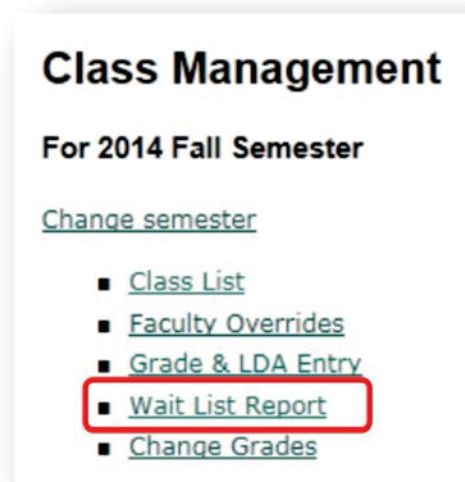## Wait List Report

This report provides the ability to search, view, export and print the count of students on a waitlist for each course that have been set to be Wait Listed by the Waitlist Flag in Web Curriculum.

NOTE: This report is available for faculty members that are instructors of courses in the year/term that is being accessed.

NOTE: Only wait list courses will display. The Wait List Flag needs to be set to "Y" in curriculum.

Click on the *Wait List Report* link.

Then click on the *Wait List Report* link.

Class Management

For 2014 Fall Semester

Change semester

- Class List
- Faculty Overrides
- Grade & LDA Entry
- Wait List Report
- Change Grades

After Clicking on the *Wait List Report* Link, the link will access a new application. This will open to the *Wait List Report* screen. The Wait List Report will display. The [*] field are required field.
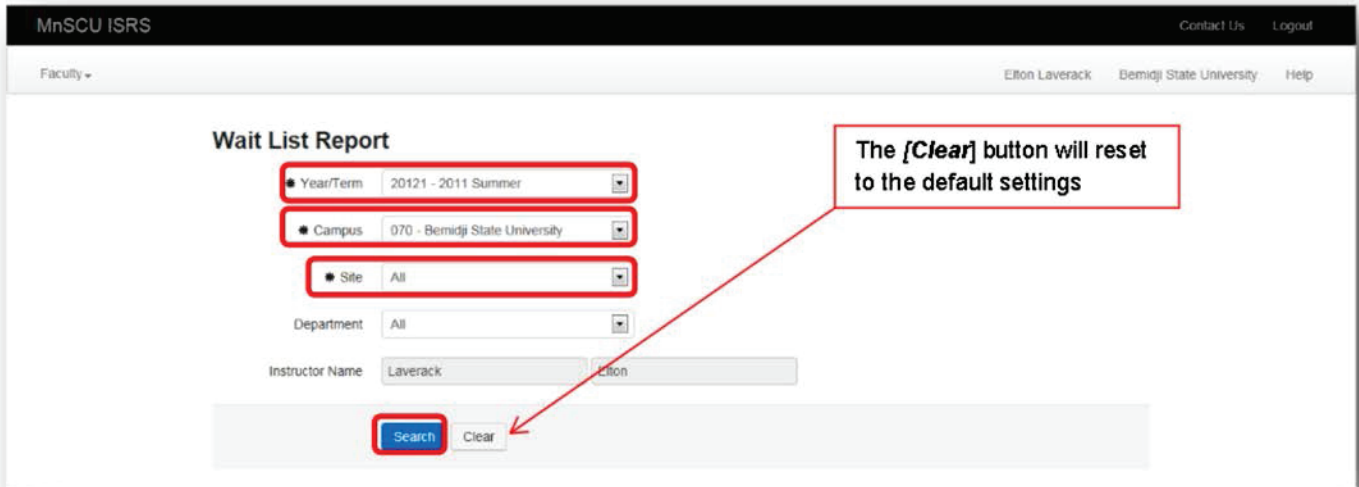
Select the *Year/Term* from the drop down box [▾].
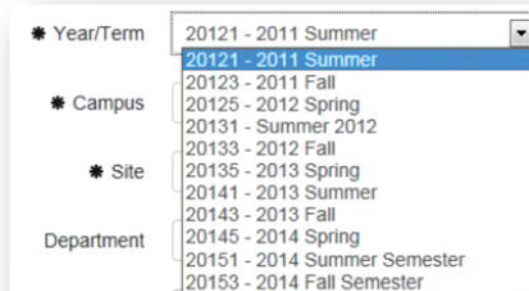
Validate the *Campus* of the course you would like to select. The default is set to *All*. If it is not the correct Campus, click the drop down   [▾]   and choose the correct campus.
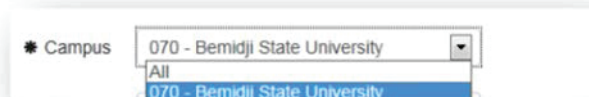
Then Validate the Site. The default is set to *All*. If a certain *Site* needs to be choose then click on drop down

[▾] and choose the site.

The *Department* is not a required field. The default is set to *All*. The purpose of this field is to be able search by a department.

The *Instructor Name* will be prepopulated with the faculty name.

Search results will be linked to the Instructor name.

Once Validation and search criteria have been completed, then click on the [**Search**] button.

Wait List Results

The Wait List Results page will display.

This report provides detail of the *Course ID*, *Subject*, *Course #, Section #, Title*, *Campus*, *Site*, *Instructor*, *Max Seats* (number of seats available), *# Enrolled* (Number of students currently enrolled), and *# on Wait List* (number of students on a waitlisted course).

The column header with *# on Wait List* indicates the number of students on the current waitlist. This number while change with additions and drops from the waitlist. If the number is *0,* then currently no students are on the wait list.

NOTE: This report is available for faculty members that are instructors of courses in the year/term that is being accessed.

To view the students on a wait list for a specific course, click on the blue *Course ID* number link.

This report details the information of the students on the waitlist, which includes *Student ID, Student Name* and *email addresses*.

A list of students will be display on the current Wait list. The emails addresses will display their Institution (type T) email address and/or their Personal Address (type P).

Export to Excel

The *Export to Excel* button will allow the information (data) to be exported to an excel document.

Click on the [**Export to Excel**] button.

Depending on the browser, a popup will display. (This is an example of IE browser)
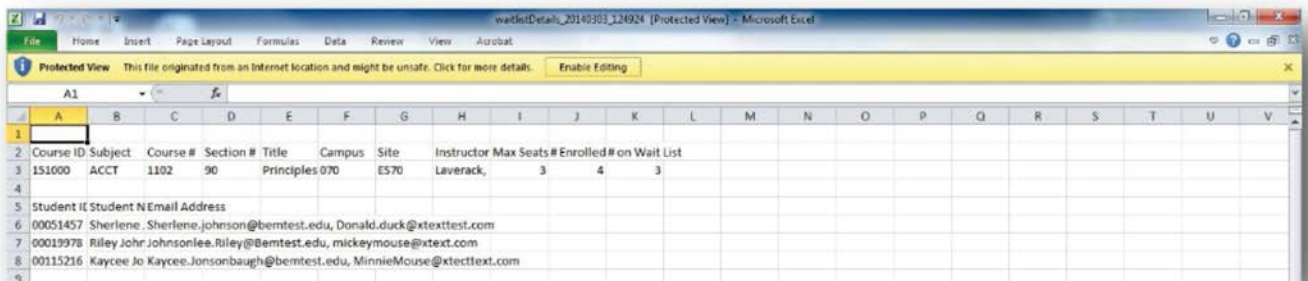
Depending on the browser, a popup will display. (This is an example of IE browser)
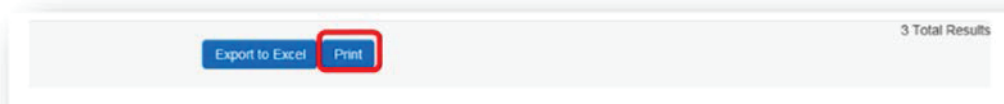
Click on the [**Open**] button.

The system will then open excel and populate the information from the export.

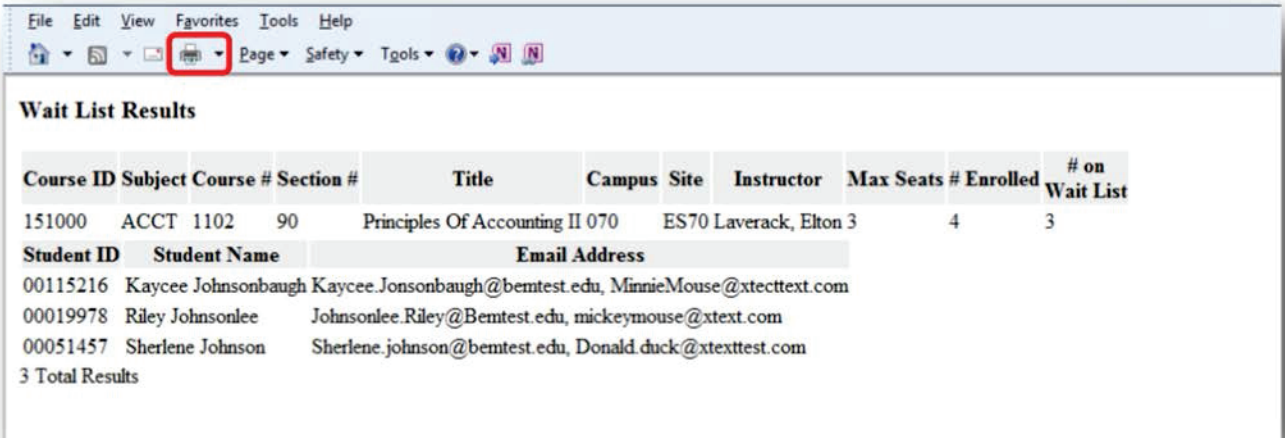*Save* and/or *close* from Excel to return to the Waitlist Report.

View and Print

The *Print* button allows you to view the list without a scroll bar and print from the browser. Click on the [**Print**] button.
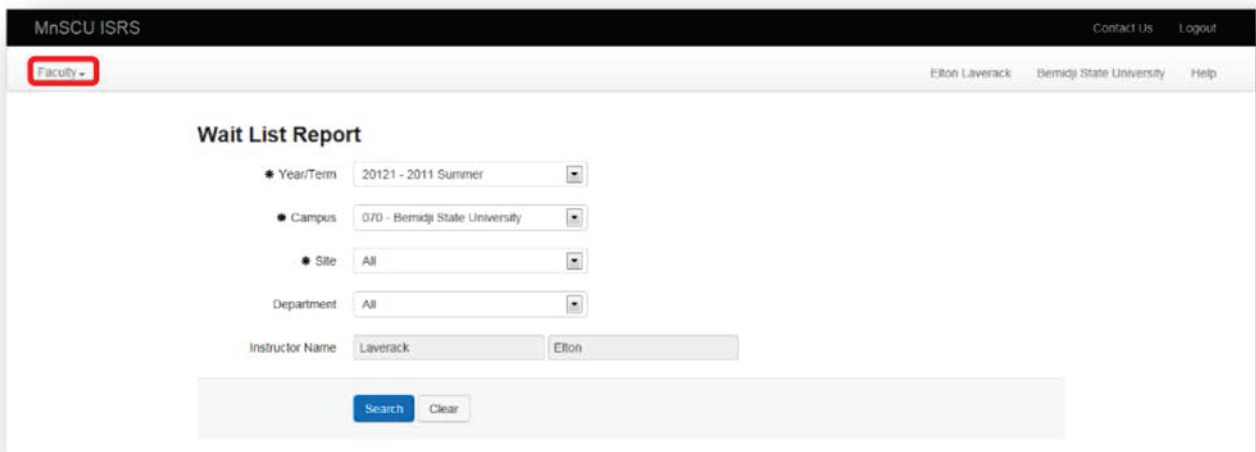
The *Print* button will bring up a browser page. To print this page, use the Browser's Print option. The print options will vary by browser.

Click on the Browser Back button to return to the Wait List report.

Return to e-Services

To return to e-Services, click on the Faculty drop down

Lists of links are available to return to e-Services.