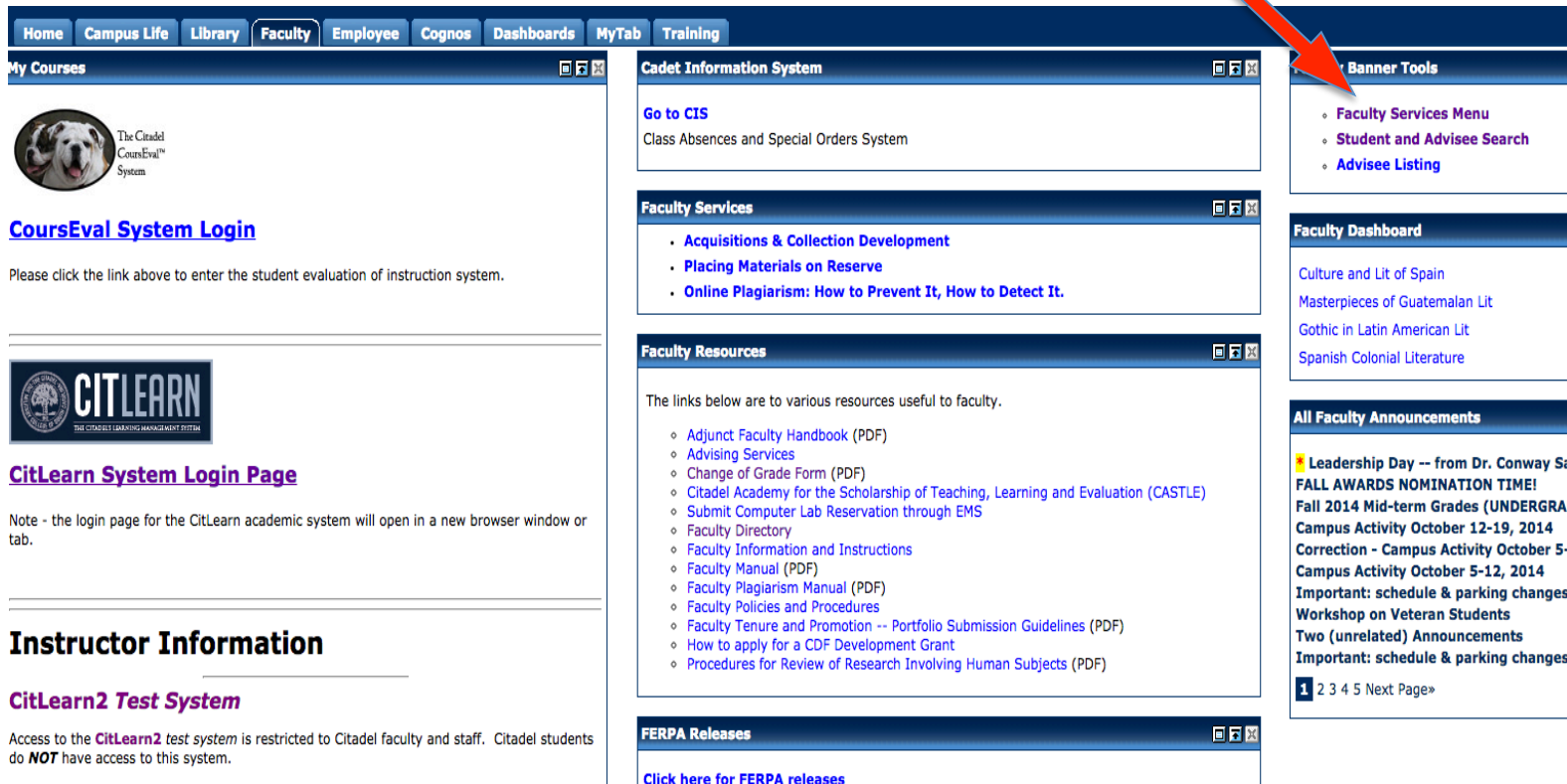


Wait List Viewing Procedure – Faculty

Go To: Faculty Tab in Lesesne Gateway

- Select “Faculty Services Menu” to begin



The screenshot displays the Faculty tab interface. At the top, a navigation bar includes links for Home, Campus Life, Library, Faculty (selected), Employee, Cognos, Dashboards, MyTab, and Training. The main content area is divided into several sections:

- My Courses:** Features a logo for The Citadel CourseEval System and a link for [CourseEval System Login](#). Below the link, it states: "Please click the link above to enter the student evaluation of instruction system."
- Cadet Information System:** Includes a link for [Go to CIS](#) and a description: "Class Absences and Special Orders System".
- Faculty Services:** Lists several services:
 - [Acquisitions & Collection Development](#)
 - [Placing Materials on Reserve](#)
 - [Online Plagiarism: How to Prevent It, How to Detect It.](#)
- Faculty Resources:** Provides a list of useful resources for faculty:
 - [Adjunct Faculty Handbook \(PDF\)](#)
 - [Advising Services](#)
 - [Change of Grade Form \(PDF\)](#)
 - [Citadel Academy for the Scholarship of Teaching, Learning and Evaluation \(CASTLE\)](#)
 - [Submit Computer Lab Reservation through EMS](#)
 - [Faculty Directory](#)
 - [Faculty Information and Instructions](#)
 - [Faculty Manual \(PDF\)](#)
 - [Faculty Plagiarism Manual \(PDF\)](#)
 - [Faculty Policies and Procedures](#)
 - [Faculty Tenure and Promotion -- Portfolio Submission Guidelines \(PDF\)](#)
 - [How to apply for a CDF Development Grant](#)
 - [Procedures for Review of Research Involving Human Subjects \(PDF\)](#)
- FERPA Releases:** Includes a link for [Click here for FERPA releases](#).
- Banner Tools:** A red arrow points to this section, which contains:
 - [Faculty Services Menu](#)
 - [Student and Advisee Search](#)
 - [Advisee Listing](#)
- Faculty Dashboard:** Lists various courses and literature titles:
 - [Culture and Lit of Spain](#)
 - [Masterpieces of Guatemalan Lit](#)
 - [Gothic in Latin American Lit](#)
 - [Spanish Colonial Literature](#)
- All Faculty Announcements:** Contains several announcements, including:
 - **Leadership Day -- from Dr. Conway Sa**
 - **FALL AWARDS NOMINATION TIME!**
 - **Fall 2014 Mid-term Grades (UNDERGRAI**
 - **Campus Activity October 12-19, 2014**
 - **Correction - Campus Activity October 5-**
 - **Campus Activity October 5-12, 2014**
 - **Important: schedule & parking changes**
 - **Workshop on Veteran Students**
 - **Two (unrelated) Announcements**
 - **Important: schedule & parking changes**

At the bottom right, there is a pagination control: **1** 2 3 4 5 Next Page»

- Select “Summary Wait List” from the Menu

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty and Advisors

Student Information Menu

[Term Selection](#)

[Course Registration Number \(CRN\) Selection](#)

[Faculty Detail Schedule](#)

[Week at a Glance](#)

[Detail Class List](#)

[Summary Class List](#)

[Detail Wait List](#)

[Summary Wait List](#)

[Midterm Grades](#)

[Final Grades](#)

[Incomplete Grades Summary](#)

[Advisor Menu](#)

View a student's transcript; View a student's grades; Display your security setup.

[Active Assignments](#)

[Assignment History](#)

[Class Schedule](#)

[Course Catalog](#)

[Advisee Grade Summary](#)

[Faculty Grade Summary](#)

[Faculty Feedback](#)



RELEASE: 8.5.3

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- Select the term for the course where you would like to view the wait list

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Term

Select a Term:



RELEASE: 8.5.4.3

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- Select the desired course

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select a CRN

CRN:

Submit

[\[Enter CRN Directly \]](#)

RELEASE: 8.3

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- Viewing "Summary Wait List"

Summary Wait List

An asterisk will appear next to the appropriate field if any of the following conditions exist:

- The student has more than one major or department in the primary or secondary curriculum.
- The student has a program, level, college, or degree in the secondary curriculum that is different from that in the primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

Intermediate German I - GERM 201 01

CRN: 10525

Duration: Jan 15, 2014 - Apr 29, 2014

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	7	7	0
Wait List:	100	8	92
Cross List:	0	0	0

Under "Waitlist Position," students are numbered according to their position on the list.

Summary Wait List

Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Notification Expires
2	Student, Sample	10126963	Wait Listed	Undergraduate *	0.000	Oct 07, 2014 10:56 am
5	Sample, Student	10032773	Wait Listed	Undergraduate	0.000	Oct 07, 2014 11:03 am
6	Student, Sample	10522257	Wait Listed	Undergraduate	0.000	Oct 07, 2014 11:57 am
1	Student, Sample	10059788	Wait Listed	Undergraduate	0.000	Oct 07, 2014 12:04 pm
3	Sample, Student	10210245	Wait Listed	Undergraduate	0.000	
4	Student, Sample	10521332	Wait Listed	Undergraduate	0.000	
7	Sample, Waitlist Confidential	10121331	Wait Listed	Undergraduate	0.000	
8	Sample, Student	10211075	Wait Listed	Undergraduate	0.000	

[Email wait listed students](#)

IMPORTANT: Please do not inform students of their position on the wait list