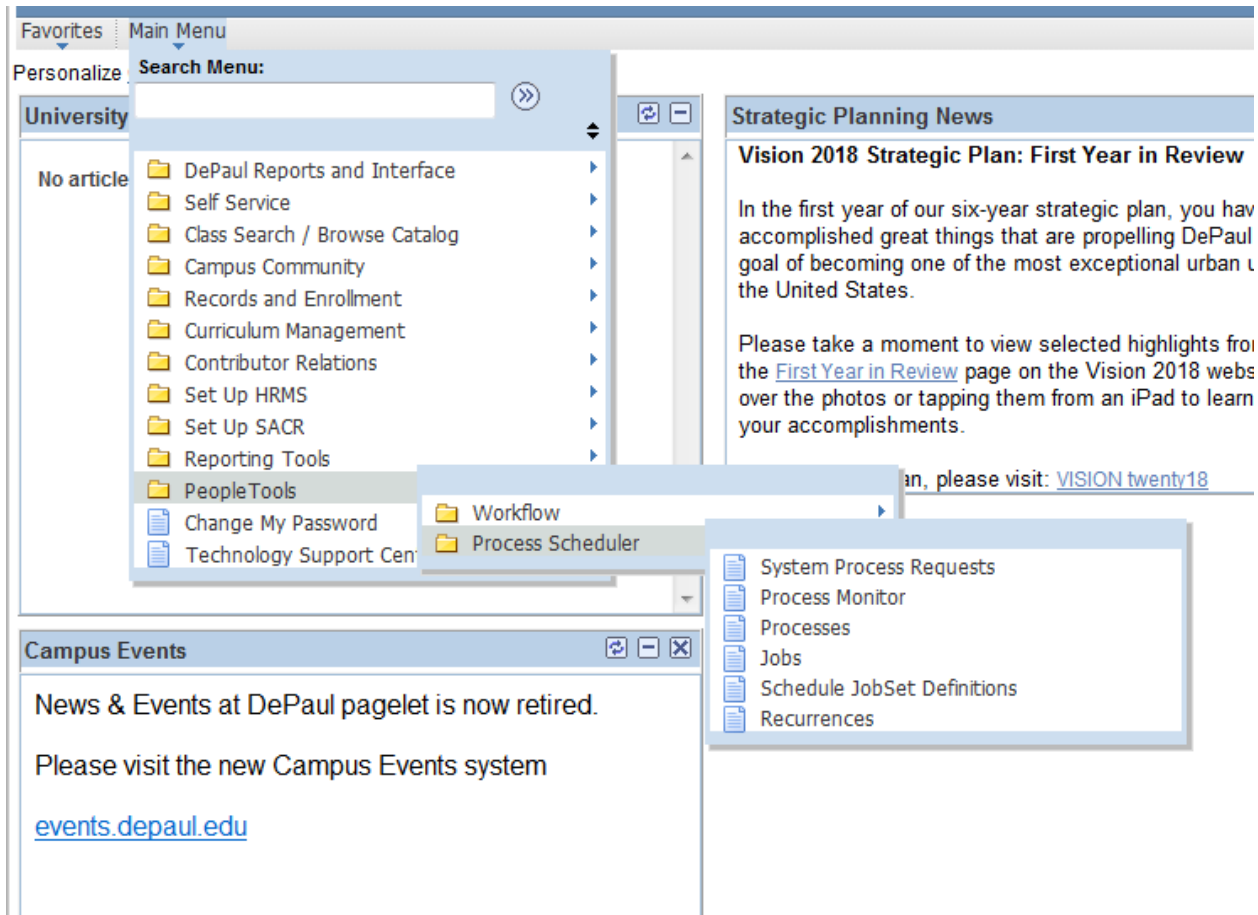


## Waitlist Process

- Always run the Waitlist process under SRBATCH
- Recurrences all begin with SR-WL
  - These must be updated each term based on the first day of registration and ending on the last day to add classes for the term
  - The first week of registration, WL should run every hour and then move to twice daily for the remainder



- Run Controls exist for each term under SRBATCH already
  - They all being with WAITLIST
  - Enter the correct term on the RunControl page, and leave the Waitlist Process Switch as 'A'
  - After clicking the Run button, you will attach the Recurrence and choose the DePaul Waitlist Job (it includes the custom communication pieces)

Favorites | Main Menu > PeopleTools > Process Scheduler > Recurrences

**Search Menu:**

- SR-AFL\_AL
- SR-AFL\_ET
- SR-AFL\_ST
- SR-AVOW1 DePaul Reports and Interface
- SR-AVOW2 Self Service
- SR-AVOW3 Class Search / Browse Catalog
- SR-CTA\_UI Campus Community
- SR-DAILY Records and Enrollment
- SR-DAILY Curriculum Management
- SR-DAILY Contributor Relations
- SR-ICT\_EM Set Up HRMS
- SR-IMM1 Set Up SACR
- SR-IMM2 Reporting Tools
- SR-IMM3 PeopleTools
- SR-IMM\_AL Change My Password
- SR-MISSIN Technology Support Center
- SR-OLDEC

- Student Term Information
- Career and Program Information
- Term Processing
- Graduation
- Transfer Credit Evaluation
- Transfer Credit Rules
- Waitlist
- Term Activation
- Appointments
- End of Term Processing

Waitlist Process

SR-SDC_RETURNED_EMAIL	SR-SDC_RETURNED_EMAIL
SR-SECURE_DEGREE_CONF	SR-SECURE_DEGREE_CONF
SR-WAITLIST_EVERY_8	SR-WAITLIST_EVERY_8
SR-WL_HOURLY_on the 15	SR-WL_HOURLY_on the 15
SR-WL_HOURLY_on the half hour	SR-WL_HOURLY_on the half hour
SR-WL_HOURLY_on the hour	SR-WL_HOURLY_on the hour

## Wait List Process

Run Control ID: WAITLISTAUTUMN

[Report Manager](#) [Process Monitor](#)

Run

\*Institution:  DePaul University

\*Term:  2013-2014 Autumn

Session:

Subject Area:

Course ID:


Class Nbr:

\*WaitList Process Switch:

## Process Scheduler Request

User ID: SRBATCH      Run Control ID: WAITLISTAUTUMN

---

Server Name:       Run Date:  

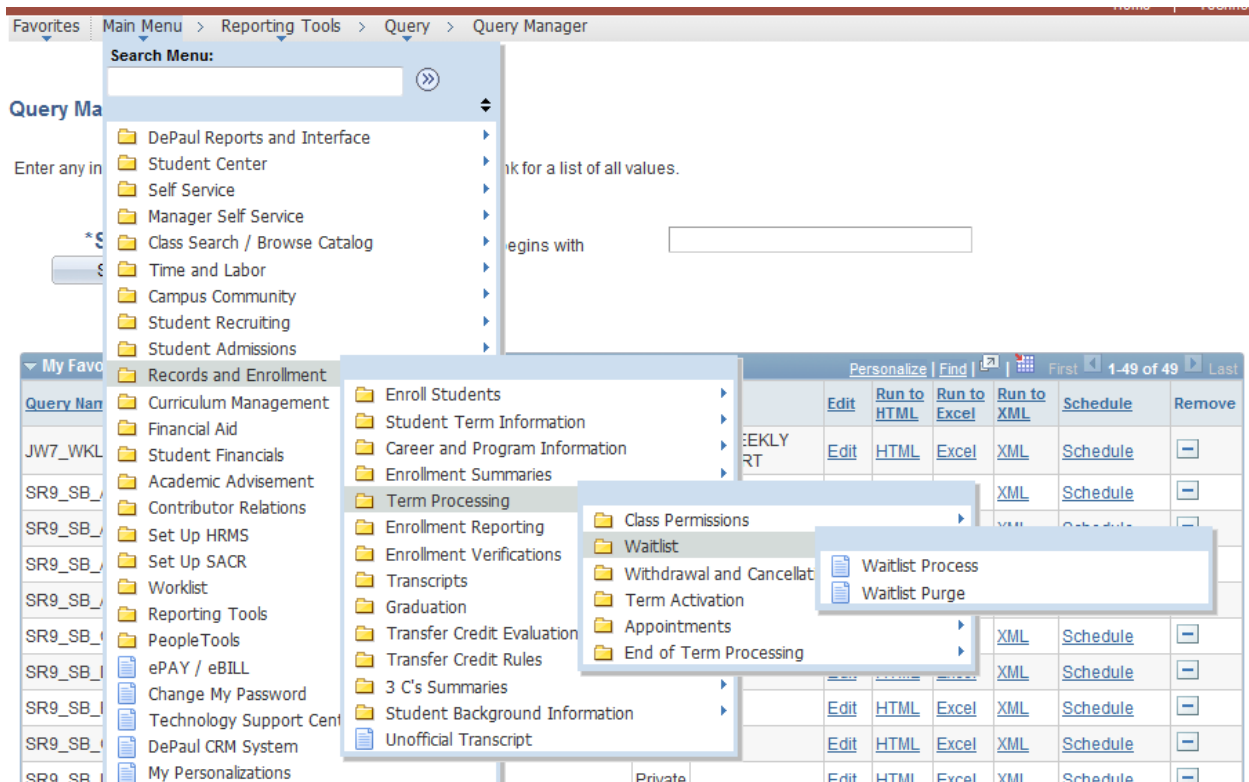
Recurrence:       Run Time:      

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	<a href="#">DePaul Wait List Job</a>	DU_WAITL	PSJob	(None) ▾	(None) ▾	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Stud Records Waitlist Job</a>	SRWAITJB	PSJob	(None) ▾	(None) ▾	<a href="#">Distribution</a>

- Monitor pending and completed WL processing in the Process Monitor, searching for the Process Name DU\_WAITL
- Sunday system maintenance can sometimes stall out pending WL requests, so best to keep an eye on it Monday mornings
- Queries:
  - SR9\_SB\_CLSS\_W\_WAITLIST
  - SR9\_SB\_STDNTS\_ON\_WAITLIST
  - SR9\_SB\_ERROR\_STILLWAITING
  - SR9\_SB\_STDNTS\_ENRL\_FROM\_WLP
- I currently run and send SR9\_SB\_STDNTS\_ON\_WAITLIST and SR9\_SB\_ERROR\_STILLWAITING to John Glatz and Randy Honold each term right before I run the purge process – this may no longer be necessary based on how the purge moves forward
- Current practice is at the end of each add period, I run the above queries and purge the WL for the ending term/session. (Purge REG session and leave OLS session for 2 more days)
  - With the new fix in place honoring the last day to add for the class/session, this may no longer be necessary



## Wait List Purge

Run Control ID: Waitlist [Report Manager](#) [Process Monitor](#)

---

Sequence Number: 1

\*Academic Institution:  DePaul University From Date:

\*Term:  2013-2014 Spring To Date:

Academic Career:  Last Date for Wait List:

Session:

Subject Area:

Class Nbr:

Campus:

- Waitlist capacities are located on the class setup – Maintain Schedule of Classes
  - This is managed by the class schedulers in the college offices, but you should be familiar with it for testing and troubleshooting.

- The WL Cap determines how many students can occupy a WL, because some students will clog WLs, we recommend liberal caps
- The Auto-Enroll From WL box should be checked – otherwise, the WL must be managed manually. You can use the Classes with Waitlists query above to look for classes with it incorrectly set to N

Favorites Main Menu > Records and Enrollment > Term Processing > Waitlist > Waitlist Purge

**Search Menu:**

**Wait List**

Run Control Report Manager Process Monitor

Sequencing Time and Labor

\*Academic Student Recruiting

\*Term: Student Admissions

Academic Curriculum Management

Session Financial Aid

Subject Student Financials

Class Number Academic Advisement

Campus Contributor Relations

Set Up HRMS

Set Up SACR

Worklist

Reporting Tools

PeopleTools

ePAY / eBILL

Course Catalog

Schedule of Classes

Roll Curriculum Data Forward

Enrollment Requirements

Combined Sections

Dynamic Dates

Facility and Event Information

Class Roster

Attendance Roster

Grading

From Date:  31

To Date:  31

Days for Wait List:  31

Class Search

Schedule New Course

Maintain Schedule of Classes

Schedule Class Meetings

Adjust Class Associations

Update Sections of a Class

Class Event Table

Print Class Schedule

Exam Code Table

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Basic Data | Meetings | **Enrollment Cntrl** | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID: 002392      Course Offering Nbr: 1  
 Academic Institution: DePaul University  
 Term: 2014-2015 Autumn      Undergrad  
 Subject Area: HST      History  
 Catalog Nbr: 111      THE WORLD TO C. 1500

**Enrollment Control** Find | View All First 1 of 1 Last

Session: 1      Regular Academic Session      Class Nbr: 13412  
 Class Section: 101      Component: Lecture      Event ID:  
 Associated Class: 1      Units: 4.00 - 4.50

\*Class Status: Active

Class Type: Enrollment      Enrollment Status: Open  
 \*Add Consent: No Consent      Requested Room Capacity: 40 Total  
 \*Drop Consent: No Consent      Enrollment Capacity: 40 0  
 1st Auto Enroll Section:       Wait List Capacity: 20 0  
 2nd Auto Enroll Section:       Minimum Enrollment Nbr:   
 Resection to Section:

Auto Enroll from Wait List       Cancel if Student Enrolled

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [Textbook](#) | [GL Interface](#)

- Most waitlist questions involve timing – lack of understanding that the WL only runs twice each day – and reasons why a student may not have moved off the WL
  - I typically start by checking the error query, then the Enrollment Request Search to identify the enrollment transactions performed by the student
  - An important note – the WL does not run through the traditional Enrollment Request, but rather the Block Enrollment, so if you need to look at the actual transaction, you must search there
  - Often, the WL troubleshooting involves analyzing the student’s enrollment transactions in detail, as it most often comes down to timing. For example, a student may have gotten an error, then dropped another class, and there are no new openings in their desired class

## Enrollment Request Search

**Academic Institution:** DPAUL DePaul University   
**Academic Career:**   
**Term:** 0930   
**Enrollment Request ID:**   
**Enrollment Request Source:**   
**Enrollment Request Action:**   
**Enrollment Action Reason:**   
**User ID:**   
**Empl ID:** 1231233   
**Class Nbr:**

**Refresh Previous Search Result:**

**Enrollment Action Range**  
**From Date:**    
**End Date:**

**Last Update Range**  
**From DateTime:**   
**Thru DateTime:**

Enrollment List							
Personalize   Find   <input type="text"/>   <input type="text"/> First 1 of 1 Last							
Fields 1-7		Fields 8-11		Fields 12-19		Fields 20-25	
Fields 26-30		Fields 31-35					
User ID	ID	Term	Class Nbr	Subject Area	Catalog Nbr	Academic Career	
1							

## Enrollment Request Search

Academic Institution: DPAUL DePaul University Search

Academic Career:

Term: 0930

Enrollment Request ID:

Enrollment Request Source:

Enrollment Request Action:

Enrollment Action Reason:

User ID:

Empl ID: 1231233

Class Nbr:

Refresh Previous Search Result:

**Enrollment Action Range**

From Date:

End Date:

**Last Update Range**

From DateTime:

Thru DateTime:

Enrollment List					Personalize	Find	First	1 of 1	Last		
Fields 1-7		Fields 8-11		Fields 12-19		Fields 20-25		Fields 26-30		Fields 31-35	
	<a href="#">Override Class Permission</a>	<a href="#">Override Requisites</a>	<a href="#">Override Time Conflict</a>	<a href="#">Override Career</a>	<a href="#">Add to waitlist if available</a>						
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

- Finally, many of the WL questions can be addressed in the FAQ's on our website. For more details on the Block Enroll searching, see the documents in the WL shared drive folder.







## Block Enroll Merge

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value   Add a New Value

### Search Criteria

Enrollment Request ID:	begins with	<input type="text"/>	
ID:	begins with	<input type="text"/>	
Academic Career:	=	<input type="text"/>	
Academic Institution:	begins with	DPAUL	
Term:	begins with	<input type="text"/>	
Class Nbr:	=	<input type="text"/>	
User ID:	begins with	<input type="text"/>	
Campus ID:	begins with	<input type="text"/>	
National ID:	begins with	<input type="text"/>	
Last Name:	begins with	<input type="text"/>	
First Name:	begins with	<input type="text"/>	

Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)