

University of Arizona

RCS Chronicles

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RCS Staff:

Fernando Chavez—

*Assistant Registrar,
Courses & Scheduling*

Sandy Gonzales—

*Program Coordinator Sr.
Course Approval*

Abigail Sorg—

Database Specialist

Rebecca Drake—

Office Specialist Sr.

Denielle Swartz—

Office Specialist Sr.

Staff Assistants:

Dane Anderson

Sergio Canez

David Christy

Cassandra Diaz de Leon

Marqus Dorame

Estrella Guillen

Amber Hruska

Elisa Jauregui

Nicolette King

Osvaldo Macias

Fabian Sanchez

Jose Valdez

Anthony Valenzuela

Special Edition:

Auto-Enroll From Wait List Q&A

On November 7, 2012 the Office of the Registrar held a workshop outlining the new features of the Auto-Enroll From Wait List functionality. During that workshop the following questions were raised about this feature:

- **Can Departments update the Auto-Enroll from Wait List check box after the end of the Open Scheduling period?**
No, after the Open Scheduling period has ended, departments will need to contact RCS to make changes to the check box status.
- **Will the check box status roll to the next like semester before Open Scheduling begins?**
Yes, the Auto-Enroll from Wait List check box status will roll from the previous like semester when RCS creates each future semester.
- **Will students receive more than one email if the Wait List process denies them enrollment more than once?**
No, each student should only receive one email per section alerting them that they were not enrolled from the Wait List.
- **How will departments know which sections have the box checked or unchecked?**
RCS will work with UAccess Analytics to create a report to which departments can run to see which sections have the Auto-Enroll from Wait List box currently checked or unchecked. RCS will notify academic departments when this report is ready.
- **How will the Auto-Enroll from Wait List process work for combined sections?**
The Auto-Enroll process will enroll all students from a single section's Wait List before moving on to the next section. The section that has their Wait List enrolled first will be determined first by the lowest course ID number, then the lowest offering number, then the lowest section number.
For **cross-listed courses** in a combination: both sections have the same course ID number, so the process will distinguish which section's entire Wait List is enrolled first by the offering number. The lowest offering number will be the home department with the offering number of 1. When seat(s) become available in the combination, the home department's Wait List will be completely enrolled before the process will look at the secondary department's Wait List for possible students to enroll.
For **co-convened courses** where a 400 (undergraduate) level and a 500 (graduate) level course are combined together, the courses will have separate and unique course ID numbers. The Auto-Enroll process will enroll students from the Wait List of the course with the lower course ID number first. This number is the six digit systematically assigned number to the course to uniquely identify the course in the Course Catalog; the undergraduate course will not always have the lower course ID number.

For **two sections of the same course** that are combined (most commonly a section for regular students and a section for honors students), both sections will have the same course ID number and the same offering number. In this situation the students on the Wait List for the section with the lowest section number (ie 001) will be enrolled first. If there are multiple components, the students will first be enrolled in section 001A then 001B then 001C etc.

Room & Course Scheduling

Modern Languages rm. 347

Phone: (520) 621-3313

Fax: (520) 626-9301

E-mail: rcschedule@listserv.arizona.edu