| **CM Waitlisting**  
The University of Mississippi  
End User Documentation  
9/2012 |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What is waitlisting?</strong></td>
</tr>
<tr>
<td><strong>Which classes will have a wait list?</strong></td>
</tr>
<tr>
<td><strong>How many students will be on a wait list?</strong></td>
</tr>
<tr>
<td><strong>Will booking through the GUI affect waitlisting?</strong></td>
</tr>
<tr>
<td><strong>When will waitlisting go live?</strong></td>
</tr>
<tr>
<td><strong>Will departments be able to advance students on the list?</strong></td>
</tr>
<tr>
<td><strong>Who will be authorized to use these options?</strong></td>
</tr>
<tr>
<td><strong>Which waitlists will a department be able to manipulate?</strong></td>
</tr>
<tr>
<td><strong>How often will the wait lists be advanced?</strong></td>
</tr>
<tr>
<td><strong>Will students be charged fees on wait listed classes?</strong></td>
</tr>
<tr>
<td><strong>When will the wait list advance be performed?</strong></td>
</tr>
<tr>
<td><strong>Will class rosters show wait listed students?</strong></td>
</tr>
</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.
If you have not adjusted capacities for your event(s), you will see this message, meaning that you need to change the capacities on the Event(s) in order to do the 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 PIQWAITLMOVE 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.