SOLAR BRIEF SHEET:
Wait List for Closed Classes

The wait list feature allows eligible students using SOLAR self-service to secure a position on a waiting list for closed classes (see online registration calendar for specific wait list dates).

Benefits:

1. Lessens staff workload by allowing SOLAR to auto-enroll students into closed classes on a first-to-arrive basis as seats become available.
2. Provides the University with a way to capture and analyze course demand.

What does it do?

1. A process turns the wait list feature on for all classes. It populates the wait list capacity to match the enrollment capacity at 100%.
2. Students who want to wait list for a closed class must check the wait list if class is full box and complete the self-service transaction.
3. Throughout the day, a process moves students from the wait list into classes with seats available.
4. Once at the end of each day, an email is sent to the student’s CSUN Gmail box confirming enrollment or notifying the student of a problem.
5. The wait list process closes all classes that are full. When seats become available or more seats are added, the class status will change to OPEN after SOLAR confirms that all eligible wait-listed students are enrolled. Non-eligible students will retain their wait list position until eligibility conditions are met or the repeat classes date is reached.
6. The wait list feature is turned off when Week 2 of classes begins. From that point forward, all classes require permission to add.

Students can wait list when:
- Space is available on the wait list
- They meet class prerequisites
- They are below the maximum wait list limit of 13 units
- They receive a permission number to wait list for a restricted class that is full

Students are moved from wait list to enrolled when:
- Space is available in the class
- They meet class prerequisites (SOLAR checks again as requisite conditions may have changed after prior term grades are processed)
- They are below the maximum academic unit load for the term
- Students resolve issues that prevent enrollment (time conflict or duplicate enrollment)
- The start date to repeat classes arrives

IMPORTANT! A student cannot wait list for corequisite courses unless they previously have taken and passed one corequisite course or they are currently enrolled in both corequisite courses.
Faculty Class Roster
Faculty can select from three Enrollment Status options: All, Enrolled, and Waiting. Select “Waiting” to display a list of students with their wait list priority position numbers.

Restricted Classes
Students must obtain permission numbers from the department or instructor before they can enroll in classes or wait list for restricted classes.

Setting Permission Numbers to Work with Wait List
- If you want students to get on a wait list for your restricted classes, uncheck the “Closed Classes” override box when creating permission numbers. Otherwise, students will be able to enroll directly into a closed class, bypassing the wait list.
- If you want all students issued permission to enroll directly into restricted classes, leave all permission override boxes checked except the Career Restriction box (prevents students from crossing from non-credit to credit courses and visa versa).

Late Registration
The night before the start of Week 2 of instruction, the wait list feature is turned OFF. Faculty who want to use the wait list as a guide when distributing permission numbers during Weeks 2 and 3 should print or download their wait list from the Class Roster before the data is purged.
Student SOLAR Self Service

Students who want to wait list for a closed class must check the “Wait list if class is full” box and complete the SOLAR self-service transaction.

Throughout the day, a process moves students from the wait list into classes with available seats.

Once at the end of each day, an email is sent to the student’s CSUN Gmail account confirming enrollment or reporting a problem.

**Student was successfully added to the wait list in position number 7 (enrollment confirmation page)**

View My Class Schedule

*Navigation: Log into myNorthridge > Home page > Quick Links box > Class Schedule icon*

Students can open their class schedule to view their position numbers by changing the Enrollment Status menu to show wait listed classes.
Class Search

Two modifications were made to Class Search for wait listing:

1. The “Show Open Classes Only” box now defaults automatically to show open and closed classes.

2. A new Class Availability box displays enrollment and wait list totals.
Scheduling Classes
Staff who schedule classes should especially familiarize themselves with these three (3) steps:

1. **Adding classes AFTER the wait list job has run** - All classes (active, canceled, tentative, stopped) are assigned a wait list capacity equal to 100% of the enrollment capacity. Because the wait list activation runs only once, the **college SOLAR coordinator** must manually enter the wait list capacity (match seating limit) and check the Auto Enroll box on the Enrollment Cntrl page for each new class section added.

   ![Enrollment Control](image)
   
   *If the new classes are combined, then the Combined Sections page must also be updated.*

2. **Students need a permission number to wait list for restricted classes.** To enable the wait list process to work as intended with restricted classes, the “closed class” permission override box must be unchecked (OFF). Otherwise, students will be able to enroll directly in the class, bypassing the wait list.

   ![Room Capacity](image)

3. **Students cannot wait list for corequisite courses** because the process will not see the corequisite requirement as met unless the student has passed / completed a corequisite course in a prior term.
Wait List - Frequently Asked Questions to Assist Students

1. Can I wait list for multiple sections of the same course? Yes, but only up to a maximum of 13 wait-listed units.

2. Can I wait list in another section of a course for which I am already enrolled? YES, but you will not be enrolled when a seat becomes available. You can either drop the section you’re enrolled in and wait list yourself for a different section in the hope that a seat becomes available, or remain enrolled in the section that already exists on your schedule.

3. If I wait list in 2 or more sections of a course and then I am subsequently enrolled into one of them by the wait list process, will I be dropped from the wait list of those other sections? YES.

4. Can I wait list for a restricted course? YES, but only if you obtain a permission number from the department or instructor first.

5. Does the wait list process check prerequisites? YES, so you can wait list for a class when you’ve met prerequisites. You cannot wait list for a class that is a corequisite of another class (e.g., a lecture & a lab taken concurrently) unless you are repeating one of the two corequisite courses.

6. Can I wait list for a class that has a time conflict with a class I am already enrolled in? YES, however, you will not be moved from wait listed to enrolled status until you clear the conflict from your schedule.

7. Wait list is available, but the wait list check box is missing. Why? The wait list option does not display when the wait list capacity is full or the class is restricted to students in cohorted courses (contact the department offering the course if you’re not sure).

8. Can I wait list for a class I want to repeat? YES, however, you will not be moved from the wait list until the designated time period when enrollment in repeated courses is allowed.

9. Will I be notified when my wait list status changes? YES, you will receive an email to your CSUN Gmail account either confirming enrollment or indicating a problem occurred when wait list attempted to enroll you.

10. I forgot my wait list position number. Where can I find it? Log into the myNorthridge portal and on the Home page, go to the Quick Links box, and click the “View My Class Schedule” icon.

11. Why is the class closed when it has available seats? Give it some time. When the wait list process enrolls the next eligible student (highest on the list) into the class, the status of available seats will be updated. Your wait list position number will also improve.

12. Will I have to pay tuition fees for wait listed classes? NO. However, when your wait listed status changes to enrolled and your additional units result in higher tuition fees, you will be charged. You are responsible for paying tuition and other fees by the due date. You will receive an email, so check your student account summary to avoid disenrollment from classes.

13. If you are moved from the wait list into a class, it is your responsibility to drop the class (as you would any enrolled class) if you decide to not attend. Failure to officially withdraw will result in a “WU” grade, which counts as an “F” when calculating your GPA.