WAITLIST TUTORIAL

WAITLIST AND RESERVED SEATING  FOR ADVISORS

Waitlist allows a student to add themselves to a waitlist on a class that has met its maximum enrollment

Reserved Seating allows an academic department to save seats for a specific group of students

What is Waitlist?
- Based on a First-Come, First-Served basis
- Is not a registration into the class
- Does not guarantee a seat
- Student in the first position is notified via the Preferred Email when seat becomes available
- After email notification, student has 24 hours to complete the registration process
- Waitlist is a manual process, not automatic
- Registration Rules and Registration Holds apply to the Waitlist Process
- Last day to Waitlist is the last day to Add a class
- All students still on Waitlist will be purged

What this means for Advisors?
- Waitlist eliminates the need to set ENROLLMNT permit codes on courses that are set up as Waitlist
- Courses not set with the Waitlist option will follow the normal guidelines on setting the ENROLLMNT permit on SFASRPO

- New INB Waitlist forms | SFAWLPR and SFIWLNT
- New Raiderlink links | Detail Wait List and Summary Wait List

How it Works?
- Student attempts to enroll in a Closed Class that has the Waitlist option
- Student receives the “Closed – There are # student(s) on the Waitlist for this Class” message
- Student then has the option to select “Waitlist”
  - If student decides to add the class to the Waitlist, the student is NOT enrolled in the class they are on the Waitlist
- If a student currently enrolled drops the class a seat becomes available
  - Student in the first position is notified via their Preferred Email
  - Student then has 24 hours to enroll in class
  - Student completes the registration process on Raiderlink on the Adds or Drop Classes link
- If student takes no action
  - Time expires, the student next in line is notified via email

Waitlist Demo | Add the CRN

On the Add or Drops Classes link on Raiderlink

- Student enters the CRN for the CRN field
- Then click Submit Changes

When the student attempts to register into a section that has Waitlist, they receive a message stating the class is closed and/or if the Waitlist is available

Closed: There are 0 student(s) on the Waitlist for this class
Closed: There are 1 student(s) on the Waitlist for this class
Closed: The Waitlist is full
Open: Reserved for Waitlist

The Waitlist drop-down provides two options:
1. Select Waitlist
   - To wait for a seat to become available
2. Select None
   - To remove the class

The Waitlist Tutorial will Demonstrate:
- How to Add Waitlist on Raiderlink
- Registration Error Messages
- Where to view the Waitlisted Section on the Student’s Schedule
- How a student is notified once an open seat becomes available
- The completion of the Registration process

The last portion of the Tutorial will go over Reserved Seating | Raiderlink | FAQs
Waitlist Demo | Waitlisting

To Add the Waitlisted Class

• Click on the Action drop-down arrow
• Select Waitlist
• Then click Submit Changes

To Not Add the Waitlisted Class

• Click on the Action drop-down arrow
• Select None
• Then click Submit Changes

*Registration Rules will prevent the student from adding the Waitlisted class. This message will be displayed if the student does not meet the criteria for taking the class (i.e. pre-req, co-req, link, time conflict, major restriction, college restriction, etc.)

**Maximum Credit Hours will prevent the student from adding the Waitlisted class. However, the student can still drop the course if a seat becomes available.

Waitlist Demo | Error Messages

Registration Rules apply to the Waitlist process.

The inability to be added to a waitlist may be due to one or more registration restrictions.

Maximum Hours - a student can be added to a waitlist if they are at the Maximum Credit Hours. It does not, however, allow the student to enroll in the course once a seat becomes available.

Waitlist Demo | Student's Current Schedule

The Student's Current Schedule will display the date the Waitlisted class was added.

Waitlist on Jan 26, 2011 means they are on the Waitlist and will be notified if a seat becomes available. Student is NOT enrolled in Class.

Waitlist Demo | Email Notification

If a currently enrolled student drops the class, a seat will become open and the student in the first position on the Waitlist will immediately receive an email.

The student has exactly 24 hours to follow-up and register into the class (CRN) listed on the email.

If the student takes no action within the 24 hours, they will be removed from the Waitlist and the next student in line will receive an email.

Waitlist Demo | Registration Add/Drop Process

Once the student is notified via the Preferred Email that a seat is available, they have the option to register into the section.

To register:

• Go to the Add or Drops Classes link
• Click on the Action drop-down arrow
• Select Registered on Web
• Then click Submit Changes

If the student decides not to register in the class:

• The student has two options if they decide not to register in the class:
  1. Do Nothing
     • Let the system automatically drop the class after 24 hours
  2. Drop the Class
     • Go to the Add or Drop Classes link
     • Click on the Action drop-down arrow
     • Select Drop-Delete on Web
     • Then click Submit Changes

Waitlist Forms

INB Forms

- SSASECT | Course Section
- SSASEQC | Schedule Section Query
- SFAVPOR | Waitlist Priority Management (new)
- SSASECT | Students on the Waitlist
- SSASEQC | Schedule Section Query (new)
- SFASLST | Class Roster
- SFASEQG | Registration Query
- SFAREGS | Student Course Registration
- SFASLST | Student Registration History
- SFASCA | Registration Audit
Waitlist Forms | SSASECT – Schedule (Section)

**SSASECT**
- Click on the Section Enrollment Information tab
- Then on the Enrollment Details tab

<table>
<thead>
<tr>
<th>Class Enrollment</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Maximum number of students allowed in the Class</td>
<td></td>
</tr>
<tr>
<td>- Actual number of students in the Class</td>
<td></td>
</tr>
<tr>
<td>- Number of seats still available in the Class</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Waitlist Enrollment</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Maximum number of students allowed on the Waitlist</td>
<td></td>
</tr>
<tr>
<td>- Actual number of students on the Waitlist</td>
<td></td>
</tr>
<tr>
<td>- Number of seats still available on the Waitlist</td>
<td></td>
</tr>
</tbody>
</table>

**Known Issue:** If the class is full and the Waitlist is full and there is a waitlisted student in the time limit to register; the current version of Banner will allow other students to add themselves to the Waitlist even if it has reached its waitlist maximum limit. Waitlist Remaining will be displayed as -1, -2, and -3.

Maximum Enrollment is set to allow 25 students in class
- Class is full with 25 students enrolled
- Class will allow 5 students on the Waitlist
- 5 students allowed on Waitlist
- 2 students on the Waitlist
- 3 spots still available on the Waitlist

Waitlist Forms | SSASECO – Schedule Section Query

**SSASECO** is a section query form that will display course information, and Enrollment and Waitlist numbers

<table>
<thead>
<tr>
<th>Field</th>
<th>What it means...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>RW – the student is registered in the course&lt;br&gt;WL – the student is on the Waitlist</td>
</tr>
<tr>
<td>Registration Date-Time</td>
<td>The date and time when the student was added to the Waitlist</td>
</tr>
<tr>
<td>Waitlist Number</td>
<td>1.000000, 2.000000 – the student's position on the Waitlist</td>
</tr>
</tbody>
</table>

Students are in chronological order in line for the course -- at times there could be two students with a 1.000000 or 2.000000 Waitlist Status.

**User**
- www2_user – means the course was added to the Waitlist on Raiderlink

**SFASTCA** will display if the course was added by the student (www2_user), or by the Advisor (oracle id)

Waitlist Forms | SFAWLPR – Priority Management [new]

**SFAWLPR** is used to view the students on the Waitlist and their position number

<table>
<thead>
<tr>
<th>Field</th>
<th>What it means...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>RW – student is registered in the course&lt;br&gt;WL – student is on the Waitlist</td>
</tr>
<tr>
<td>Registration Date-Time</td>
<td>The date the student was added to the Waitlist</td>
</tr>
<tr>
<td>Waitlist Priority</td>
<td>1.000000, 2.000000 – the student's position on the Waitlist</td>
</tr>
</tbody>
</table>

**SFAALST** will also display the waitlisted students on the roster

<table>
<thead>
<tr>
<th>Field</th>
<th>What it means...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>RW – student is registered in the course&lt;br&gt;WL – student is on the Waitlist</td>
</tr>
<tr>
<td>Status Date</td>
<td>The date the student was registered or added to the Waitlist</td>
</tr>
</tbody>
</table>

Waitlist Forms | SFIWLNT – Notification Query [new]

**SFIWLNT** is used to view the students who were notified of an open seat and their Waitlist status into the Class

<table>
<thead>
<tr>
<th>Field</th>
<th>What it means...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>RW – student is registered in the course&lt;br&gt;WL – student has been notified an open seat is available &amp; has 24 hours to complete the registration process</td>
</tr>
<tr>
<td>Registration Date-Time</td>
<td>The date and time the student was notified</td>
</tr>
<tr>
<td>Waitlist Status</td>
<td>Registered – student has registered for the course&lt;br&gt;Pending – student has completed the registration process&lt;br&gt;Dismissed – student did not register within the 24 hour time limit and will be removed from the Waitlist</td>
</tr>
<tr>
<td>Waitlist Notified Date</td>
<td>The date the student was notified of an open seat</td>
</tr>
<tr>
<td>Notification Expires</td>
<td>If the student does not enroll by the notification expires date and time, they will not be able to register into the course and the next student in line will be contacted</td>
</tr>
</tbody>
</table>

Waitlist Forms | SFASLST – Class Roster

**SFASLST** is the class roster

**Note:** SFASLST displays students Enrolled and students on the Waitlist

<table>
<thead>
<tr>
<th>Field</th>
<th>What it means...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>RW – student is registered in the course&lt;br&gt;WL – student is on the Waitlist</td>
</tr>
<tr>
<td>Status Date</td>
<td>The date the student was added to the Waitlist</td>
</tr>
</tbody>
</table>

Note: SFASLST will also display the waitlisted students on the roster

Waitlist Forms | SFAREGQ – Registration Query

**SFAREGQ** is the student's registration schedule and displays the courses the student is enrolled in, as well as any Waitlisted courses

<table>
<thead>
<tr>
<th>Field</th>
<th>What it means...</th>
</tr>
</thead>
<tbody>
<tr>
<td>RW</td>
<td>Registered on Web</td>
</tr>
<tr>
<td>WL</td>
<td>Waitlisted</td>
</tr>
</tbody>
</table>

*WL will change to RW if the student is registered in course

**Note:** Since AAEC is only on the Waitlist, the credit and billing hours are displayed as .000, which means the course is not calculated into the Credit and Billing hours
Waitlist Forms | SZAREGS – Student Registration

SZAREGS will display the courses the student is enrolled in, as well as any Waitlisted courses.

RW – means Registered on Web
WL – means the course is Waitlisted
*WL will change to RW if the student is registered in course

Note: The credit and billing hours are displayed in .000 on Waitlisted courses, which means the course is not calculated into the Credit and Billing hours.

Waitlist Forms | SFARHST - Registration History

SFARHST will display the courses the student is registered in as well as the Waitlisted Courses.

Waitlist Forms | SFASTCA - Registration Audit

SFASTCA will display an audit of all the Waitlist and Registration activity.

Sequence # | Reading for Audit
--- | ---
100 | Student attempts to register but receives the "Closed – There are 4 student(s) on the waitlist for this class" message
101 & 102 | System drops the registration attempt & the error message
149 | Students attempts to add themselves to the Waitlist
170 | Student was added to Waitlist

This is one example of an audit trail.

Waitlist Links

Raiderlink

- Add or Drop Classes
- Registration History
- Student Detail Schedule
- Concise Student Schedule
- Class Schedule
- Detail Class List (Detailed)
- Detail Wait List (Wait List)
- Summary Class List (Summary)
- Summary Wait List (Summary)
- Schedule Search Tool
- Look Up Classes

Raiderlink | Add or Drops Classes

Add or Drop Classes link is used to process the registration. Displays Registered courses and Waitlisted courses.

Waitlist as Feb 23 2011 – is the date the student waitlisted into the course

STUDENT IS NOT ENROLLED IN COURSE

Raiderlink | Registration History Link

Registration History link will display the courses the student is registered in as well as the Waitlisted Courses.

Field | What it means...
--- | ---
Credits | 0.000
Waitlist | Jan 26 2011

The Waitlist courses are not calculated into the Total Credit and Billing hours.
Raiderlink | Student Detail Schedule

Student Detail Schedule link will display the total credit hours, the classes the student is enrolled in, classes that are Waitlisted, and the student’s Waitlist Position

<table>
<thead>
<tr>
<th>Field</th>
<th>What it means…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>The status shows whether the student is enrolled or waitlisted.</td>
</tr>
<tr>
<td>Waitlist</td>
<td>The student's Waitlist position is displayed.</td>
</tr>
</tbody>
</table>

- The date the student was added to the Waitlist, the student is not enrolled in the course.
- The date the course was registered.

Waitlist Position:
- 0: The student was notified of an open seat and has 24 hours to complete the registration process.
- 1: The student is first in line for an open seat.
- 2: The student is second in line for an open seat.

Notification Expires:
- This student had been on the Waitlist and received an email that a seat was available. The notification expires date & time was the deadline the student had to register.

Raiderlink | Concise Student Schedule

Concise Student Schedule link is the student's registration schedule, it displays the registered courses and the waitlisted courses.

Waitlist courses are noted as 0.000 credit hours.

Important:
- Be careful to not confuse Waitlisted and non-credit courses.
- Discussions and non-credit labs that are registered will also have 0.000 listed as well.

Raiderlink | Class Schedule Link

Class Schedule link will display the number of students on the Waitlist under the Detail Class Information link.

Click on the course title hyperlink to get to the Waitlist information on the Detail Class Information link.

- 5 students allowed on Waitlist
- 3 students on Waitlist
- 3 students enrolled on Waitlist
- 2 spots still available on Waitlist

Raiderlink | Detail Class List

Detail Class List link displays a detail view of student currently enrolled in the course.

Click on the Wait List enrollment counts or the Wait List hyperlink at the bottom of the screen to view students on the Waitlist.

- 3 students are on the Waitlist
- 2 spots still available on Waitlist

Raiderlink | Detail Wait List (new)

Detail Wait List link displays detail information about who is on the Waitlist and Waitlist Position, and the Enrollment and Waitlist numbers.

How to Navigate to Detail Wait List:
1. Click on Detail Class List (Detail Roster)
2. Click on [Enter in CRN Directly]
3. Enter CRN in the CRN field | Submit

Once on the Detail Class List:
1. Two ways to get to the Detail Wait List:
   - Click on the Waitlist Hyperlink under Enrollment Counts
   - Scroll to the bottom of the class list and click on the Wait List Hyperlink

Click on Wait List to view students on Waitlist.

Raiderlink | Summary Class List

Summary Class List link displays students enrolled, the enrollment, Waitlist, Cross List Counts, the Students enrolled, & the Notification Expires date.

Click on Summary Wait List to view the students on the Waitlist.
The student must have completed a prerequisite course, or test score, prior to enrolling in the class.

The student is attempting to register into a corresponding class, or this course, that goes along with the section.

The student has until May 20, 2011 at 10:50 am to complete the registration process on the Waitlist. If the student misses the deadline, the student’s enrolment will be dropped.

Next student in line is notified, and the process starts over.

Student is attempting to register into a Waitlisted course that has 3 students on the Waitlist, this means they would be 1st person in line for an open seat.

Student is attempting to register into a Waitlisted course that has 0 students on the Waitlist, this means they would be 4th in line for an open seat.

Waitlist message and the option to add the class to the Waitlist.

Student IS NOT enrolled in course.

Maximum hours exceeded

Time Conflict with CRN Entry

Prerequisite and Test Score Error

Linked course required (no credit lab)

Linked course required (lecture)

Student was notified of an open seat and has until Feb 24 at 1:57 to enroll in the course. If they miss the deadline, they will be dropped from the Waitlist and the next student in line will receive the notification.

Linked course required (lecture). The student must enroll in a corresponding lecture that goes along with the course.

Linked course required (no credit lab).

If so seats become available after the last day to add a class, the Waitlisted course will be dropped.

This is an excellent resource to look up course information and review course information.
Reserved Seating

Reserved Seating

Reserved Seating

Reserved Seating

What is Reserved Seating?

- **Reserved Seating** is a feature which allows academic departments to save seats for a specific group of students.
- Students who meet the reserved seating rule will be allowed to register into an open seat for the course without a registration permit.
- Once the Reserved Maximum has reached its limit, no other students within that criteria can enroll in the course unless the Overflow Indicator box is checked.
- Reserved Seating can be used alone, or with the Waitlist process.

Reserved Seating | How it Works?

**SSASECT**: The Maximum Enrollment is set to 10

- Of those 10 seats: 5 are reserved for students in the VP-BA-DAN program
  - are open to all other students
- Once the 5 VP-BA-DAN reserved seats are full, no other VP-BA-DAN students can enroll in course, they will receive a message of "Reserved Closed"
  - Unless Overflow Indicator is checked – see below
- Once the 5 Open Seats are full, the next student will receive "Reserved Closed"

Overflow Indicator

If the Overflow Indicator box is checked, this will allow additional VP-BA-DAN students to enroll in an open seat.

Reserved Seating | SSASECT

This shows the OPEN seats available to the public (not reserved):
- **Reserved Maximum**: 5 - means 5 seats are reserved for VP-BA-DAN program
- **Reserved Remaining**: 3 - means 3 OPEN seats are still available

Reserved Seating | SSASECT

This shows the Reserved Seating rule:
- **Reserved Maximum**: 5 - means 5 seats are reserved for VP-BA-DAN program
- **Reserved Remaining**: 4 - means 4 seats are still reserved for VP-BA-DAN program
- **Reserved Actual**: 1 - means 1 student is enrolled in the VP-BA-DAN program
- **Reserved Actual Remaining**: 4 - means 4 seats are still reserved for VP-BA-DAN program
Reserved Seating | SSASECT

Reserved Seat Totals

Maximum = 10

Actual = 3

Remaining = 7

Waitlist

This course has five seats that are OPEN to the public and five seats that are RESERVED for only VP-BA-DAN program.

Sample of Reserved Seating Messages

<table>
<thead>
<tr>
<th>Waitlist Message</th>
<th>What it means...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserved Closed</td>
<td>The section is full. The section is set up with reserved seating and the section has reached its enrollment maximum limit.</td>
</tr>
<tr>
<td>Reserved Closed - Waitlist Full</td>
<td>The section has reached its enrollment limit and the waitlist is full.</td>
</tr>
<tr>
<td>Reserved Open - Waitlist Filled</td>
<td>The section has reserved seats available, but the number allowed on the waitlist is full.</td>
</tr>
<tr>
<td>Reserved Open - 0 on Waitlist</td>
<td>The section has reserved seats available and has no spots available on the waitlist. The &quot;0&quot; will display how many seats are currently available on the waitlist.</td>
</tr>
</tbody>
</table>

FAQs

Once on Waitlist, does that mean the student is enrolled?

No! If a student adds themselves to the Waitlist they are NOT enrolled in the course, they are ONLY on the Waitlist.

Does Waitlist guarantee a seat?

No. Waitlisting does not guarantee a seat in the class. The student should check their position regularly on the waitlist. If they are not moving up on the waitlist, they should find an alternate course to schedule.

What is the Time Limit after the email notification?

Once the student receives the email notifying them a seat is available, they will have exactly 24 hours to complete the registration, after that time, they will be dropped off the Waitlist and the next student in line will have 24 hours.

Can Advisors add a student to the Waitlist?

Yes. Advisors who assist students in the registration process on Raiderlink will also be able to add a student on the Waitlist with the same Waitlist processes as the student follows.

Is there an audit of Waitlist?

Yes, a list of the Waitlist activity that occurred will be displayed on Raiderlink.

Does Maximum Credit hours restrict the student from Waitlisting?

The Maximum credit hours will NOT restrict the student from adding themselves to the Waitlist. It will, however, restrict the student from actually registering into the course if a seat becomes available. The student will receive a message of "Maximum hours exceeded" if they attempt to register into the Waitlisted course.

Does Registration Restrictions restrict the student from Waitlisting?

Yes. The following registration rules continue to work with Waitlisting.

- Pre-requisites, co-requisites, links, time conflicts, and maximum credits
- Major, degree, student level, class level, and campus
- Special approvals from the instructor, departments, and honors

What happens with Non-Payment of tuition?

If a student does not make a tuition payment by the scheduled due date, all classes including any class on the waitlist will be cancelled.

Are all Departments using Waitlisting?

Each academic department will evaluate whether they want to utilize Waitlisting on all, some, or none of their courses.

Refer to the AFISM website for additional FAQs and knowledge base resources.

Jobs Aids | Knowledge Base

Refer to the AFISM website for additional resources regarding Waitlisting.

Click on the URL to open up the AFISM Knowledge Base.
Need to review Tutorial again?

Click to return to the beginning of tutorial.

- Click to return to Waitlist Demonstration
- Click to return to Reserved Seating
- Click to return to Waitlist Forms & Links
- Click to return to FAQs