SURF Wait List Class Roster

To View Waitlisted Students via the Class Roster

1. After logging in to SURF, click **Faculty Center,** then **My Schedule** to view your classes.

2. Verify that you viewing your correct term. Click the

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3. The default **Enrollment Status** view is **Enrolled** (waitlisted and dropa1wst

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If you select Enrollment Status = All

Waitlisted students display after enrolled students with the status **Waiting**. The Student's **Waitlist Position Number** displays on the right side in the **Status Note** column.

If you select Enrollment Status = Waiting

Only waitlisted students display. The Student's **Waitlist Position Number** displays on the right side in the **Status Note** column.

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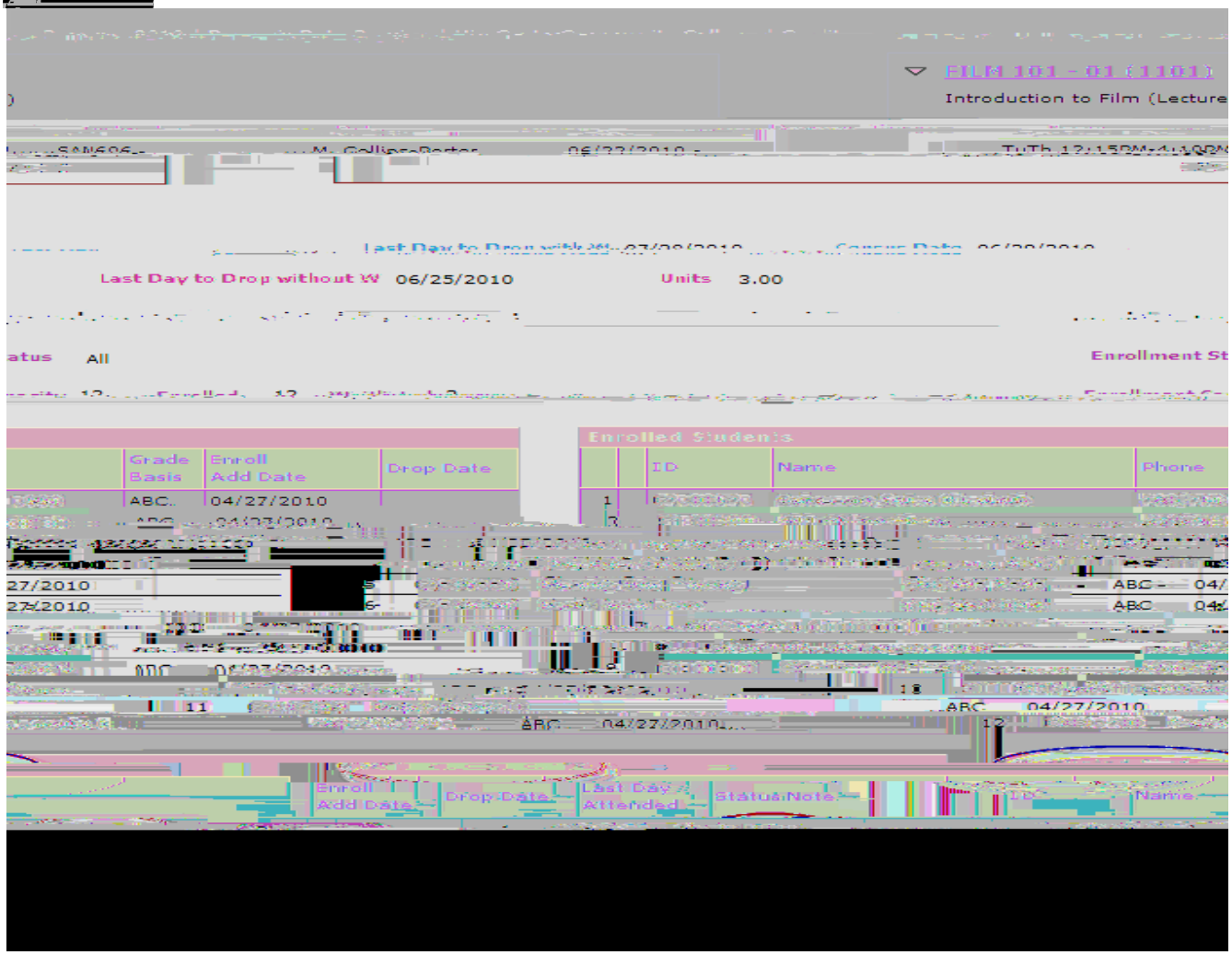

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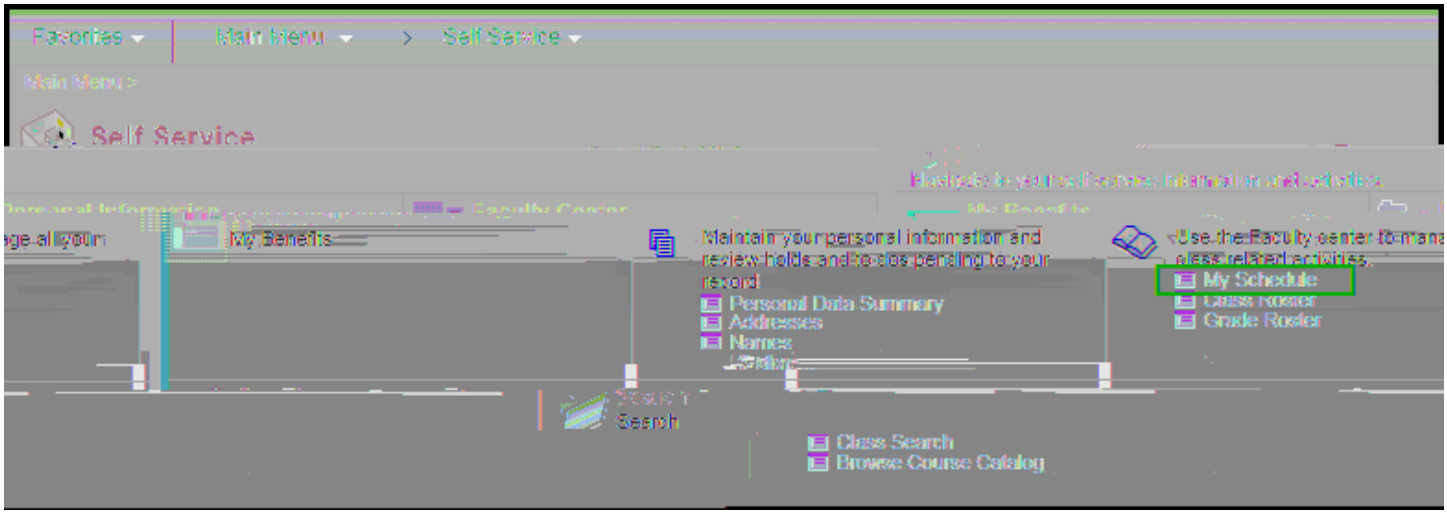
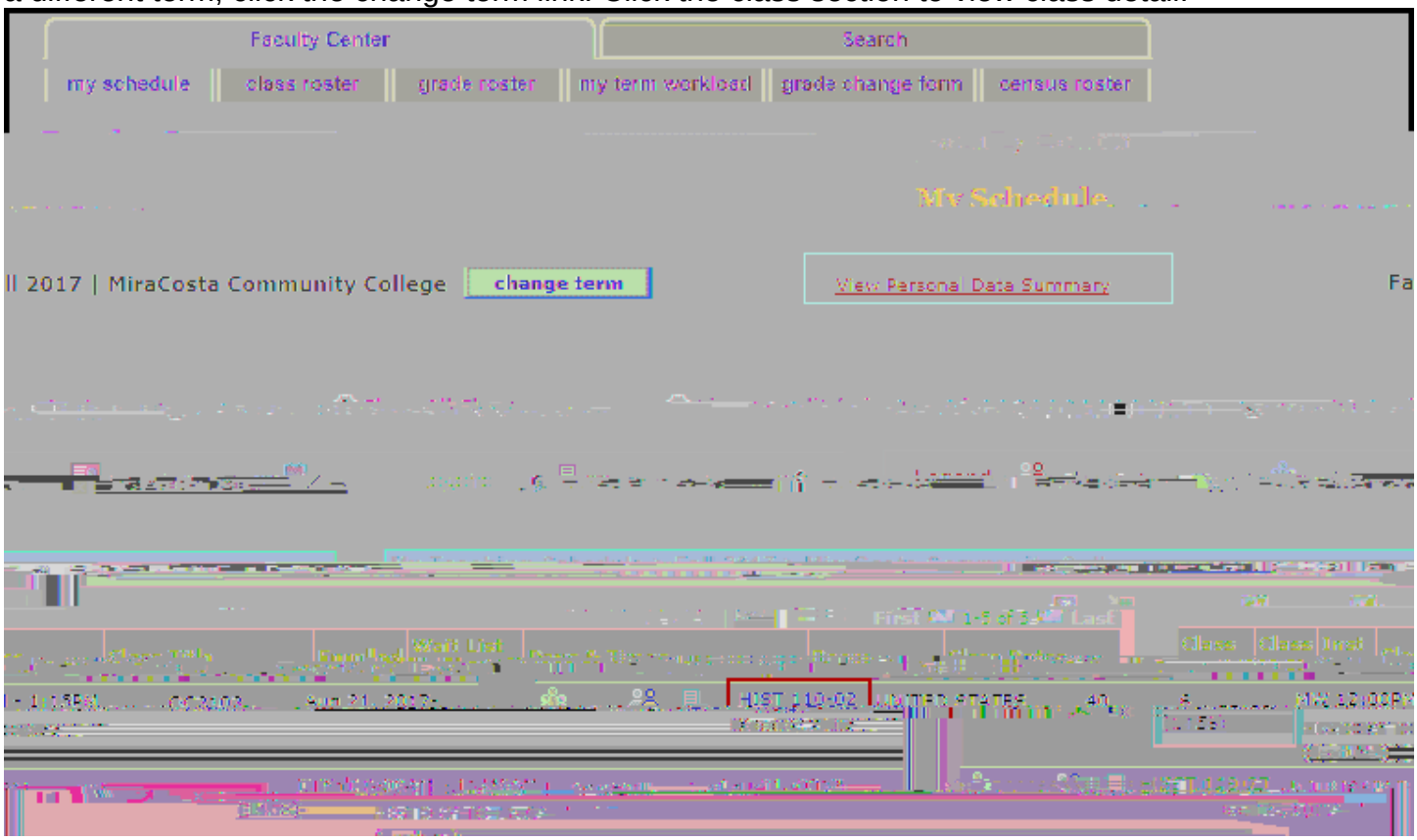
To View Waitlisted Class Detail

1. After logging in to SURF, click **Faculty Center,** then **My Schedule** to view your classes.



2. Your class assignments for the current term are displayed on this page. If you would like to select a different term, click the change term link. Click the class section to view class detail.



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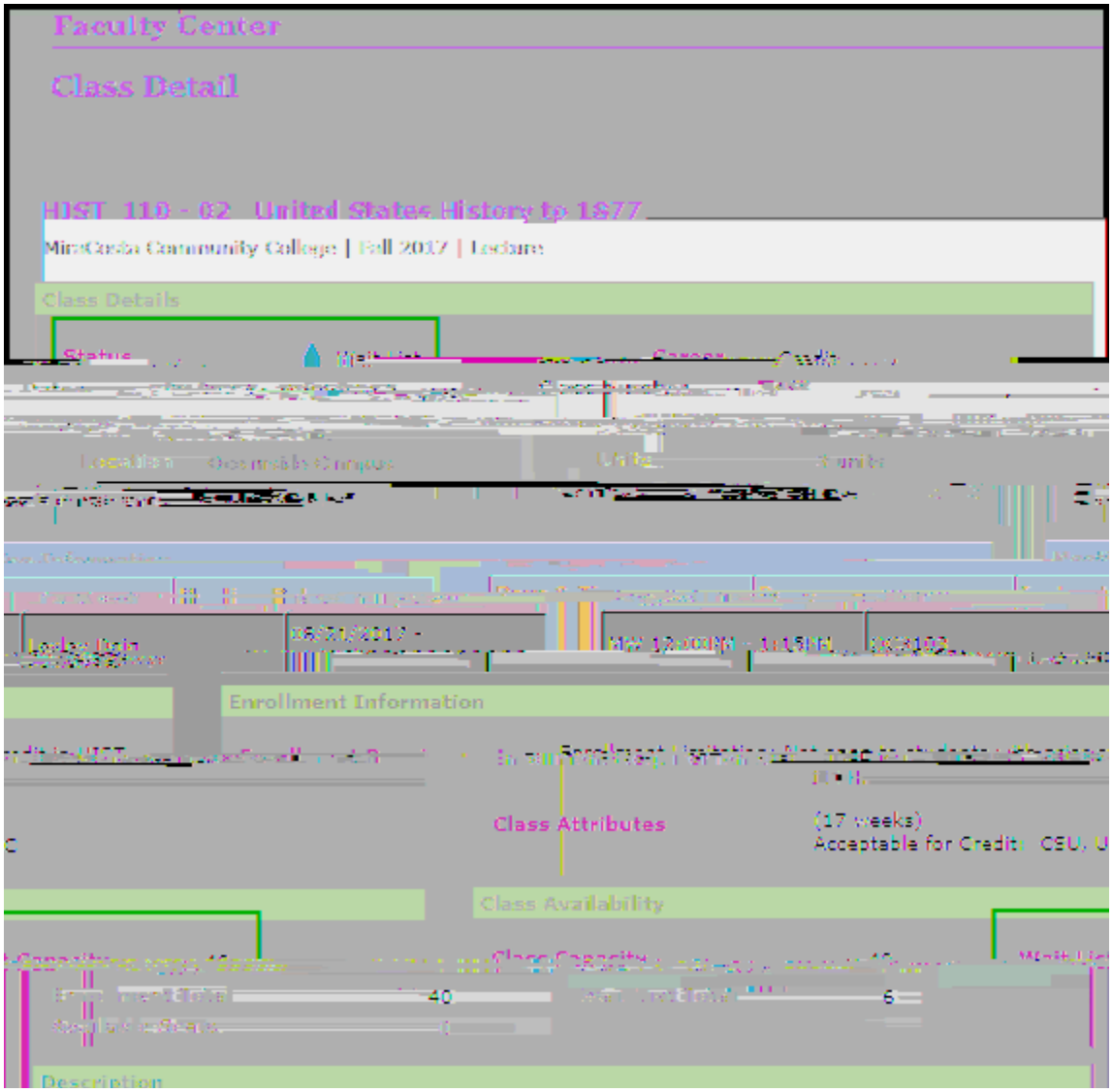
3. Class Detail information is displayed. If a class is currently closed and only adding students to the wait list, a yellow triangle icon will display in **status**. The wait list capacity is the same as the enrollment capacity. The wait list total are the current students on the wait list.



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What prevents students from adding themselves to a wait list?

Enrollment appointment date/time has not yet been reached
Requisites for the class are not met. (Message is returned to student that requisites are not met, but it does not tell them specifically what type of requisite is not met)
Maximum units to term and wait list reached: fall and spring, 18.0 combined; summer 8.0 combined
Instructor Consent required to enroll in the class
Student has a hold that prevents adding a class
The last day to waitlist has passed
Already enrolled or waitlisted in another section of the same course
Class is not yet closed
Wait list is at its capacity
Time conflict between a currently enrolled or waitlisted class.

Can students be on the wait list for more than one section of the same class?
No. A student can only waitlist for one section of the same course.

Can a student waitlist for a class that conflicts in meeting time with an enrolled class?
No. Students are not allowed to waitlist for classes that have time conflicts with enrolled classes. The student would have to resolve the time issue prior to waitlisting in the class.

Is there a limit to the number of classes that can be waitlisted?
The limit is set by using units rather than classes. The term unit limit is a combination of enrolled and waitlisted courses. Fall and spring, 18.0; summer, 8.0.

Are the wait-listed units counted into the student's total units for the term?
Enrolled units and wait-listed units are counted separately. Wait-listed courses do not count as official enrollment and may not be used to fulfill enrollment requirements toward financial aid or verifications of enrollment.

Are students charged the enrollment fee when they add themselves to the wait list?
No. Students are only charged the appropriate fees (enrollment, non-resident, Student Center, materials, and health fees) when they are enrolled in the class.

Will wait-listed classes appear on the student's study list and enrollment summary?
Yes. Wait-listed classes and their position on the wait list will appear on both.

Do students remain on the wait list after they have enrolled in the class?
No. The student's name is removed from the wait list.

When are wait-listed students removed from the wait-list roster?
Wait-listed students will be deleted at the end of add/drop or the second week of classes. This allows time after the "last day to waitlist"e useor 1mnment T21.340 TD.0015 Tw(e and tfacult to wssue)prms suon c

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Once wait-listed students have been removed from the wait list roster, can a department still track who was on the wait list?
No. Once a name is removed from the wait-list roster, it is removed from all areas in PeopleSoft/SURF; however, opening day wait-list counts will be available in Eddi.

How do departments and instructors know who is on the wait list?
Class wait lists are available through class rosters in PeopleSoft/Surf.

Can students see who else is on the wait list for a class?
No. A student can only confirm that she/he is on the wait list for a class.

Can students drop themselves from a wait list?
Yes. Students can drop themselves from a wait list using Drop Classes in PeopleSoft/SURF.

Can students see their position on the wait list?
When students register for the wait list, they are notified of their position number. Both the number of students enrolled and the number on the wait list are viewable under each class listing in Class Search.

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