# California State University SAN MARCOS

## 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

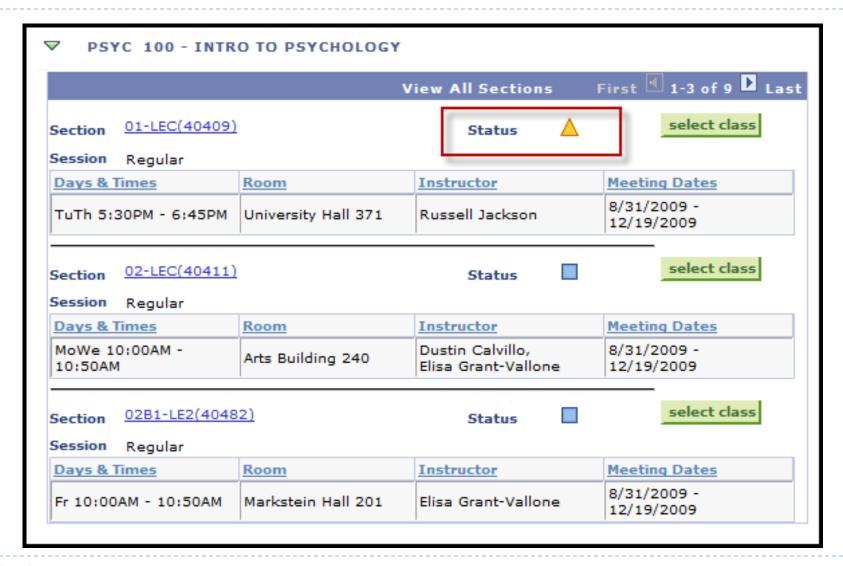
- Students will not be enrolled if:
  - They have a time conflict with an enrolled class
  - They have already enrolled in the maximum number of units
  - They are already enrolled in another section of the same class
  - They do not meet the class requisites

## Waitlisting Example

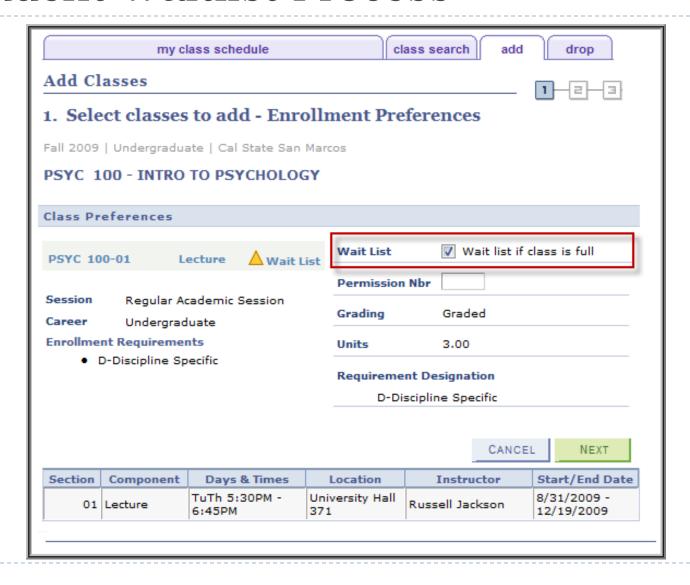
- Class Capacity = 40
- Total Current Enrollment = 38
  - Waitlist
    - Student I Time Conflict Skipped
    - Student 2 Already enrolled in another section Skipped
    - Student 3 Enrolled in class
    - Student 4 Enrolled in Class
    - ▶ Student 5 Moves to slot 3 on waitlist
    - Student 6 Moves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

## Class Waitlisting

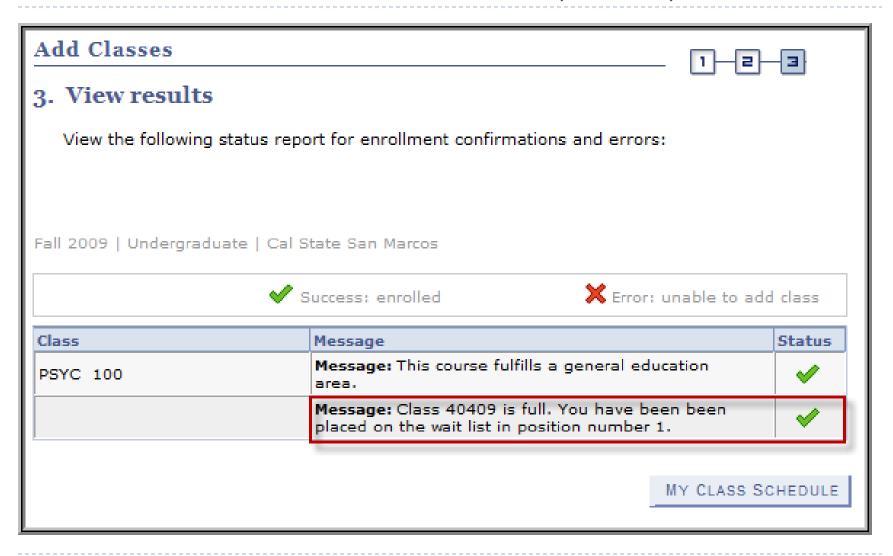
#### Student Self-Service – Class Search



#### Student Waitlist Process



## Student Waitlist Process (cont.)



## 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

