

How to Run a Waitlist on Demand

Waitlists run automatically every 6 hours in Campus Solutions (until the 3rd week of the semester). This job aid illustrates the steps for manually running the waitlist for a class.

1. From the **Main Menu**, navigate to:
Records and Enrollment > Term Processing>Waitlist Processing.

Wait List
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

Find an Existing Value | Add a New Value

2. **Create a Run Control** by selecting **Add a New Value** or use any existing Run Control by selecting **Search** to **Find an Existing Value**.

Suggested Run Control names (only the user can see their own run control):

Users name or Initial plus Waitlist:
(something easy to remember).

Class Numbers and Course numbers are not recommended.

The process can be run for any class in your departments.

Freddy_WL
Freddy_WaitList
Freddy_Wait

Find an Existing Value | **Add a New Value**

Run Control ID

Add

3. Enter the applicable **Term**, and **Class number (must be the Enrollment component)**.

4. Select **Waitlist Process switch**: A = All and Y = only newly added waitlisted students.

5. Select **Run**

6. Select the **checkbox** to the left of **SR Waitlist F/S TC Override**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Stud Records Waitlist	SRPCWAIT	COBOL SQL	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	SR Waitlist F/S TC Override	SRUCWLTC	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Stud Records Waitlist Job	SRWAITJB	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	SRWLSUMM TC override	SRWLSUMM	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	SR Waitlist w/Enrl Totals Fix	UCSRWAIT	PSJob	(None)	(None)	Distribution

7. Select **OK**

Optional (you may choose a run date and time to run the waitlist).

Note: Do not run the waitlist process after end of 5th week of instruction for fall and spring term. All adds/enrolls must go through the College Adviser or the student's GSAO manually.

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>