Anatomy of a Wait List

Common questions asked during the enrollment period often include the topic of Wait Lists. Below are some questions and answers that may clarify how the Wait List process works.

What is a wait list? Some classes have been designated by the academic department to maintain a wait list in MaineStreet. Students on a wait list will be automatically enrolled when seats become available provided there are no time conflicts or requirement restrictions.

What is required to create a wait list for a class? The class must have a wait list capacity assigned. There is an option to have MaineStreet manage the wait list enrollments, or have them managed manually within the department. We do not recommend managing wait lists manually as any student may enroll at any time as long as there is an opening and there are no other restrictions.

Are there restrictions to being added to a wait list? MaineStreet performs corequisite and prerequisite checking before placing a student on the wait list. However, the system does **not** check for a time conflict before it places a student on a wait list. Time conflicts and all of the other enrollment checks are performed when the system attempts to move a student from the wait list into a class. Also, there is a maximum limit of 5 credits for which a student can be wait listed.

What happens when the Auto Enroll from Wait List process runs? The wait list process moves qualified students from the wait list into the class as space becomes available. Students who are not successfully enrolled due to enrollment restrictions remain on the wait list and the process continues to search for students who qualify for enrollment. If a class has related components such as a laboratory and/or recitations, the enrollment cannot be processed successfully unless all components have a seat available.

Can a student be enrolled from a wait list manually? A student can be manually moved from the wait list into a class

if a seat is available. When processing the enrollment with the Quick Enroll function, select the "Closed Class" override box under the "Class Overrides" tab.

How does one determine if a class has a wait list? When performing a class search, the search Option "Show Open Classes Only" must be unchecked. Classes that have met the enrollment capacity will have a yellow triangle icon ⚠️ in the **Status** field indicating a wait list has been established for the section.

Who is on the wait list? The Class Roster can display a wait list. Select the "Waiting" option from the **Enrollment Status** drop-down list.

How does one find the position a student holds on a wait list? There are three places to find the position number. 1) The position is displayed on the class roster when the "Waiting" Enrollment Status is selected. 2) In the student's class schedule accessed in the Student Services Center ("My Class Schedule") by including the "show Waitlisted Classes" in the **Class Filter Options**. 3) When using the Quick Enroll process, select the **wait list position** link under the "Class Overrides" tab.

Are students notified when they are enrolled from the wait list? Students enrolled in a class as a result of the Auto Enroll from Wait List process will receive e-mail notification via their @maine.edu email address.

What happens if a student cannot be successfully enrolled with the Auto Enroll process? Students will be notified via the MaineStreet Message Center if the Auto Enroll process fails to enroll the student due to the following reasons: 1) a time conflict with another class in which they are already enrolled; 2) they have not met the requirements for the class; 3) they will exceed the maximum credit limit load for the term.

Click it! The Office of Student Records' website provides access to the **Wait List Policy**

Photos of Students

The University of Maine System's definition of Directory Information does not include student photos. Therefore, any public use or release of a student's photo without written consent is a violation of FERPA. Recently, UMaine introduced access of student photos to advisors and instructors with the new UMaine Web Portal. This practice falls within the FERPA guidelines since advisors and instructors have a legitimate educational interest and secure access is required to view the photos.

FERPA TIP

February

- February 3   - Advisor and concentration listings distributed for updating.
- February 5   - Fall 2014 Schedule of Classes proofs due.
- February 12   - Fall 2014 PINSs, enrollment appointments and term activations created for continuing
                          students.
- February 13   - Classes dropped on or before this date will not appear on transcript.
- February 17   - Deadline for updates to advisor and concentration information.
                          - Graduation list finalized for December 2013 graduates.
- February 20   - Enrollment holds placed for students non-compliant with immunization law.
- February 21   - List of students with enrollment holds sent to deans.
- February 24   - Summer University 2014 class offerings available on MainesStreet.
- February 24   - Fall 2014 class schedule available in MaineStreet.
- February 28   - Summer University 2014 enrollment begins.

March

- March 3   - Spring Recess Begins.
- March 14   - Deadline for Application for Degree for May 2014.
- March 17   - Classes Resume.
                       - Fall 2014 Wish List Validation begins.
                       - May 2014 degree candidate lists sent to colleges.
                       - *2014-2015 Undergraduate Catalog* information distributed for editing and validating.
- March 24   - Enrollment for Fall 2014 begins.

April

- April 8   - Notification sent to students with Fall 2013 incomplete grades that will lapse to a failing
                      grade on May 16; lists sent to colleges.
- April 9   - Last day to withdraw from a class and receive "W" grade. Withdrawn classes after this date
                      will receive a failing grade.
- April 18   - *2014-2015 Undergraduate Catalog* edits due.
- April 23   - Spring 2014 Grade Rosters (regular session) available in MaineStreet.
- April 29   - Open enrollment for Fall 2014 begins.
                      - List of eligible students not enrolled for Fall 2014 sent to deans.
- April 30   - Maine Day.