



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							
Personalize View All   First 1 of 1 Last							
	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.

Spring 2020 | 001 Regular Academic Session | Twin Cities/Rochester | Undergraduate

PE 1045 - 003 (51591)
Rock Climbing (Laboratory)

Change Class

Days and Times	Room	Instructor	Dates
Tu 10:10AM-11:50AM	University Rec Center 68B	Goldy Gopher	01/21/2020 - 05/04/2020

*Enrollment Status

Enrollment Capacity 15 Enrolled 15

Manage Waitlist

Enrolled Students Personalize | Find | First 1-15 of 15 Last

Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
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2. Click the **Other Sections** tabs to see if students registered for another section of the same course.

More Info **Other Sections** Personalize | Find | First 1-5 of 5 Last

Current Position	New Position	Student ID	Name	Academic Career	Primary Academic Program	Academic Plan(s)	Sub Plan(s)	Also Enrolled in Other Sections
1	<input type="text"/>	#####	Allegro, Cadence	Undergrad	College of Liberal Arts	Economics B A		Enrolled - Section 004 (51592)
2	<input type="text"/>	#####	Concerto, Elegy	Graduate	College of Sci and Engineering	Electrical Engineering M S E E, Related Fields, Electrical Engineering Ph D	Plan A	Dropped - Section 001 (51159)
3	<input type="text"/>	#####	Trumpet, Reed	Undergrad	College of Sci and Engineering	Astrophysics, Computer Science, Mathematics B S Math	Computer Applications	

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

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

Class Waitlist

Submit Back to Class Roster

More Info **Other Sections**

Current Position	New Position	Student ID	Name
1	<input type="text"/>	#####	Allegro, Cadence
2	<input type="text"/>	#####	Concerto, Elegy
3	<input type="text" value="1"/>	#####	Trumpet, Reed