Wait List Viewing Procedure – Faculty

Go To: Faculty Tab in Lesesne Gateway

- Select “Faculty Services Menu” to begin
• Select “Summary Wait List” from the Menu

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

- Viewing “Summary Wait List”

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

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