MANAGING A WAITLIST
from Faculty Center

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.

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.

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.
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.