



## Waitlist and Reserved Seating General Guidelines

**Waitlist** is a feature which allows a student to add themselves to a wait list on a class that has met its maximum enrollment limit. Waitlist eliminates the need to request a registration override permit for a closed class that has been set up with the Waitlist option.

The automated process notifies the student via their PREFERRED EMAIL when registration is available for an open seat in the section. Students will have 24 hours, regardless of business hours, to register for the course or they will be dropped from the waitlist.

Refer to the **Waitlist Tutorial** located on the Office of the Registrar's web site for additional information on Waitlist and Reserved Seating. <http://www.depts.ttu.edu/registrar>

### General Guidelines for Students - Waitlist

- ❖ Waitlisting is based on a **first-come, first served basis**, meaning the first student who signs up for Waitlisting is the first student who is eligible to register in the section once a seat becomes available.
- ❖ Being placed on a Waitlist does **NOT** mean the student is registered into that section and it also does **NOT** guarantee the student a seat.
- ❖ Waitlisting is only available until the last day to add a course. After that date, all requests will be removed and the student must contact the **Academic Advisor of the department** offering the section if a permit is still desired.
- ❖ Waitlisting is **NOT** available on all courses.
- ❖ Waitlisting **does NOT override** co-requisites, pre-requisites, links, time conflicts, and class restrictions such as major, department, level, college. **Students MUST meet the qualifications required to enroll in the class.**
- ❖ 24 hour window of opportunity to accept a seat.
- ❖ Students can remove themselves from the waitlist, just as they normally would via Raiderlink.
- ❖ Academic Advisors will **NOT give override permits on classes who have met their maximum enrollment** and have been set up using the Waitlist option.
- ❖ Academic Advisors will continue to **process registration override permits** on classes that do not have the Waitlist option.
- ❖ The **Student Detail Schedule** on Raiderlink will display the courses on the Waitlist and the student's position in line for the class.
- ❖ Student can add themselves to **more than one Waitlist**.



**Reserved Seating** is a feature which allows academic departments to save seats for a specific group of students.

**The Reserved Seating rules can be based on:** Department, Program, Attribute, Class, Field of Study, Campus, Cohort, College, Degree, Level, and Curricula.

If a student meets the reserved seating rule, they will be allowed to register into an open reserved seat without a registration permit.

**EXAMPLE:**

Academic Departments can create a section with a specific number of seats reserved for students who are a DAN major. The remaining seats are open to any other student regardless of major.

DAN 3313 001 – with a maximum enrollment allowed in class of 15

5 seats are reserved for DAN majors  
10 seats are reserved for non-DAN majors\*

- Once the 5 seats are filled by DAN majors, no other DAN major may enroll in the course and they will receive a message of Reserved Closed. \*If the department wants to allow additional DAN majors in the section then they can check an overflow box. This action will allow at least 5 DAN majors in the section.
- Once the 10 seats are filled by non-DAN majors, no other non-DAN major may enroll in the class.

## **General Guidelines for Students – Reserved Seating**

- ❖ Reserved Seating allows academic departments to save seats for specific groups of students
- ❖ Reserved Seating rules can be based on: Department, Program, Attribute, Class, Field of Study, Campus, Cohort, College, Degree, Level, and Curricula.
- ❖ Reserved Seating allows students who meet the reserved seating rule to register into an open seat without a registration permit.
- ❖ Once the Reserved maximum has reached its limit, no other student within those criteria can enroll in the course unless deemed appropriate by the Academic Department.
- ❖ Reserved seating can be used alone, or with the Waitlist process.
- ❖ Reserved Seating allows multiple rules assigned to a section. For example, seats could be reserved for both DAN & THDA majors.



## FAQs

### **How do students sign up on a Wait list?**

During the registration process on the Add or Drop Classes link on Raiderlink, the student will have an opportunity to add themselves to a Waitlist on a class.

### **Are all courses set up with the Waitlist and/or the Reserved Seating option?**

No. Each department evaluates which courses are set up with Waitlisting and Reserved Seating. For the Summer and Fall 2011 registration, the College of Visual and Performing Arts is the only college currently participating.

### **If a student adds themselves to a Waitlist, are they enrolled in the section?**

No. Adding a Waitlist course to a student's records **DOES NOT** guarantee the student a seat in the course or add registration. Tuition and Fees will not be issued for Waitlisted sections and will only be assessed **AFTER** the student officially registers into the class. Once Fees are assessed, it is the students' responsibility to pay the tuition by the due date.

### **Do Registration Restrictions prevent students from adding the Waitlisted or Reserved Seating course?**

Yes. Like the normal registration process, students cannot add themselves to the Waitlist or register in the Reserved Seating portion of the class if they do not meet the registration requirements such a Registration Hold, Pre-requisite, Co-Requisite, Time Conflict, Major Restriction, Class Restriction, etc. During the Waitlist process, they will receive an error message of any restrictions.

### **Can students see their Waitlist Position in line?**

Yes. Refer to the Student Schedule link on Raiderlink to see the Waitlist position.

### **If the student misses the 24 hour deadline, can they still register into the course?**

No. Once the student receives the email, even on weekends, the student will have exactly 24 hours from the timestamp of the email. After the deadline the student can add themselves back onto the Waitlist, but will be at the end of the Waitlist line.

### **Can a student be placed on more than one Waitlist?**

Yes. Multiple Waitlisted courses can be added.

### **Where will the email notification be sent when a seat becomes available in the waitlisted section?**

The Waitlist notification is sent to the student's **PREFERRED EMAIL** address. It is the student's responsibility to make sure the preferred email address is correct in order to receive the Waitlist notification.

### **When is the last day a student can add a Waitlist course?**

The last day the student can add a Waitlisted course to their schedule is the last day to add a class. Refer to the university calendar. After that date, all waitlisted courses will be purged of all requests.

### **How do Links and Co-Requisites work?**

As with the normal registration process, the student will need to add both the Lecture and Discussion/Lab as Waitlisted sections.

### **Who do I contact for Questions regarding Waitlist and Reserved Seating?**

Contact the section offering department's advisor or main office for questions.