

WSU WAITLIST TUTORIAL



For Faculty and Staff

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.

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.

Advantages of Waitlisting

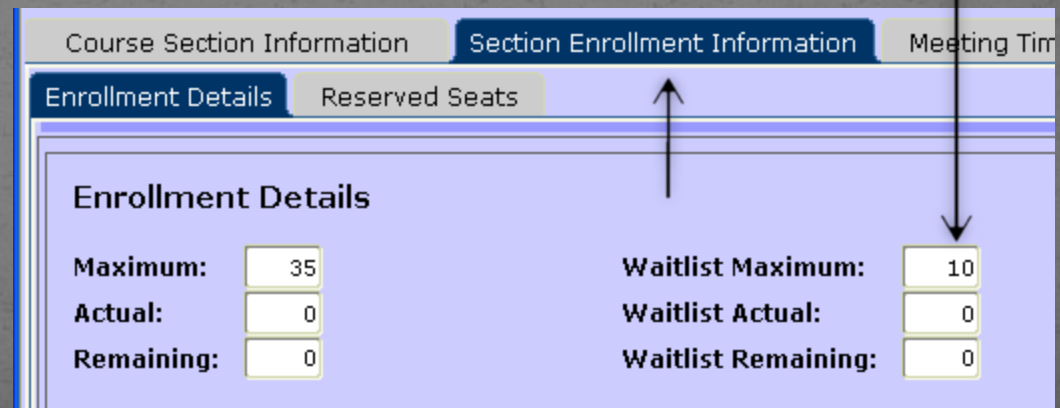
- Students will automatically be notified by the student email system when a seat becomes available if they have put themselves on a waitlist for a specific class. Emails go to the email address that the student has marked as their preferred address. The University is working on adding other communication 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.

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.

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.



The screenshot displays the 'Section Enrollment Information' tab in the SSASECT system. It features two sub-tabs: 'Enrollment Details' and 'Reserved Seats'. The 'Enrollment Details' sub-tab is active, showing a table of enrollment and waitlist statistics. The table has two columns: 'Enrollment Details' and 'Waitlist'. Each column contains three rows: 'Maximum', 'Actual', and 'Remaining'. The 'Maximum' row shows 35 for enrollment and 10 for waitlist. The 'Actual' row shows 0 for both. The 'Remaining' row shows 0 for both. An upward-pointing arrow is positioned above the 'Waitlist Maximum' field, and a downward-pointing arrow is positioned above the 'Waitlist Actual' field.

Enrollment Details		Waitlist	
Maximum:	<input type="text" value="35"/>	Waitlist Maximum:	<input type="text" value="10"/>
Actual:	<input type="text" value="0"/>	Waitlist Actual:	<input type="text" value="0"/>
Remaining:	<input type="text" value="0"/>	Waitlist Remaining:	<input type="text" value="0"/>

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 (see next slide).

Class Roster SFASLST 8.3.0.2 (WDAY)

Term: 201120 Fall 2010 CRN: 21265

Sequence	ID	Name	Status	Status Date
41	W0	[redacted]	RW	20-AUG-2010
43	W0	[redacted]	RE	23-AUG-2010
44	W0	[redacted]	RW	24-AUG-2010
48	W0	[redacted]	RE	29-SEP-2010
49	W0	[redacted]	WL	29-SEP-2010
52	W0	[redacted]	WL	29-SEP-2010

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.

Course Information

CA Introduction to Visual Arts - ART 1010 0
CRN: 22196
Duration: Aug 23, 2010 - Dec 10, 2010
Status: Active

Enrollment Counts

	Enrollment	Wait List	Cross List
Enrollment:	35	2	0
Wait List:	2	2	0
Cross List:	0	0	0

Current Record Set: 1 - 20 | 21 - 35

Summary Class List

Record Number	Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail	Notification Expires
1	0	A		B2 ***Registered**	Undergraduate	3.000	Enter		
2	0	A		B4 ***Registered**	Undergraduate	3.000	Enter		
3	0	A		D6 ***Web Registered**	Undergraduate	3.000	Enter		

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.

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires
W	L.	48	RE	29-SEP-2010 12:08 PM	1.000000	Registered	29-SEP-2010	29-SEP-2010 01:05 PM
W	nie A.	49	WL	29-SEP-2010 10:50 AM	2.000000	Expired	29-SEP-2010	29-SEP-2010 01:05 PM
W	ce E.	52	WL	29-SEP-2010 02:13 PM	3.000000	Dropped	29-SEP-2010	29-SEP-2010 01:05 PM

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.

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.

IMPORTANT!!

Please be sure that all your faculty & staff have read the waitlist tutorials so correct information is given.

Instructors may utilize the Waitlist Rolls to view a student's waitlist position to determine if or when they may expect to get into the class.

To be on a Waitlist is NEVER A GUARANTEE that enough students will drop the closed class to let all waitlisted students in!!!! The class is already full and it is not possible to predict how many students will drop.

If more spaces are added to the max enrollment, emails will automatically be sent out to the students on the waitlist for their 24-hour opportunity. The class will not be open to students not on the waitlist until the waitlist is empty.

Permission forms or emails from departments (or instructors) will not be allowed on classes that have students on a waitlist until the second week of the semester when registration and waitlisting has ended.

If students report that they did not receive their waitlist email, direct them to Computing Support , 7777, Lampros Hall, room 218, or have them check out the Waitlist Tutorial for Students or the FAQ's. Students are responsible for selecting their preferred email address.