



Registration Waitlisting for Graduate and Undergraduate Classes

Information for Instructors

What is waitlisting?

Waitlisting gives students the choice to 'get in line' for a closed undergraduate section and be notified when a seat becomes available. Once waitlisted, students will not automatically be registered. Once notified of an available seat the student must **take action** and register. Students who don't register by the 'take action' deadline, indicated in the notification email, will be dropped from the waitlist.

What are the benefits of waitlist?

- Waitlisting provides students with a fair and simple process to automatically and systematically get in line for a closed section and receive notification via email if a seat becomes available
- It will assist schools/colleges 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 need to know?

- All *undergraduate and graduate* sections will automatically be enabled for waitlisting and have a maximum waitlist capacity of 100 students
- All students, including non-degree, will have the opportunity to waitlist
- **Waitlisting is not registration** nor is it a guarantee for future registration. Students should use priority registration to get classes they need and want. And attempt to register for open sections rather than waitlisting for a closed section, using 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.
- 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, etc.). Overrides will be needed to get on a waitlist, if needed for registration.

- Students will not be able to waitlist for a section of a course when already registered or waitlisted for another section of that course (ie. duplicate course)
- Students will not be able to waitlist for a section which is in time conflict with another section for which they have registered or waitlisted.
- Students cannot waitlist for a second section of a course for which they have already taken twice. Students may contact their advisor to discuss if an override, to take the classes for a third time, is appropriate. This override would be needed to waitlist for the section.
- Students will typically have 72 hours to take action after being notified, allowing students who can't self-register time to see an advisor. The 'take action' deadline may be extended for university holidays as needed and will be reduced to 24 hours during the last week of waitlisting. Students will be informed via the notification email of their 'take action' deadline and will be advised to drop themselves from the waitlist if no longer interested in the class so the next student on the waitlist will be notified. A sample notification email is listed at the end of this document.
- 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.
- Since the manipulation of waitlists may occur, students will not be able to see their position on the waitlist in SSB. When opting to waitlist, however, students can see how many waitlist spaces are filled/remain.
- **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. Temple Japan will have a slightly different waitlist phase out schedule. These schedules will be made available closer to the start of a semester.

- Primary instructors will have access to two new SSB pages – Summary Wait List and Detailed Waitlist. When a waitlist exists, primary instructors will be able to see the number of students waitlisted and the students on the waitlist. Note: Students are **not** listed in priority order. These pages are similar to the existing Summary and Detail Class List pages.

Course Information

ORGANIC CHEMISTRY II - CHEM 2202 004	
CRN:	1111
DURATION:	Aug 27, 2012 - Dec 15, 2012
STATUS:	Active

Enrollment Counts

	MAXIMUM	ACTUAL	REMAINING
ENROLLMENT:	26	23	3
WAIT LIST:	100	1	99
CROSS LIST:	208	98	110

Summary Wait List

STUDENT NAME	ID	REG STATUS	LEVEL	CREDITS	
Sample, Student A.	914910533	Waitlisted	Undergraduate	0.000	

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[[Term Selection](#) | [CRN Selection](#) | [Detail Wait List](#) | [Detail Class List](#) | [Summary Class List](#)]

Questions? Want More Information?

- 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

Sample Student Notification Email

From: University Registrar, Waitlist Notification [mailto:waitlist@temple.edu]
Sent: Friday, March 01, 2013 9:27 AM
To: Sample A. Student
Subject: Waitlist Notification for 19521

Hello Sample A. Student (912345678)

A seat has become available in the following section: 2012 Fall CRN 19521 , ADV 1004 700 Intro to Marketing .

As the next student on the waitlist, you have until 01-MAR-2013 10:26 AM EST to register for this section. After 01-MAR-2013 10:26 AM EST, if you are not registered, you will be dropped from the waitlist and the seat will be offered to the next student. If you are no longer interested in registering for this section, please drop yourself from the waitlist immediately so another student on the waitlist can be notified of the available seat.

This is a notification email only. It is your responsibility to register for the class or drop yourself from the waitlist. To do this, in TUportal, select the Student Tab and then select Add or Drop Classes. Locate this section and choose either Register or Drop from the Action drop-down box. If you are restricted from self-registration, contact your Advising office as soon as possible.

Please be advised that all registration restrictions, prerequisites and corequisites, time conflicts, and maximum credit limits associated with the course will be checked as part of the registration process. If you have any problems registering for this section, contact your Advising office.

Please do not reply to this email as it is a system-generated announcement. Any questions about the waitlist process should be directed to your Advising office.

Office of the University Registrar
<http://www.temple.edu/registrar/students/registration/info.asp>

This email was sent at 01-MAR-2013 09:26 AM EST.