



# New Enhancements to Scheduling and Registration

MAY 2018

# Using Reserved Seat Rules and Waitlists on the Same Sections

## BEFORE

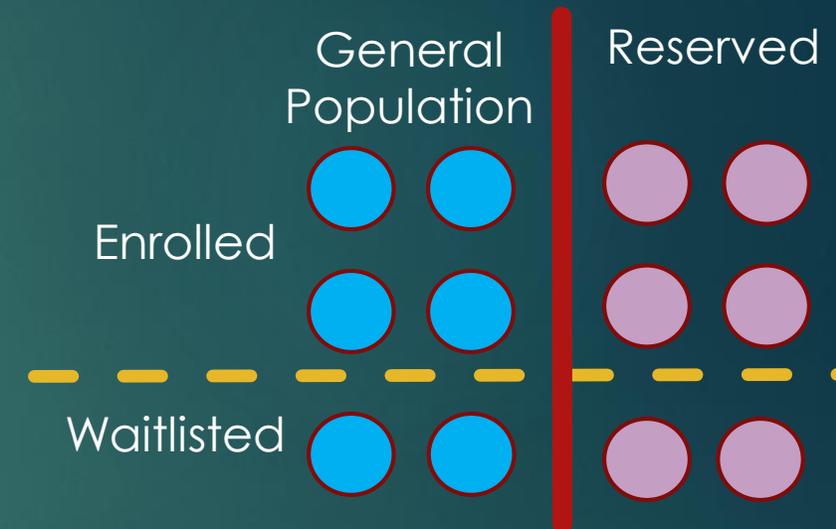
- ▶ Departments could use waitlist or reserved seat rules on a section, not both
- ▶ Decision was made due to students not being able to enroll when notified of a seat – software issue

## NOW

- ▶ Departments can utilize waitlists and reserved seat rules on the same sections
- ▶ Software now correctly handles the enrollment for students

# Using Reserved Seat Rules and Waitlists on the Same Sections

- ▶ A waitlist corresponds to the specific group of seats designated. Banner will offer a seat to a student on the waitlist when one is available in that group.
  - ▶ Application: If a reserved seat becomes available and the student is on the waitlist for the general population seats, the student would not be notified of a seat.
  - ▶ Application: The student on a waitlist for a general population seat will be notified when a general population seat becomes available.
    - ▶ This happens when a student drops, a pending waitlist notification expires, or the department increases the maximum enrollment or adjusts the reserved seating allotment.



# Using Reserved Seat Rules and Waitlists on the Same Sections

- ▶ For Learning Community sections, waitlists can be added to the General Population rule only.
  - ▶ Block enrollment is “all or none” so adding a waitlist to one section does not work because it does not guarantee enrollment into the whole block. There is no waitlist for blocks.
  - ▶ Departments should refrain from placing a waitlist on the reserved seat rule for a Learning Community section.
- ▶ For non-Learning Community sections, waitlists can be added to the reserved seat rule, the general population rule, or both.
  - ▶ Reserved seat rules may require approval from Committee on Courses

# Using Reserved Seat Rules and Waitlists on the Same Sections

Schedule SSASECT 8.9.2 (PPRDXE)

Term: 201840 CRN: 23813 Create CRN: Copy CRN: Subject: CHEM Course: 01LA Title: GENERAL CHEMISTRY LABORATOR

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class Attribute	Cohort		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Admission Term:		Matriculation Term:		Graduation Term:		User ID:	Activity Date:		09-MAY-2018			
<input type="checkbox"/> Overflow	Reserved Maximum:	12	Actual:	0	Remaining:	12	Waitlist Maximum:	99	Actual:	0	Remaining:	99
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LN15LF6ARN		
Admission Term:		Matriculation Term:		Graduation Term:		User ID:	Activity Date:		09-MAY-2018			
<input type="checkbox"/> Overflow	Reserved Maximum:	12	Actual:	0	Remaining:	12	Waitlist Maximum:	0	Actual:	0	Remaining:	0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Admission Term:		Matriculation Term:		Graduation Term:		User ID:	Activity Date:					
<input type="checkbox"/> Overflow	Reserved Maximum:		Actual:		Remaining:		Waitlist Maximum:		Actual:		Remaining:	

Reserved Seat Totals			Maximum	Actual	Remaining	Maximum	Actual	Remaining
Total Reserved:	24	0	24	Total Waitlist:	99	0	99	Delete Reserved Seats

# Showing Reserved Seats on the Schedule of Classes

## BEFORE

- ▶ There was no designation in the Schedule of Classes whether an available seat was reserved or open to the general population
- ▶ Waitlist availability displayed for sections without reserved seat rules

## NOW

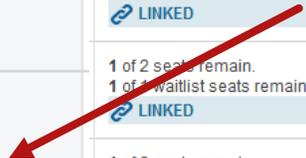
- ▶ The Schedule of Classes now indicates how many seats are reserved vs. open to the general population
- ▶ Waitlist availability is now expanded to display the specific group the waitlist is for, reserved or general population

# Showing Reserved Seats on the Schedule of Classes

Search Results — 45 Classes  
 Term: Fall 2018 Subject and Course Number: CHEM001A Chemistry Search Again

CRN	Subject	Subject Description	Course Num	Section	Title	Units	Meeting Times	Instructor	Status	Seat Availability	
11922	CHEM	Chemistry	001A	001	GENERAL CHEMISTRY Lecture	4	S M T W T F S 11:10 AM - 12:	Harman, William (Primary)	<b>! FULL: 0 of 6 seats remain.</b> <a href="#">LINKED</a>	0 of 4 general seats remain. 0 of 2 reserved seats remain.	<a href="#">View Linked</a>
11923	CHEM	Chemistry			GENERAL CHEMISTRY			Cozzino, Matt (Primary)	3 of 4 seats remain. 2 of 2 waitlist seats remain. <a href="#">LINKED</a>	1 of 2 general seats remain. 2 of 2 general waitlist seats remain. 2 of 2 reserved seats remain.	<a href="#">View Linked</a>
11924	CHEM	Chemistry							<b>! FULL: 0 of 6 seats remain.</b> <a href="#">LINKED</a>	0 of 4 general seats remain. 0 of 2 reserved seats remain.	<a href="#">View Linked</a>
11925	CHEM	Chemistry							3 of 4 seats remain. 2 of 2 waitlist seats remain. <a href="#">LINKED</a>	1 of 2 general seats remain. 2 of 2 general waitlist seats remain. 2 of 2 reserved seats remain.	<a href="#">View Linked</a>
11927	CHEM	Chemistry							1 of 2 seats remain. 1 of 1 waitlist seats remain. <a href="#">LINKED</a>	0 of 1 general seats remain. 1 of 1 general waitlist seats remain. 1 of 1 reserved seats remain.	<a href="#">View Linked</a>

3 of 5 seats remain. 0 of 1 waitlist seats remain. <a href="#">LINKED</a>	0 of 2 general seats remain. 0 of 1 general waitlist seats remain. 3 of 3 reserved seats remain.
1 of 2 seats remain. 1 of 1 waitlist seats remain. <a href="#">LINKED</a>	0 of 1 general seats remain. 1 of 1 general waitlist seats remain. 1 of 1 reserved seats remain.
1 of 2 seats remain. 1 of 1 waitlist seats remain. <a href="#">LINKED</a>	1 of 1 general seats remain. 1 of 1 general waitlist seats remain. 0 of 1 reserved seats remain.



# Showing Reserved Seats on the Schedule of Classes

- ▶ Sections with multiple reserved seat rules will show an aggregate total of reserved seats on the Schedule of Classes. These sections are allocated to more than one cohort.

**Search Results — 18 Classes**  
 Term: Fall 2018 Subject and Course Number: BIOL005A Biology Search Again

CRN	Subject	Subject Descr	Course Num	Section	Title	Units	Meeting Times	Instructor	Status	Seat Availability	
10836	BIOL	Biology	005A	001	INTRODUCTION TO C... Lecture	4	S M T W T F S 10:10 AM - 11:00	Sachs, Joel (Primary)	283 of 283 seats remain. <a href="#">LINKED</a>	183 of 183 general seats remain. 100 of 100 reserved seats remain.	<a href="#">View Linked</a>
10837	BIOL	Biology	005A	002	INTRODUCTION TO C... Discussion	0	S M T W T F S 11:10 AM - 12:00	Lee, Star Conn, Adam (Primary)	25 of 25 seats remain. <a href="#">LINKED</a>	10 of 10 general seats remain. 15 of 15 reserved seats remain.	<a href="#">View Linked</a>
10838	BIOL	Biology	005A	003	INTRODUCTION TO C... Discussion	0	S M T W T F S 12:10 PM - 01:00	Lee, Star Conn, Adam (Primary)	25 of 25 seats remain. <a href="#">LINKED</a>	10 of 10 general seats remain. 15 of 15 reserved seats remain.	<a href="#">View Linked</a>

Status	Seat Availability
283 of 283 seats remain. <a href="#">LINKED</a>	183 of 183 general seats remain. 100 of 100 reserved seats remain.
25 of 25 seats remain. <a href="#">LINKED</a>	10 of 10 general seats remain. 15 of 15 reserved seats remain.
25 of 25 seats remain. <a href="#">LINKED</a>	10 of 10 general seats remain. 15 of 15 reserved seats remain.

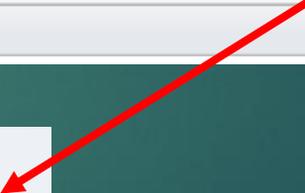
# Showing Reserved Seats on the Schedule of Classes

Sections with a waitlist and without reserved seating continue to display as they have been.

**Search Results — 2 Classes**  
Term: Fall 2018 Subject and Course Number: FREN001 French Search Again

CRN	Subject	Subject Description	Course Number	Section	Title	Units	Meeting Times	Instructor	Status	Seat Availability
15238	FREN	French	001	002	INTRODUCTION TO F... Lecture	4	S M T W T F S 03:10 PM - 04:00	<a href="#">Truby, Kelle</a> (Primary)	25 of 25 seats remain. 99 of 99 waitlist seats remain.	
15239	FREN	French	001	003	INTRODUCTION TO F... Lecture	4	S M T W T F S 02:10 PM - 03:00	<a href="#">Kawas, Leen</a> (Primary) <a href="#">Truby, Kelle</a>	25 of 25 seats remain. 99 of 99 waitlist seats remain.	

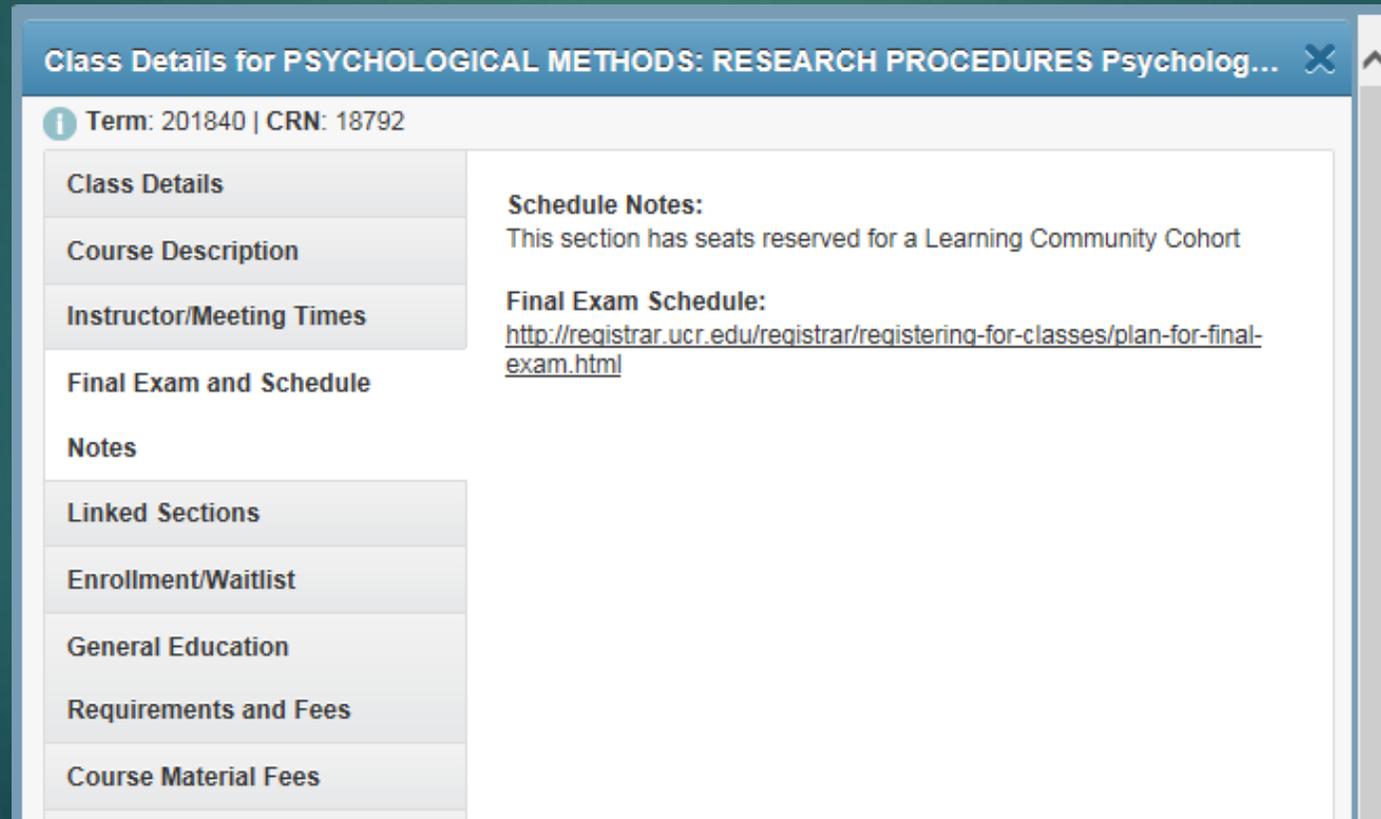
Page 1 of 1 | 10 Per Page Records: 2



Status	Seat Availability
25 of 25 seats remain. 99 of 99 waitlist seats remain.	
25 of 25 seats remain. 99 of 99 waitlist seats remain.	

# Showing Reserved Seats on the Schedule of Classes

Departments may indicate who the seats are reserved for by entering a schedule note. See *Banner - Add Section Text Long Field* for steps.



The screenshot displays a web interface for class details. The title bar reads "Class Details for PSYCHOLOGICAL METHODS: RESEARCH PROCEDURES Psycholog...". Below the title bar, there is an information icon and the text "Term: 201840 | CRN: 18792". A sidebar on the left contains a list of menu items: "Class Details", "Course Description", "Instructor/Meeting Times", "Final Exam and Schedule", "Notes", "Linked Sections", "Enrollment/Waitlist", "General Education", "Requirements and Fees", and "Course Material Fees". The main content area shows "Schedule Notes:" with the text "This section has seats reserved for a Learning Community Cohort" and "Final Exam Schedule:" with a link to "http://registrar.ucr.edu/registrar/registering-for-classes/plan-for-final-exam.html".

**Class Details for PSYCHOLOGICAL METHODS: RESEARCH PROCEDURES Psycholog...**

**i** Term: 201840 | CRN: 18792

**Class Details**

**Course Description**

**Instructor/Meeting Times**

**Final Exam and Schedule**

**Notes**

**Linked Sections**

**Enrollment/Waitlist**

**General Education**

**Requirements and Fees**

**Course Material Fees**

**Schedule Notes:**  
This section has seats reserved for a Learning Community Cohort

**Final Exam Schedule:**  
<http://registrar.ucr.edu/registrar/registering-for-classes/plan-for-final-exam.html>

# Viewing Waitlisted Students for Sections with Reserved Seats

## BEFORE

- ▶ Staff utilize SFAWLPR and SFAXWLP (for cross-listed sections) to view students waiting on waitlists

## NOW

- ▶ Staff utilize SFAWLPR, SFAXWLP, and SFARWLP. SFARWLP is where to view students on the waitlist when there is reserved seating.

# Viewing Waitlisted Students for Sections with Reserved Seats

- ▶ As mentioned before, Banner will only notify a student of a seat when one becomes available for their group.
  - ▶ Application: Waitlists for reserved groups and the general population are processed separately. One or both waitlists can be viewed on SFARWLP.
  - ▶ Application: This is the same concept of how Banner does waitlists for cross-listed sections. The student is notified when a seat for their “group”, or subject, becomes available.

# Viewing Waitlisted Students for Sections with Reserved Seats

In SFARWLP, use the scroll bar in the top block to navigate between the 2 waitlists. If there is criteria such as a field of study or cohort, that is the reserved seat rule and waitlist. David is first in line for the reserved seats.

Term:  CRN:  Subject:  Course:

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Level	Campus	College	Degree	Program	Field of Study Type	<b>Field of Study Code</b>	Dept	Curricula	Class	Student Attribute	Cohort
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="PSYC"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Overflow	Admit Term	Matric Term	Grad Term	<b>Reserved:</b>	Maximum	Actual	Remaining	<b>Waitlist:</b>	Maximum	Actual	Remaining
	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="0"/>		<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="1"/>

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**Waitlist Control**

ID	Name	Seq	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date
	Saenz, David A.	9	WL	02-MAY-2018 11:33 AM	1.000000	System	JASONHE	02-MAY-2018
	Murray, Latasha M.	11	WL	02-MAY-2018 11:47 AM	3.000000	System	JASONHE	02-MAY-2018



# Resources for you

- ▶ Academic Scheduling documentation on UCRBanner.ucr.edu:
  - ▶ Banner - Add Reserved Seating and Waitlist
  - ▶ Banner - Learning Community Cohort and Block Schedule Preparation for Colleges
  - ▶ Banner - Learning Community Overview
- ▶ Registration documentation on UCRBanner.ucr.edu:
  - ▶ Enrollment – Adding a Student to the Waitlist
  - ▶ Waitlisting
  - ▶ Enrollment – Understanding Course Information
- ▶ Academic Scheduling training, June 14, 2pm. Sign up in LMS.
- ▶ Registration and Waitlisting training, May 18, 9am. Sign up in LMS by 5/16.

# Questions?

We appreciate your efforts to be here and engage in rolling out these enhancements for the campus!