Many departments create waitlists for classes in order to maximize enrollment. Students can add themselves to those waitlists once the class is full. Then, the Auto Enroll from Waitlist process looks for open seats and attempts to register the student at the top of the waitlist. Auto Enroll timing varies by campus:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twin Cities &amp; Duluth</td>
<td>Auto Enroll process will run nightly</td>
</tr>
<tr>
<td>Morris</td>
<td>Auto Enroll process will run weekly</td>
</tr>
<tr>
<td>Crookston</td>
<td>Will not use auto enroll process</td>
</tr>
</tbody>
</table>

Students are positioned on the waitlist in the order added. However, instructors and departmental staff may adjust or prioritize the positions 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 Faculty Center link at the bottom of the page.
4. Click on the class roster icon next to your class.

**Managing the Waitlist**

1. Click on the Manage Waitlist button to see the students on your waitlist.

Note: Only courses that have at least one student on a waitlist will display a Manage Waitlist button.
2. Click the **Other Sections** tabs to see if students registered for another section of the same course.

3. Enter the desired number in **New Position** field to reorder the waitlist.

4. Click on **Submit** to save your changes.