

## To View Students on the Waitlist

To View Students on the Waitlist, along with their position on the Waitlist, for any class.

1. Click on Classic Home

MyBenU	▼ Benedi	ctine Staff Homepage	r C	. : 🛛
BU Notifications	Academic Records	Manage Classes	Employee Self Service	
	<b>.</b>			
No current	tasks			
Classic Home	Student Financial Account			
		•		C

2. Click on Curriculum Management > Class Roster > Class Roster

Favorites 👻	Main Menu 🗸					
N/VD	Search Menu:					
			(>>)			
	🗎 — DLL Otudant Financiala		Ŧ			
	BU Student Pinancials					
	BU Student Records					
	Student Activity Flow					
	Self Service					
	Campus Community		•			
	Records and Enrollmer	t	•			
	Curriculum Manageme		Schedule of Classes		•	
	Contributor Relations		Combined Sections		•	
	🗀 Set Up SACR		Class Roster		Class Roster	
	🗀 Worklist		Attendance Roster	_	E I	
	Reporting Tools		Grading		•	
	PeopleTools		•			
	My Preferences					

3. Enter the appropriate information, such as **Term**, **Subject Area**, **Catalog Nbr**, to select the desired class.

Favorites 👻	Main Menu 👻	> Curriculum Manag	gement 👻 > Class Roster 👻
Class Roster			
Enter any informatio	n you have and	click Search. Leave fields	blank for a list of all values.
	-		
Find an Existing	Value		
Search Criter	ia		
Subject Area	begins with 🔻	BIOL	Q
Catalog Nb	begins with 🔻	258	
Class Section	begins with 🔻	В	
Academic Institution	begins with 🔻	BENUV	Q
Tern	begins with 🔻	0749	Q
Class Nb	r = •		
Session	n = ▼	Regular Semester	T
Course II	begins with 🔻		
Course Offering Nb	r = •		
Search Cl	ear Basic Se	arch 🖾 Save Search (	Criteria

4. On the **Class Roster** page, select an **Enrollment Status** of "Waiting". The **Class Roster** page will refresh and those students on the waitlist, although with their position on the waitlist, will be displayed.

Clas	s Roster	ſ					
2019	Fall   Reg	jular Semester   B	enedictine University	Undergraduate S	emester		
▼	<u>BIOL 203</u> Human A	<u>3 - A (1206)</u> Anatomy (Lecture)					
	Days and	d Times	Room	Instructor		Dates	
	MoWe 3	:00PM-4:15PM	Birck Hall - 112	Instructor St	aff	08/26/201 12/04/201	19 - 19
		Enrollment Capa	acity 30 Wait	tlisted 3			
Wa	itlisted S	Enrollment Capa Students	ncity 30 Wait Person	tlisted 3 nalize   Find   [코		First ④	1-3 of 3 🕑 Last
Wa	itlisted S	Enrollment Capa Students Name	ncity 30 Wait Person Program and Plan	tlisted 3 nalize   Find   🗗 n	Level	First ④ Status Note	1-3 of 3 🕟 Last WaitList Pos
Wa I	itlisted S	Enrollment Capa Students Name	ncity 30 Wait Person Program and Plan	tlisted 3 nalize   Find   🗗 n	Level	First Status Note Pos # 1	1-3 of 3   Last WaitList Pos 1
Wa 1 2	iitlisted S	Enrollment Capa Students Name	ncity 30 Wait Person Program and Plan	tlisted 3 nalize   Find   🗗 n	Level	First () Status Note Pos # 1 Pos # 2	1-3 of 3 (b) Last WaitList Pos
Wa 1 1 2 3	itlisted \$ ID	Enrollment Capa Students Name	ncity 30 Wait Person Program and Plan	tlisted 3 nalize   Find   🔄 n	Level	First Status Note Pos # 1 Pos # 2 Pos # 3	1-3 of 3 (*) Last WaitList Pos 1 2 3