How to Manage Waitlists from Faculty Center

Many departments create waitlists for classes in order to maximize enrollment. Students can add themselves to those waitlists once the class is full (or the remaining seats are reserved). 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:

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

Students are positioned on the waitlist in the order in which they were added.

However, instructors and proxies may adjust the positions of students on their waitlist.

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.

My Teaching Schedule > Spring 2020 > Twin Cities/Rochester

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	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
	PE 1045-001 (51159)	Rock Climbing (Laboratory)	15	Mo 8:00AM - 9:40AM	University Rec Center 68B	Jan 21, 2020- May 4, 2020	URL

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 student's **New Position** number in the **New Position** field to reorder the waitlist.

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