

Waitlist Resequencing Instructions

Waitlist resequencing allows you to create priorities for students based on their career, program, plan, subplan or student group. You can also give priority based on Max/Min Cumulative Units (both fields must be completed if you are using this criterion and this is based on actual cumulative units) or based on Academic Level-Projected.

Note: When creating resequenced waitlists for linked (multiple component) classes, you need to check the waitlist resequence checkboxes on **all** components, but you can only enter priority criteria on the enrollment/graded component. In most cases, the enrollment/graded component is the lecture section. You will get an error message if you try to enter priority criteria on an ungraded component (linked recitation or lab for example).

Maintain Schedule of Classes

1. In Campus Solutions, navigate to Main Menu> Curriculum Management> Schedule of Classes> Maintain Schedule of Classes.
2. Enter the Academic Institution, Term, Subject Area and Catalog Nbr, then click on the "Submit" button.
3. Navigate to the appropriate class section.
4. Click the "Waitlist Resequencing" tab (the fourth tab at the top of the screen).

Waitlist Resequencing Tab

1. Check the "Waitlist Resequence" box if you wish to utilize this functionality
2. Check the "Roll Priority Criteria" box if you want the priorities you set up to roll from like-term to like-term.
 - a. **Note:** Only these two boxes need to be checked if you want the waitlist resequence process to operate like the auto-enroll waitlist process (i.e., first person on the waitlist gets enrolled when a student drops) but you do not want the student to "roll" in until the waitlist is processed at night. You do not need to enter any priorities.

Waitlist Resequence Controls Find | View All First 1 of 12 Last

Session: B81 Boulder Campus 8-Wk Session Class Nbr: 34125
1

Class Section: 007 Component: Lecture Event ID: 000205894

Waitlist Resequence **Roll Priority Criteria**

Priority Criteria Find | View All First 1 of 1 Last

*Priority Code	Career	Program	Plan	Sub-Plan	Student Group	+ -
[]	[] <input type="text"/>	[] <input type="text"/>	[] <input type="text"/>	[] <input type="text"/>	[] <input type="text"/>	

- Use the “Priority Criteria” section of the page to set waitlist priorities, starting with the “Priority Code.”

Note: Best practice for priority codes is to use increments of 5. Enter 5 for the first priority code you use, then 10, 15 and so on. The lower the number, the higher the priority. If you want 2 majors to have the same priority, give them each the same priority code.

- In the “Career” box, enter the career associated with the priority you are assigning or use the look up icon to select a career.
- In the “Program” box, enter the applicable program.
- In the “Plan” box, enter the applicable plan (major).
 - To set priorities by using major, you may need to create priorities for:
 - The major that carries the degree (xxxx-BA)
 - The additional major (xxxx-ADL)
 - The minor if applicable (xxxx-MIN).
 - Different major codes can have either the same or different priority codes. The lower the number, the higher the priority. If you want 2 majors to have the same priority, give them each the same priority code.
- For each plan code, you will need to add a new row by clicking on the plus icon in the top right-hand corner in the “Priority Criteria” section.

Waitlist Resequencing Controls Find | View All First 1 of 2 Last

Session: B Boulder 16-Wk Session/Full Sem Class Nbr: 15108
 Class Section: 001 Component: Lecture Event ID: 000202664

Waitlist Resequencing Roll Priority Criteria

Priority Criteria Find | View 1 First 1-2 of 2 Last

*Priority Code	Career	Program	Plan	Sub-Plan	Student Group	+ -
05	UGRD	ENGRU	CSEN-BS			
Max Cumulative Units		Academic Level - Projected				
Min Cumulative Units		Academic Level - Term Start				
*Priority Code	Career	Program	Plan	Sub-Plan	Student Group	+ -
05	UGRD	ENGRU	CSEN-BSCS			
Max Cumulative Units		Academic Level - Projected				
Min Cumulative Units		Academic Level - Term Start				

- To add a priority for an academic level, add a row, assign a “Priority Code,” then click the look-up icon next to “Academic Level-Projected” to select the appropriate level.
 - Repeat step eight for each academic level priority you set.
- Once you have added all of your priority criteria, click the **Save** icon.