

## Waitlisting Information

Winter 2006

- What is waitlisting?
  - Waitlisting is a method by which a student can electronically tell the department “This section is closed but I’d still really like to get into the class.” This process is currently done by students contacting the department by phone or in person and receiving “closed class” or “enrollment limit” overrides.
  
- Which courses are available for waitlisting?
  - The Colleges of Business and Health and Human Services will be offering courses in a pilot mode for the Winter 2006 semester. Only courses in these two colleges will show waitlisting opportunities.
    - The departments of Accounting and Finance, Computer Information Systems, Management and Marketing and Law will be participating in the pilot from the College of Business. The schools of Health Promotion and Human Performance, Health Sciences, and Social Work will be participating in the pilot from the College of Health and Human Services.
    - You will know that a course is offering waitlisting when you see a value in the WL Cap (waitlisting capacity), WL Act (waitlisting actual) and WL Rem (waitlisting remaining) columns during the look-up of courses.
  - Courses which have linked sections (e.g. those which require a lecture and a lab section, or those with a recitation and a lecture section) and those courses which are cross-listed (e.g. ACC456 and ACC656) will not be included in the pilot program.

- How do students place themselves on a waitlist? How do they remove themselves from the waitlist?
  - If the course has a waitlist option, and the course is at the enrollment limit, the course will show in the “Registration Add Errors” section of the student’s registration screen. If there are places open on the waitlist, the student will be given the opportunity to add their name to the waitlist, or pass on the opportunity, before completing the registration process.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Registered** on Apr 25, 2005	None	10620	PHIL	110	0	Undergraduate	3.000	Normal	Philosophies of Life
**Web Registered** on Sep 12, 2005	None	13570	LITR	499	001	Undergraduate	3.000	Normal	Independent Study
Waitlist on Sep 13, 2005	None	10256	AAS	101	0	Undergraduate	0.000	Normal	Intro to African Amer Studies
Waitlist on Sep 13, 2005	None	13331	LITR	100	005	Undergraduate	0.000	Normal	Reading of Literature

Total Credit Hours: 6.000

Billing Hours: 6.000

Maximum Hours: 19.000

Date: Sep 30, 2005 08:58 am

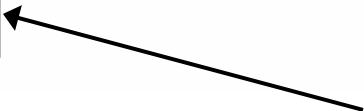
**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
CLOSED-000 WAITLISTED	Waitlist	13321	ACC	356	0	Undergraduate	3.000	Normal	Accounting Information Systems

Add Classes Worksheet

None

Waitlist





- How are students registered for classes once they have been placed on the waitlist?
  - Departmental policy will dictate the priority of students chosen for registration from the waitlist.
    - College of Business courses will follow the following policy.
      - Preference will be given based on major, number of credit hours earned, requirements for graduation, and GPA. Departmental discretion may also be exercised in extenuating circumstances.
    - College of Health and Human Services courses will follow the following policy.
      - Preference will be given based on order of placement on the waitlist. Departmental discretion may be exercised in extenuating circumstances.
    - Questions about eligibility to register for a course should be directed to the applicable department.
    - The Office of Records and Registration **MAY NOT** register students for a course in which they are waitlisted without departmental permission.
  - Once a determination has been made by the department to allow a student to register from the waitlist, the departments will be required to contact the student to verify continued interest in the section. If the student still wishes to be registered for the section, the department will enter an override code on the system. The student **MUST** then contact the Office of Records and Registration to be registered. Once the Office of Records and Registration registers the student, their name is removed from the waitlist.

**PLEASE NOTE: STUDENTS CANNOT REGISTER VIA THE WEB FOR A SECTION ONCE THEY HAVE PLACED THEMSELVES ON THE WAITLIST FOR THAT SECTION. IN OTHER WORDS, STUDENTS CANNOT MOVE THEMSELVES FROM WAITLISTED TO REGISTERED STATUS.**

**Students can register for one section of a course and waitlist themselves for one or more other sections of the same course.**

**Sections which have restrictions (e.g. ACC major, JR level) will not offer the waitlisting option for students who have not met those restrictions.**

**Sections which have prerequisites will offer the waitlisting option to students and, if the student chooses the waitlisting option, will only approve the waitlist if the student meets the prerequisite.**