markstein Hall 201	Elisa Grant-Vallone	8/31/2009 - 12/19/2009

Student Waitlist Process

my class schedule
class search
add
drop

Add Classes

1 2 3

1. Select classes to add - Enrollment Preferences

Fall 2009 | Undergraduate | Cal State San Marcos

PSYC 100 - INTRO TO PSYCHOLOGY

Class Preferences

PSYC 100-01	Lecture	Wait List	Wait List <input checked="" type="checkbox"/> Wait list if class is full
Session	Regular Academic Session		
Career	Undergraduate		
Enrollment Requirements	<ul style="list-style-type: none"> • D-Discipline Specific 		
Permission Nbr	<input type="text"/>		
Grading	Graded		
Units	3.00		
Requirement Designation	D-Discipline Specific		

CANCEL NEXT

Section	Component	Days & Times	Location	Instructor	Start/End Date
01	Lecture	TuTh 5:30PM - 6:45PM	University Hall 371	Russell Jackson	8/31/2009 - 12/19/2009

Student Waitlist Process (cont.)

Add Classes



3. View results

View the following status report for enrollment confirmations and errors:

Fall 2009 | Undergraduate | Cal State San Marcos

 Success: enrolled

 Error: unable to add class

Class	Message	Status
PSYC 100	Message: This course fulfills a general education area.	
	Message: Class 40409 is full. You have been placed on the wait list in position number 1.	

[MY CLASS SCHEDULE](#)



Class Waitlisting Long Beach Policy

CSULB - Waitlist Policy Courses

- ▶ **Campus wide approach**
 - ▶ Enable waitlist for all courses
- ▶ **Waitlist Capacity – (Standard formula to determine capacity)**
 - ▶ For enrollment limits less than or equal to 80, 50% of total enrollment capacity
 - ▶ For classes over 80, 30% of total enrollment capacity
- ▶ **Consistent maintenance of class enrollments**
 - ▶ Auto enroll from waitlist set to “YES”
 - ▶ Run batch process weekly and increase frequency if needed
 - ▶ Closely coordinate with Bursar cancellation for non-payment of registration fees
- ▶ **Department control of enrollments first day of instruction**
 - ▶ Set the Last Date for Waitlist one week before term begin (Session Table)
 - ▶ Print waitlist rosters for instructors
 - ▶ Purge waitlist after final cancellation for non-payment of registration fees

CSULB - Waitlist Policy Students

▶ **Waitlist Enrollment Guidelines**

- ▶ Students may only waitlist a maximum of 10 units
- ▶ Waitlist units will be included in overall maximum units
- ▶ Students will not be billed for waitlisted units

▶ **Communication**

- ▶ Timely notification of successful/unsuccessful moves will be sent

Questions

