

# Integrated Course Waitlist System

## Cheat Sheet for Faculty

Use of the waitlist system is completely optional. **By default, courses are opted out of having a waitlist.** In order for a waitlist to become active, the following criteria must be met:

- The department or instructor must have enabled the waitlist in eGrades
- Registration Pass 2 must have begun
- All offerings of the course must be full

## Enabling the Waitlist

- On the “Course Listing” page in eGrades (<https://egrades.sa.ucsb.edu>), next to the number and name of your course, click on the “View Waitlist” link.
- On the “Settings” tab, under “Enable Waitlist,” select “Yes.”
- You will be given a variety of waitlist options.

### *If you want to manage enrollment manually using approval codes*

- Click the “Disable Auto-Add From Waitlist” checkbox.
  - Students will be able to add themselves to the waitlist for your course, and you will be able to view the students on the waitlist tab, but they will only be able to add the course if you grant them an approval code.

### *If you want to allow the system to enroll students automatically*

- Under “Waitlist Type” select either, “First Come, First Served” or “Criteria Based.”
- Selecting “Criteria Based” will bring up the available criteria, currently Major and Total Units.
  - Move the desired criteria into the “Selected Criteria” box.
  - Criteria can be used together, giving priority to certain majors, and within those majors to those with the most completed units.
  - To select which majors receive priority:
    - Double click on “Majors.”
    - Find the department(s) offering the majors which should receive priority, and click on the arrow next to that department to expand the list of related majors.
    - Drag and drop the desired majors into the “Selected Major(s)” box and save.

## Waitlist Notes

Notes entered in the “Waitlist Notes” box will be displayed to the student in GOLD. We recommend using this space to inform the student of the criteria and process being used to assign spaces in the course.

## Viewing your Waitlist

- On the “Course Listing” page in eGrades, next to the number and name of your course, click on the “View Waitlist” link.
- Select the “Waitlist” tab.

### *To Export your Waitlist as a CSV File*

- Scroll to the bottom of the waitlist and select the “Export List” button.

## Emailing Students on your Waitlist

- On the “Waitlist” tab, select the population you wish to contact (All Students, Active Students, Eligible Students, Ineligible Students).
- Scroll to the bottom of the waitlist and select the “Send Email to This Group” button.

## Disabling the Waitlist or Changing the Settings

- On the “Settings” tab, simply select the appropriate options.

**PLEASE NOTE:** Instructors may disable or edit the waitlist settings at any point up until the first student adds themselves to the waitlist. Once students are on the waitlist, edits to the settings must be performed by users in the Grading Coordinator or Chair roles. This is to ensure that those students already on the waitlist are appropriately contacted and informed of the change. If you are unable to change your waitlist settings, please contact your department.