## CM Waitlisting

**The University of Mississippi**  
End User Documentation – ERP2005  
11/2008

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td><strong>What is waitlisting?</strong></td>
<td>Waitlisting will automatically queue a fixed number of students to be booked into a class as space becomes available.</td>
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<td><strong>Which classes will have a wait list?</strong></td>
<td>Initial implementation will apply to all 100 through 400 level classes and selected 500 level classes. Classes with 9 or fewer seats will be excluded from wait listing.</td>
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<td><strong>How many students will be on a wait list?</strong></td>
<td>Initial implementation allows creation of a list equal to 10 percent of the ‘Optimal Capacity’ of the section (SE). (Excluding sections with 9 or fewer seats.)</td>
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<td><strong>Will booking through the GUI affect waitlisting?</strong></td>
<td>Yes. If a department books a student in a section through the GUI and that booking raises the number booked in the section higher than the Optimum plus Wait List number, students will not automatically move up until the number of bookings drops below the Optimum Capacity on that section. Departments may need to examine the Optimum/Maximum capacities on their sections in order to best use the function of wait listing. Department staff should always run PIQWAITLMOVE or ZCM_WHO_BOOKED to see if booking someone through the GUI will adversely impact students on their wait list.</td>
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<td><strong>When will waitlisting go live?</strong></td>
<td>Waitlisting will be available beginning with Priority Registration for Wintersession and Spring semester of 2008.</td>
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<td><strong>Will departments be able to advance students on the list?</strong></td>
<td>SAP provides an option in Program Content (Booking) that allows departments to perform ‘Essential Bookings’ and a transaction to advance students in the waitlist queue as needed (PIQWAITLMOVE).</td>
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<td><strong>Who will be authorized to use these options?</strong></td>
<td>Anyone who currently books students in classes will have authorization to use these new tools.</td>
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<td><strong>Which waitlists will a department be able to manipulate?</strong></td>
<td>PIQWAITLMOVE will present a list of all sections ‘owned’ by the organizational unit to which a user belongs. The user may choose the section’s list that he or she wishes to maintain from that list. Users should NOT make changes to lists that belong to other departments.</td>
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<td><strong>How often will the wait lists be advanced?</strong></td>
<td>The process to move students from wait lists to fully booked will run at least once per day. Multiple runs will be scheduled at intervals to be determined.</td>
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<td><strong>Will students be charged fees on wait listed classes?</strong></td>
<td>Students will not be assessed for a class until or unless they become fully booked in the section. At that time fee calculation will be run to determine if the student owes more fees.</td>
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<td><strong>When will the wait list be turned off?</strong></td>
<td>Waitlisting for a given term will be turned off on the fifth day of that semester. Departments should process any outstanding Essential Bookings prior to that time.</td>
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<tr>
<td><strong>Will class rosters show wait listed students?</strong></td>
<td>ZCM_WHO_BOOKED is the best report to view both booked and waitlisted students. ZCM_SCHEDULE_ALV, ZCM_SCHEDULE and web displays have also been updated to display sections on a student’s schedule that have been wait listed. These will be clearly marked as wait listed and not fully booked.</td>
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</tbody>
</table>
Viewing a Waitlisted Section
PIQWAITLMOVE

Type ‘PIQWAITLMOVE’ in the Command Box. Use ‘Favorites’ to add it to your Favorites for future use.

- Use ‘Selection Method Group’ WL01 Waiting Lists via Event Package
- ‘Selection Method’ Event packages – waitlisting
- ‘Selection Variant’ General Selection Variant
- Choose appropriate year and term
- Action – ‘Display Waiting List’ for viewing lists
- Program Control – Simulation Mode for viewing lists
- Click ‘Execute’
**Note:** Events with wait lists will be selected based upon the user’s organizational unit. For example, a user in the English Department will see only sections of classes offered by that department while a user in Liberal Arts will see sections of classes offered by all organizational units that report up to Liberal Arts.
All students who are on a wait list for classes that belong to your organizational unit are displayed.

To advance students in the list, highlight the student and click on the ‘Move Up’ icon.
You will most likely get this message, meaning that you will need to do an Essential Booking.

Using PIQWAITLMOVE to View/Advance a Single Section
(User-Defined Search)

Open PIQWAITLMOVE in SAP.

Make the following choices for selection and click on the blank sheet of paper icon:
Name your variant. Green check.

Open the node ‘Object’ and check the box next to Object ID.
Log onto myOleMiss to access the Course Schedule.

Find the section you want to move up or view. Highlight the Object number; right-click and choose ‘Copy’.
Go back to PIQWAITMOVE and use the keys ‘Control’ and ‘V’ to paste the Object ID in the blank box in the selection screen. Click on the button ‘Hit list’. Click on the eyeglasses to see the selected section.
Highlight the row with the section and green check. Green check out of the selection screen.

Select the appropriate year/term. Choose the ‘Move Up’ button; uncheck ‘Simulation Mode’. Execute.
Using Program Content to do an Essential Booking

Go to Student File and click on the Program Content icon.

- Select the correct Program of Study, Year and Session.
- Highlight the section that is wait listed.
- Click on the ‘Change’ icon.
1) Choose ‘Essential Bkg’ radio button.

2) Be sure the section you want is highlighted.

3) Click the Save icon ‘Only Event Package’.

The student is booked in the class. The waitlist icon is gone.
NOTE: Remember that booking students through the GUI may prevent the automatic move up from advancing remaining waitlisted students to fully booked status. In fairness to the students on wait lists, GUI booking should be done rarely, if at all, for sections with waitlists.