

My.Wartburg... *Tips to make your teaching life easier!*

View Students who are Waitlisted

1. Click on the **Academics** Tab
2. Click on **Faculty Course Control**
3. Check to verify you are in the correct Term
4. Next to the class choose **Class List** under *[Go Directly To]*
5. At the top of the page under *[Faculty Course Control]*, click on **Set Options**
6. Check the box *[Include Waitlisted]*
7. Click **Save**
8. You will be taken back to the class list and can view the **Waitlisted Students** for that section and term

*You should only have to set your options to include waitlisted once, unless the system resets