

# Waitlisting FAQs for Faculty and Staff

Our new waitlisting feature provides many advantages to students – the largest being they will now be notified when a seat becomes available on a first-come, first-served basis. It is also intended to help the faculty and administration determine when extra class sections should be added based on demand.

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## What is a Registration waitlist?

A registration waitlist is an electronic list of students who are waiting to register for a filled course. Students may sign up for this when they attempt to register for a section that has reached its capacity. The first student on the Registration Waitlist is notified via email when a space becomes available. This student then has a limited timeframe (mentioned in the email they receive) to register for the section. If the student does not register for the section within the timeframe given, he/she will be dropped from the registration waitlist for that section and the next student on the list will be notified.

Students also have the option of signing up for MAX Mobile and receive text messages to their phones alerting them when they can register for a class off of the waitlist.

## What does the department or the instructor need to do about the Registration waitlist?

Departments and instructors don't *need* to do anything with the registration waitlist. It is handled electronically.

Department chairs have the capability to manage/manipulate waitlists through Banner; see the [Waitlisting Tutorial for Faculty and Staff](#) for more details.

## **Do faculty members get notification when students are notified that they are eligible to register for one of their waitlisted courses?**

Yes, an email will be sent to the primary instructor of record for a section that a student waitlisted for once that student is eligible (and notified via marauder email) to register for the course off of the waitlist via MAX.

## **May students sign up for the waitlist for a course for which they do not meet the prerequisite, section restrictions, etc?**

No, students must meet the pre-requisite for a course before they sign up for the waitlist. They must also meet all course restrictions attached to the section before being able to add themselves to a waitlist. Override codes given to a student via SFAROVOR on Banner will permit a student to be able to waitlist for a course that (s)he is currently unable to waitlist for due to prerequisite/class/department restrictions. Please see “How do capacity overrides work with waitlisting?” for important details regarding overriding capacity for classes.

## **How do capacity overrides work with waitlisting?**

Care must be taken when giving capacity overrides to students when waitlisting notifications are actively being sent out (see the [Registration Guide](#) for these dates). If a student has been notified of an open seat in a class and a student with a capacity override takes that seat, the student that had been notified WILL NOT be able to register for the class. For this reason, we strongly urge faculty their departments to not use capacity overrides for Fall and/or Spring except during the time period when appointment groups are first able to register (no notifications will be sent out at this time) and during the first week of class (drop/add).

The Registrar’s Office should be contacted at 717-872-3035 for assistance with processing capacity overrides that are needed to occur between these time periods.

We urge the faculty and departments to let the waitlist do its job rather than do capacity overrides while waitlist notifications are active. If necessary, your department chairs are able to manipulate the wait list for classes. See the [Waitlisting Tutorial for Faculty and Staff](#) for more information.

Also note that the [Permission to Enroll in a Restricted Class](#) and the [Permission for an Undergraduate Student to enroll in a Graduate Class](#) forms on the Student Forms center will be changed at certain times to reflect the need to utilize the waitlist versus using capacity overrides.

## **How does a student get on a Registration waitlist for a section?**

A student may get on a registration waitlist at the time they attempt to register for a section that is full. When a student receives a Registration Add Error stating 'Closed – Waitlist Available,' they may select 'Wait List' from the dropdown menu under Action.

## How does the instructor or department see who is on a Registration waitlist for their courses?

- Instructors may see a list of the students waitlisted for their courses by going to MAX under [Faculty Services](#) – [Instructor Menu](#) – [Faculty Detail Schedule](#). The number of Waitlisted students for a section will show up under Enrollment Counts:

### *Enrollment Counts*

	Maximum	Actual	Remaining
<b>Enrollment:</b>	24	24	0
<b>Wait List:</b>	2	2	0
<b>Cross List:</b>	0	0	0

Clicking on [Wait List](#) will display the students (and their position) on the Wait List for the instructor's course.

- Alternately, instructors may see a list of the students waitlisted for their courses by going to MAX under [Faculty Services](#) – [Instructor Menu](#) - [Wait List](#). After selecting the Term and the CRN/Class to review, the screen will display detailed information regarding the students on the wait list for the class.
  - For Fall and Spring, print this wait list "roster" off prior to the start of classes – wait lists will be purged the Sunday before classes begin!!!
- Within Banner, SFAWLPR will display which students are waitlisted for a specific course (SFAXWLP for courses that are cross-listed). Department chairs may also manipulate the priority of students on a waitlist using these Banner screens.

## Can students see their position on a waitlist?

No, students cannot see their position on waitlists.

## Is there any priority given to students on a wait list?

Seniors get priority on waitlists while all other classes are first-come-first-served.

## **When a seat is available, is the next student on the list automatically registered for the class?**

Students are **not** automatically registered for a class. They are notified via their marauder email account that a seat is available in a specific section. Students are given a set number of hours from the time of notification to register for the class.

## **When can students begin to add themselves to the waitlist for a course?**

Students can begin to add themselves to the waitlist for a course during the times they normally register for courses via MAX.

## **Are there times when wait listing will not be available or times when students won't receive notifications of open seats?**

When registration on MAX is closed off for a student, they will not be able to waitlist for classes or register off of a waitlist for a class. Likewise, there will be times when students will not receive email notifications regarding class openings. For instance, for Spring and Fall, no notification emails will be sent out until ALL of the appointment groups go through their registration appointment times (though they will be able to waitlist for classes). See the [Registration Guide](#) for these dates.

## **May a student sign up for more than one Registration waitlist?**

Students may register for more than one Registration waitlist; however, they can only waitlist for one section of a class at a time. Also, if they have already registered for a section of a class they cannot waitlist for another section of the same class.

We strongly urge all students to remove themselves from all registration waitlists once their registration has been finalized so that others may have an opportunity to register for available courses in a timely manner.

**The student received an email informing him/her that a space was available in a section and he/she could register. However, the student did not read it in time to register before the deadline. Now what?**

Students are responsible for routinely check their marauder email. Students who miss the deadline must re-register for the waitlist if they still wish to register for the course.

## **I've provided a student with an override to get into one of my class that they're also waitlisted for but they're getting a "Duplicate Course" error when they try to register for it. What's wrong?**

The student needs to **DROP** themselves from the course they're waitlisted for before they attempt to add it to their schedule.

## **May students still be on a Registration waitlist if they have failed the in-progress prerequisite the prior term?**

Once a student has signed up on a registration waitlist, they are not dropped from it unless they drop themselves. However, if they are notified that a seat is available in a section for which they have failed their in-progress prerequisite, they will receive a Prerequisite registration error and will not be able to register for the section.

## **Will students be able to register for one component of a multi-component course (lecture/lab/recitation) and be on the waitlist for other components?**

No, students must register for all components (lecture and lab and/or recitation) of multi-component courses.

Students need to sign up on the waitlist for a lecture section of a multi-component class and, if space becomes available and they are sent a waitlist notification email, must locate an available recitation/lab on the Web Schedule and register for all components simultaneously.

## **Will students be able to waitlist for a section that causes a time conflict on their schedule?**

Yes, students will be able to sign up for a waitlist that will cause a time conflict if they have the opportunity to register for the section. They will not be able to register for this section without resolving the time conflict. This gives students flexibility in creating a schedule.

## **May a student sign up on a waitlist for a single section multiple times to increase their chances of getting in the class?**

No, students may only be signed up one time per section. If they are dropped from that waitlist or drop themselves from the waitlist, they may sign up again.

## **May a student sign up for a waitlist if they have a registration hold?**

No, a registration hold will prevent the student from both registering for a class, as well as signing up for a waitlist. If a registration hold is put on a student after they have signed up on a waitlist, they will still receive a notification when a space becomes available but they will not be able to register for the course.

## **Within Banner, the Student Registration Permit Override form (SFASRPO) has a new column in the Student Section area. What does it mean?**

The new column in SFASRPO, Waitlisted, will indicate how many students are on the waitlist. Use the scroll bar to scroll to the right to see the student's registration status. A status of WL indicates the student is Waitlisted in the class. Your override codes will permit a student to be able to waitlist for a course that (s)he is currently unable to waitlist for due to prerequisite/class/department restrictions.

## **At what point does waitlisting stop?**

For Spring and Fall, wait lists will stop functioning 11:59 PM on the last day of Drop/Add. For Summer and Winter, waiting lists for a class will stop functioning 11:59 PM on the first working day following the first class meeting (Example: for class that begins on a Friday, the last day to Drop/Add would be the following Monday).

See the [Registration Guide](#) for these dates.

## **How does a student being dropped for non-payment affect their waitlisted courses?**

If a student has an outstanding balance at any of the fee payment deadlines, they may be dropped from their classes. If a student is dropped from their classes, they will also be dropped from any waiting lists. If the student resolves their outstanding balance, it will be their responsibility to re-add themselves to any waiting lists from which they were dropped from; they will not retain their original position on those waiting lists.