



## Registration Waitlisting for Undergraduate and Graduate Classes

### FAQs for Faculty, Advisors and Administrators

#### What is a registration waitlist?

A registration waitlist is an electronic list of students who are waiting in line to register for a closed section and are notified via email when a seat becomes available. Typically a student, if notified, has 72 hours (and 24 hours during the final week to waitlist) to take action – i.e. attempt to register. If the notified student isn't registered by the deadline the student will be dropped from the waitlist and the next student in line will be notified.

#### Will waitlisted students be automatically registered?

No. Once notified of an available seat, students will need to take action and register.

#### Is waitlisting a guarantee for registration?

Waitlisting is not registration nor is it a guarantee for future registration. As a result students should use priority registration to get courses they need and want. If open sections exist, students should register for the open sections rather than waitlisting for a closed section. And use waitlisting only to revise or optimize their schedule. Full-time students should be reminded to register for a full course load as registration waitlisting is neither a “credit bearing registration” nor a guarantee for future registration. If a seat becomes available via waitlisting students can revise their rosters accordingly.

#### How do students join a waitlist?

By attempting to register on SSB 'Add or Drop Classes' page, selecting 'Waitlisted' from the 'Action' drop-down box, and then clicking the 'Submit Changes' button. For more detailed information see Waitlisting Information and FAQs for Students on TUportal Unified Resource Center or at [www.temple.edu/registrar](http://www.temple.edu/registrar).

#### What classes will be enabled for waitlisting?

All *undergraduate and graduate* sections will automatically be enabled for waitlisting, as of Summer 2016.

#### When will waitlisting be available?

Waitlisting will be available at the start of priority registration. And waitlisting will end the weekday prior to the start of classes. After waitlisting has ended it will be 'business as usual,' including the use of capacity overrides, during the first two weeks of classes. Temple Japan will have a slightly different waitlist phase out schedule. These schedules will be made available closer to the start of a semester.

#### What are the benefits of waitlisting?

It provides students with a fair and simple process to automatically and systematically get in line for a

closed section and get notified if a seat becomes available. We anticipate it will assist us in maximizing enrollment in sections. It will provide schools/colleges with valuable information regarding course demand and a better understanding of student registration patterns which may help in overall course planning and scheduling.

### **What do I - as an advisor - need to do for the registration waitlisting?**

You will need to assist students who can't self-register by adding them to a waitlist and registering them once notified of an available seat. Because notified students will have a 'take action' deadline for which they need to register or be dropped from the waitlist, advisors will need to assist these students prior to their deadline. Students will be encouraged to contact an academic advisor right away, after being notified, so there is sufficient time to get assistance.

### **What do I - as an instructor - need to do for the registration waitlisting?**

Nothing! ...**except** to remember to refrain from issuing permissions and green-cards during the waitlisting period. And do not mistake the order of the students on the SSB Summary Waitlist page as the priority order for students on the waitlist.

### **How does a seat become available in a closed section with a waitlist?**

A seat becomes available if a student drops from the section; the section capacity is increased; a student who had been notified drops themselves from the waitlist or a student who had been notified does nothing and is dropped from the waitlist by the system.

### **Where can I - as a primary instructor - see if there is a waitlist for my sections?**

Primary instructors will have access to two new SSB pages - Summary Wait List and Detail Class List – which will identify the number of students on a waitlist and list the names of the students waitlisted for a class. These lists will be dynamically updated when a student joins a waitlist, registers after being notified of an available seat, or drops from the waitlist.

### **Can capacity overrides (i.e. green cards) be used during waitlisting?**

**No! Capacity overrides (i.e. green cards) cannot be used on undergraduate sections while the waitlisting is available – students must 'get in line' via registration waitlisting for closed sections.**

Waitlisting will end the weekday prior to the start of classes. After waitlisting has ended it will be 'business as usual,' including the use of capacity overrides, during the first two weeks of classes.

### **What if it is determined that a student, given special circumstances, should be given priority on the waitlist?**

Ideally, students' placement on the waitlist and their notification of available seats will be on a first-come, first-served basis except when, based on special circumstances, schools/colleges (i.e. waitlist priority managers) choose to manipulate a student's place on the list.

### **Can students join a waitlist for which he/she does not meet the registration requirements?**

No. Students need to meet the same requirements to waitlist for a section as they would to register for that section (i.e. registration restrictions, pre-requisites, co-requisites, special authorization). The same overrides needed to register will be needed to get on a waitlist.

In addition, students will not be able to waitlist for a section of a course if they have already registered or waitlisted for another section of that course (ie. duplicate course); students cannot waitlist for a section if there is a time conflict with another section for which the student is registered or waitlisted; or a student cannot waitlist for a section of a course that he/she has already taken twice unless a repeat limit override is received.

### **Does a waitlisted section satisfy a prerequisite requirement for another class?**

No. A waitlisted section will not satisfy an 'in-progress' prerequisite requirement for a class that the student is attempt to register for.

### **Can students join more than one waitlist?**

Yes. They cannot however waitlist for a section for a second section of a course for which they are already registered or waitlisted.

Students can also join a waitlist for a section after having registered for the maximum allowable credits for the semester. If notified of an available seat, the student will have to drop a registered section before attempting to register for the waitlisted section if your credit total is above the allowable limit.

### **Where can students see a list of the sections for which they are waitlisted?**

In SSB 'Add or Drop Classes' page.

### **How does waitlisting work for sections that are cross-listed?**

It works similarly to registration for cross-listed sections. Even though students' waitlist for a section there is one waitlist for cross-listed sections in Banner (SFARXLP). When the cross-listed class is set up, the maximum enrollment (SSAXLST) should be equal to or greater than the sum of the maximum seats allowed for all the sections of the cross listed class. Otherwise, direct registration versus the option to waitlist and identification of available seats is dependent on the registration in the other sections.

### **How does waitlisting work for sections with reserved seats?**

It works similarly to registration for sections with reserved seats. Each reserved seat rule has its own waitlist (SFARWLP). A student needs to be eligible for the reserved seats in order to be placed on the waitlist. A student who qualifies for more than one reserved seat rule will be automatically put on both waitlists, and be removed from other reserved rule waitlists if notified of an available seat under another rule.

### **If a section with a waitlist is cancelled, will the students from the waitlist be dropped?**

Yes. These students should be dropped before registered students are dropped so they are not falsely notified of available seats.

### **What if a student's eligibility to register for a class changes after joining a waitlist?**

All registration checks will be (re)done when the student attempts to register for the section. If something has changed about the student (i.e. major) or the section (i.e. special permission added) after joining the waitlist the student will be met with registration errors and unable to register for the section without obtaining overrides (if applicable).

### **What are the waitlist INB forms and who has access?**

There are three forms that show students on the waitlist and their priority numbers – SFAWLPR for waitlist priority, SFARXLP for crosslisted sections, and SFARWLP for sections with reserved seats. Once notified of available seats, students are 'moved' from the waitlist form to the waitlist notification form SFIWLNT. The notification form will indicate a student's status in the waitlist process and their notification or 'take action' deadline. These forms will also be made widely available to advisors and administrators.

### **Will waitlisting reports be available?**

Yes. Persons who currently have access to the 'Records and Registration' Cognos reports will have access to the new waitlist reports – a summary that will quickly identify sections with a waitlist; a section analysis that will provide detailed information about sections with waitlists and the waitlist activity on those sections; and a student list which will provide major, class level, and other information about students currently on the waitlist including email address.

### **What happens when waitlisting ends?**

Students will no longer be able to add themselves to a waitlist and notifications for available seats will end. After the final notification period (i.e. deadline) expires students will then be purged from the waitlist. A schedule for this phase-out will be available closer the start of classes.

### **Where can I learn more about waitlisting and how it works? Who do I contact with questions?**

Advisors/Administrators: Contact your school/college trainer.

Instructors: Contact your school/college Dean's Office or Advising Center with questions.

See Waitlisting Information and FAQs for Students on TUportal Unified Resource Center or at [www.temple.edu/registrar](http://www.temple.edu/registrar)