



## Wait List

The Wait List allows students to request enrollment in a full class, and to be automatically added as space becomes available.

### Wait List

If a “Wait List Capacity” is established when your course is scheduled, the wait list process will begin when the enrollment reaches capacity.

Students who attempt to add will be able to place themselves on the wait list, and a couple times per day the system will look for available spaces and enroll students in a “first on, first off” manner. Students cannot get on a wait list if it is not their time to enroll, or if they do not meet the requisites for your class.

As the seats become available in your class, a nightly process will attempt to enroll the students on the wait list in the position order.

**⚠ If the new class causes a time conflict or credit-limit error, the system will attempt to enroll the next student on the list. Students are able to identify a “drop if enroll class” as part of their wait list request. If students are not getting off your wait list, advise them to edit their request and identify a “drop if enroll” class.**

You can view the students on your wait list from your Class Roster.

**Class Roster**

2010 Fall | Regular Academic Session | University of Virginia | Undergraduate

▼ **SPAN 3420 - 001 (13975)** [change class](#)

Survey of Latin American Literature I (Colonial to 1900) (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 11:00AM-11:50AM	New Cabell Hall 118	Mason Halltin	08/24/2010 - 12/07/2010

\*Enrollment Status: **Waiting**

Enrollment Capacity: 25      Waitlisted: 3

Select display option:  Link to Photos     Include photos in list

Waitlisted Students							
	Notify	Photo	ID	Name	Program and Plan	Level	Status Note
1	<input type="checkbox"/>		2075154	<a href="#">Stockwell, Alexander Charles</a>	Arts & Sciences Undergraduate - Economics (BA)/Spanish (BA-2mj)	Level 4	Pos # 1
2	<input type="checkbox"/>		1455096	<a href="#">Treadwell, Rachel Violet</a>	Arts & Sciences Undergraduate - Spanish (BA)	Level 4	Pos # 2
3	<input type="checkbox"/>		1059852	<a href="#">Berkeley, Erinn Johanna</a>	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level 4	Pos # 3

Select All    Clear All      [Printer Friendly Version](#)

  

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**Class Roster**

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Survey of Latin American Literature I (Colonial to 1900) (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 11:00AM-11:50AM	New Cabell Hall 118	Mason Halltin	08/24/2010 - 12/07/2010

\*Enrollment Status: **Enrolled**

Enrollment Capacity: 25      Enrolled: 22

Select display option:  Link to Photos     Include photos in list

Enrolled Students								
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>		2183795	<a href="#">Atwell, Thomas John</a>	Graded	3.00	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level 2
2	<input type="checkbox"/>		1260216	<a href="#">Bailey, Margaret Evans</a>	Graded	3.00	Arts & Sciences Undergraduate - INTER-Environ Tht & Pract (BA)/Spanish (Minor)	Level 3
3	<input type="checkbox"/>		1469435	<a href="#">Brokaw, Marvin David</a>	Graded	3.00	Arts & Sciences Undergraduate - Spanish (BA)	Level 4
4	<input type="checkbox"/>		2009386	<a href="#">Cameron, Edith Catherine</a>	Graded	3.00	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level 2
5	<input type="checkbox"/>		2003937	<a href="#">Cannondale, Calvin John</a>	Graded	3.00	Arts & Sciences Undergraduate - Spanish (BA)	Level 2

Wait List



## Permissions

Permissions allow you to individually identify students allowed to enroll in your class, either through an on-line Permission List or by granting an ad hoc permission.

Your class should be identified as requiring Instructor Consent when it is initially scheduled, and we do not recommend implementing a permission list after enrollment has begun. However, if you must activate a permission list after the enrollment period has begun, email your request to [permission@virginia.edu](mailto:permission@virginia.edu).

### Permission List

If your course requires Instructor Permission, students can make an online request to enroll. The clock icon on the Faculty Center page alerts you to pending requests awaiting your decision.

Click the [Class Permissions](#) icon to connect to the page where you can review the school, major, year, and personal message from the students who have made requests. Changing the Permission Status to [Granted](#) will send an email to the student, including a deadline until which enrollment via self service is possible. Selecting [Denied](#) will send an email that you have denied the request. Once you have made your decisions, click on the [OK](#) or [Apply](#) button to confirm your choice and send the emails.

Permissions are valid for two weeks, no later than the start of the semester, or for one day when granted thereafter. Permissions cannot be granted after the add deadline.

Students who accept the permission and enroll in your class will appear on your class roster.

If a student fails to accept a permission before it expires, the student can delete the expired permission in their Student Center and submit a new request.

Navigation: [Class Roster](#) | [Grade Roster](#) | [Class Permissions](#) | [Pending Requests](#)

My Teaching Schedule > 2009 Spring > University of Virginia

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">BIOL 106-5613 (12251)</a>	Principles of Nutrition (Lecture)	4	MoWeFr 1:00PM - 1:50PM	TBA	Jan 13, 2009-Apr 28, 2009
<a href="#">COLA 1000-03DV (19923)</a>	College Advising Seminars (Lecture)	1	Tu 11:00AM - 1:30PM	TBA	Jan 13, 2009-Apr 28, 2009
<a href="#">PLCP 4210-05YP (24655)</a>	Comp Elections & Voting (Lecture)	1	MoWe 2:00PM - 2:50PM	New Cabell Hall 217	Jan 13, 2009-Apr 28, 2009

Permissions

**Class Permissions**

**Class Information**

Term: 2010 Summer | Class #: 10354 | Subject: ISPS | Catalog #: 3899 | Section: 201 | Dates & Times: Mo 6:30PM - 10:00PM | Capacity: 30 | Enrolled: 1

**Student Requests and Ad Hoc Permissions**

Select the appropriate Granted or Denied status for any pending request, or click the plus (+) button to create a new ad hoc permission. When finished, click OK or Apply to update the requests and send email notifications to the students. (Note: Clicking OK returns you to the Faculty Center, while Apply remains on this page.)

Sort By: Request Sequence

Notify	Seq#	*Status	Expiration	EmpID	Name	Major	2nd Maj	Minor	SubPlan	Class Year
<input type="checkbox"/>	1	Pending		2009017	Atwell, Marie	DRAMA-BA				First-Year

1-2 of 2

Permissions

### Ad Hoc Permission

Whether your class is full or instructor permission, you can always grant an ad hoc permission to allow a particular student into your class. Click on the [Class Permissions](#) icon on the Faculty Center to connect to the Class Permissions Page.

Click on the looking glass icon to open up a search screen where you can identify students by name or campus ID number.

Back on the Class Permission page, click the [OK](#) or [Apply](#) button to send the email that you've granted permission to enroll.

**⚠ If the student fails to accept an ad hoc permission before it expires, you cannot grant a new ad hoc permission. Contact your department or UREG to have the permission administratively re-activated.**

**Class Permissions**

**Class Information**

Term: 2009 Spring | Class #: 12251 | Subject: BIOL | Catalog #: 106 | Section: 5613 | Dates & Times: MoWeFr 1:00PM - 1:50PM | Instructor: Mary Stinson | Capacity: 4 | Enrolled: 4

**Student Requests and Ad Hoc Permissions**

*Permission Status	Expiration Date	ID	Name
1   Granted			

Select the appropriate Granted or Denied status for any permission. When finished, click OK or Apply to update the requests and send email notifications to the students. (Note: Clicking OK returns you to the Faculty Center, while Apply remains on this page.)

**Look Up ID**

EmpID:  begins with

Academic Career:

Campus ID:  begins with

Last Name:  begins with

First Name:  begins with

[Basic Lookup](#)

Ad Hoc Permission