

1-WAITLIST TUTORIAL FOR FACULTY AND STAFF

2-What is Waitlisting?

- Waitlisting is an option for students who encounter classes that are 'closed' but may still want to try to register, if a seat opens up again.
- Departments who are participating in the waitlisting option just adds the waitlist maximum amounts on each class as they set them up for the semester.
- Dean's Council has committed to have waitlisting available for all General Education courses.

3-How does Waitlisting work?

- Students who attempt to register for a class that is full or 'closed' may put themselves on a waiting list.
- The waitlist queue works on a first-come, first-served basis.
- When a seat becomes available, an email will be sent to the student at the top of the waiting list via their Wildcat email.
- The student will have 24 hours from the delivery, not the receipt, of the email to add the class. All Holds and Registration Restrictions will still apply to be eligible to waitlist a class.

4-Advantages of Waitlisting

- Students will automatically be notified by the student email system when a seat becomes available if they have put themselves on a waitlist for a specific class. Emails go to the email address that the student has marked as their preferred address. The University is working on adding other communication options at this time.
- Students will have 24 hours to register for the class. If they drop or decide not to add, the class will become available for the next student on the waitlist.
- Departments and/or instructors will no longer need to sign and stamp a permission form for students to add a class (unless it is after the first week of school).
- Administrators can track the demand for courses by utilizing waitlisting data. See the [Waitlisting Crystal Report](#) in the Student Campus Access folder.

5-Procedural Instructions

- Instructors and departments can see waitlisted students in their class rolls and other forms in Banner and Lynx Self-Service.
- If a student wants to get into a waitlisted class, instructors, advisors, and staff need to direct the student to sign up for the waitlist.
- Waitlisting eliminates the need to use capacity overrides or permission forms to enroll student. In order for the system to work correctly, capacity overrides and permission forms cannot be used.
- Instructors and departments will still be able to override other restrictions such as prerequisites, corequisites, duplicates, etc.
- Students should be encouraged to drop waitlisted sections if they are no longer wanted. This enables other students to move up more quickly on the waitlist.

6-Setting up a class for a Wait List

- When entering the information for the Class Schedule each semester, go to **SSASECT, Section Enrollment Information** tab, and add the **Waitlist Maximum** count.
- The default waitlist maximum should be set to 40 or 20% of the class (whichever is higher).
- Dean's Council has committed to have waitlisting available for all General Education courses.
- Many departments will choose to use waitlisting as a method to track course demand and determine if new sections are needed.

7-Class Roll in Banner showing Waitlisted students

- Using **SFASLST** or **SFAALST** in **Banner**, you can pull up a Class Roll and also view the students that are still registered as WL (waitlisted).
- Or, you can view it in your class roll.

8-Class Roll in the Faculty Portal showing Waitlisted students

- Log into your eWeber portal using your Wildcat Username and Password.
- Click on the Faculty TAB, Lynx Self-Service Main Menu, Faculty & Advisors, and then the Summary Class Roll.
- Choose one of your classes and Submit.
- Click on the blue Wait List header to see a list of the Waitlisted students.
- TIP!! Instructors: Click on the blue Wait List to see your waitlisted students and their position on the waitlist. You can email those students who may or may not have a chance of getting into the class. Remember that registration runs through the Friday of the first week of school, so permission forms on waitlisted classes will not be accepted until the second week of school.

9-Verifying student email notification

- In Banner, go to **SFIWLNT** and put in a CRN to see a list of students who have been notified by email of an open seat. You can also view their waitlist priority and status.
- When a seat in a class becomes available, the next student in the queue will be notified via their Wildcat email account. They have 24 hours from the time the email was sent to add the course. If they don't add the class within that window, the slot will be given to the next student in line.

10-Purging Waitlist Data

- Registration, online overrides, and waitlisting will end on the Friday of the first week of school at midnight (except for Block 2 classes that run the second half of the semester).
- At the beginning of the second week of school, data reports will be collected, and a purge will be run to remove all expired and pending waitlisted classes on the student's registration schedule.

11-Summary

- Waitlisting will remove the need for instructors to manually sign students into a class, unless the add takes place after the first week of the semester.
- Faculty can view their waitlists through Banner or Self-Service.
- Faculty and Departments will not have to sign students into class if they have a waitlist until the waitlist period has ended.
- Waitlisting will help track course demand and enables better management of our curriculum offerings.
- Run the Wait List crystal report in the Student-Campus Access folder for waitlisting data for each semester.