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.

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
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

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