IMPORTANT WAIT LIST INFORMATION FOR DEPARTMENTS

1. **What is Wait Listing?** – The way the current system is set up it allows for two things as follows:
   - **Demand for the course** – Wait listing will show the number of students who were not able to enroll in the course and elected to be put on the wait list. This information can be valuable if additional resources are available and new sections can be added or to give you data for future term scheduling.
   - **Allowing students to get into courses as seats become available** – For a section that closes, this process allows a student to be put on a wait list to be moved when/if a seat becomes available. Seats tend to open up through the regular drop/add process, or when Students are dismissed and dropped from future classes, or students who have been Enrolled conditionally end up being dropped because he/she did not successfully complete the pre-requisite. Students tend to check registration on a regular basis to look for openings, but if wait listing is turned on, he/she will not need to take this action. Also this prevents students from “saving” a seat for a student. For example a senior might enroll in a high demand course and then drop it later when a student with a lower classification is able to register.

2. **Pink sheets** - These sheets will now contain information on wait listing, showing if wait listing was turned on or off for each course for the last like term. The first term that will show actual accurate data will be summer 2013. Even then, it is important to note that this is informational only. Courses need to be set up each term for wait listing on the Wait List On/Off site in Wait List Administration on the portal.

3. **Setting courses up for wait listing** – On the Wait list On/Off site is where courses will be designated to have wait list set on or off. This is also where each department will designate if they will use the Automatic or Manual process. This needs to be done before registration starts for that term. Please note that all your active courses are listed on this screen and not just courses that have sections offered for that term.

4. **Adding new sections** – As departments monitor their wait lists, if resources are available and a new section can be added, it is important to note that the section should be added with a zero capacity. The reason for this is so that no new students may enroll in this section until the wait listed students are moved over. Once that is done, you can then raise the capacity so this section is now also available for wait listing, as zero capacity courses are not available for wait listing.

5. **Add Student to Course site** – This screen in the Wait List Administration site can be used by departments to add students directly into a section of a course. A few things for your information about this site are as follows:
   - This site **must only be used each term through the end of registration**. Shortly after that date we need to check for payment before any student may be added and thus need a bump card.
   - Please note that Drop/Add cards should still be submitted if you are switching students (e.g. dropping the student from one section and adding the students into another section).
   - Please note this site cannot be used under the following conditions and these students should be referred to the Registrar’s Office. Please note you should get an error message if any of these conditions apply to the student you are trying to add.
     - the student has a hold
     - the student is attempting to add the course for the 4th time (repeat attempt policy)
     - the student has reached 56 hours and has not declared a major (56-hour policy)
6. **E-mail to students after moving from a wait list to regular enrollment** – This e-mail is automatically generated for these students. It is important to monitor your e-mail inbox for any returned e-mails, for example the student’s mailbox is full. These students did not receive the e-mail and thus are not aware that he/she has been moved and would need to be notified in another manner.

7. **When will wait listing be turned off?** – Departments may turn off wait listing at any time for a course or for all their courses, or it will automatically end each semester when registration closes.

8. **How does this process work for students?** – If you want to view the process for the students and what screens they see, there is also a document for them on our web site, which can be located by clicking [here](#). Some key items you may want to be aware of for students are as follows:
   - A student cannot be enrolled and on a wait list for another section of the same course
   - The student cannot be on the wait list for more than one section of the course
   - A wait listed course will restrict a student from enrolling in another course meeting at the same time or days.
   - A wait list course will also count against their maximum hours for the term, which is 21 hours for an undergraduate student and 15 hours for a graduate student.
   - A student cannot be put on the wait list if he/she has not met the pre-requisite or corequisite, but will allow it if he/she is currently enrolled in the pre-requisite (conditional booking).
   - If a seat becomes available a student will not be moved if the student now has a hold. Also the pre-requisite or co-requisite check is done again and if the student has withdrawn or not satisfactorily completed the pre-requisite he/she was previously enrolled in, the student will not be moved.