

HOW TO MANAGE WAITLISTS

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REVISION HISTORY

Version	Date	Name	Description
2	Aug 2018	Kari	Updated for Banner 9

INTRODUCTION AND PURPOSE

The purpose is to provide Academic Departments with information on how to view and manage waitlist enrollment.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

The waitlist process in Banner functions on a first-come, first serve basis. Students' priority on the waitlist is based on when the student waitlists for the section; seats are offered to students in the order they are listed. An action is required on the student's behalf to enroll in the course after receiving a notification.

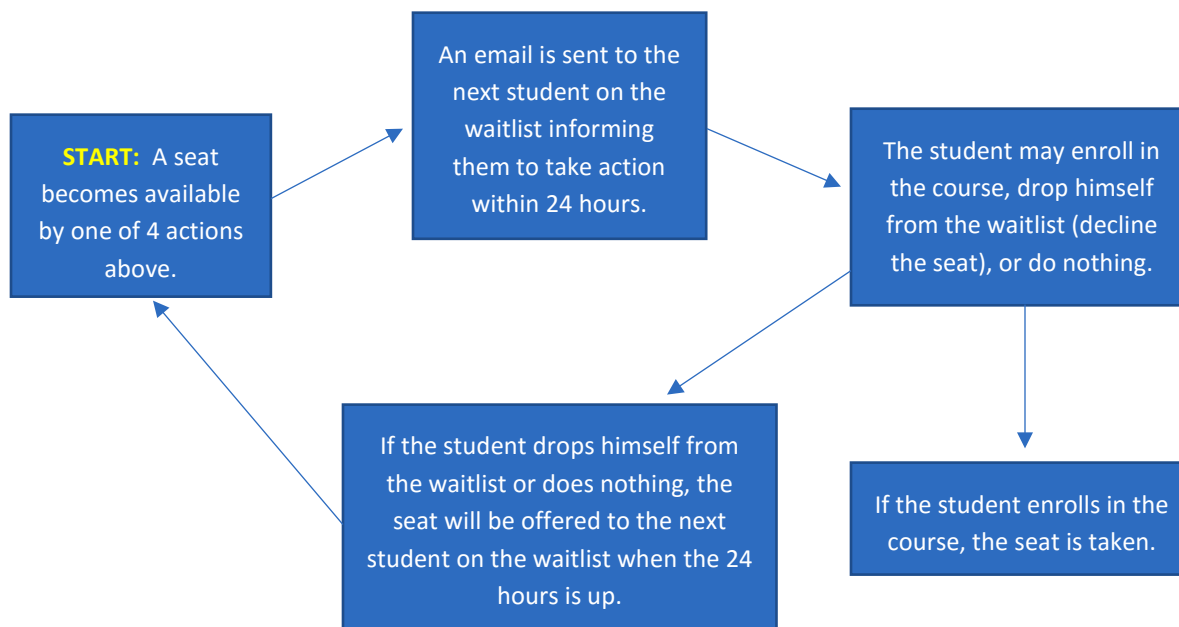
Departments are responsible for managing the enrollments of their courses to ensure that a seat is available in *all* required activities when a student is offered a seat. The waitlist will be on the smallest section of the linked courses only, such as the discussion section in a lecture/discussion pair.

Departments should be aware that the changing of course maximums has an immediate effect on the waitlist. Increasing the maximum sends the notifications and decreasing the maximum will require more seats to become available before a student on the waitlist can be notified. Multiple waitlist notifications can be sent at the same time; if 4 seats become available and there are at least 4 students on the waitlist, then 4 email notifications are sent. There are three actions that can cause a notification email to be sent to a student on a waitlist:

1. Department staff increase the maximum enrollment on a course.
2. An enrolled student drops the course.
3. The Batch Waitlist Notification automated process finds a notification that has expired with no action or a student who dropped from the waitlist after being notified of an available seat.
4. Department staff adjust the number of reserved or general population seats on a course.

Waitlist notifications are sent to the student's UCR email account. When the student receives an available seat notification, the student can register for the course until the notification deadline of 24 hours has expired. If the waitlisted student tries to register for the course during the notification deadline, and a registration error occurs (such as time conflict, prerequisite, corequisite, and so on), the student's priority on the waitlist is maintained until the 24 hour deadline. This gives students the opportunity to rearrange their schedules or resolve errors in order to enroll for the waitlisted course.

Below is a flow chart of the waitlist notification process.



Sample E-mail Waitlist Notification:

Dear Douglas,

A seat is now available in a class you are on the waitlist for. Your action is required if you want to enroll in HIST 010 WOLRD HIST: PREHISTORY to 1500 which is CRN 15444.

Please log into R'Web and proceed to the registration link where you can view courses you are waitlisted for and register for this section.

If this course has another required section (such as a lecture) you must register for it at the same time by selecting that section, too.

You have until

12-DEC-2015 03:42 PM

to enroll in this section. If you do not enroll by this time, the seat will be offered to the next student on the waitlist. Go here to log into R'Web.

If you have any questions, please contact your academic advising office.

Have a great quarter!

The following restrictions are enforced when a student adds himself to a waitlist:

- Prerequisites. **Please note:** During prerequisite failure reviews at the end of a term a department will drop any waitlisted students.
- Permission by Department, Enrollment Manager, or Instructor.
- Restrictions (i.e. by class, level, and major).
- Meeting criteria as designated by a reserved seat rule or general population rule.

The following restrictions are not enforced when a student waitlists a course but are enforced when the student enrolls in the course:

- Courses that conflict with the meeting time of another course.
- Courses that have a corequisite.
- Courses that have 1 or more linked activities.

Waitlisted units do not count towards the student's maximum units. The maximum units will be upheld when the student enrolls in a course.

A seat that has been offered to a student on the waitlist will show as available on the schedule of classes during the 24 hour notification period. Staff who attempt to enroll a different student into the course will receive an error message. This is because the seat has been offered to the waitlisted student and is reserved for that person until the notification period has ended. **Staff should not bypass this error with a permit; if they do, the waitlisted student's seat is being given to a different student and will not be available when the notified student attempts to enroll.** Unless there are more seats available than there are students on the waitlist, no students, other than those who have been notified, are allowed to enroll in the course.

Course sections can have separate waitlists on a section if they have reserved seats. These sections may appear to have seats are available in the section. However, based on a student's eligibility for those reserved seats or general seats they may not be able to enroll in a seat that appears open. If they are ineligible for an open seat they may instead have to enroll on a waitlist or be unable to add to the waitlist if the waitlist is at capacity. Staff who attempt to enroll a different student into the course will receive an error message. **Staff should not bypass reserved seating restrictions; if they do, the reserved students' seats will be given away to another type of student.**

Waitlists close at the end of the add/drop period for the given term. All enrollment adjustments after the add/drop deadline should be requested via the designated channel (MyForms, EAF form for Graduate students, etc.) and are completed in Banner by the Registrar's Office.

The departments and colleges were consulted, and the following agreements were established:

1. Allow students 24 hours to respond to a waitlist notification email by enrolling in the course via self-service in R'Web.
2. Students will not be able to waitlist another section of a course the student is already enrolled in.
3. The waitlist will be on the smallest section of the linked courses only, such as the discussion section in a lecture/discussion pair.
4. A student whose notification expires should add himself to the waitlist again if s/he still wants to enroll in the course.

Fall waitlisting over the summer months is managed uniquely because continuing students do not have access to change their registration. At the end of 1st pass registration for continuing students (mid-June), the waitlist process is adjusted to “hold” seats until September.

- If a seat becomes available during the summer months, the student will receive an email that a seat is being held until September. If their registration time ticket is open, they can go in at that time and accept the seat; however, they ultimately have until the start of 2nd pass to make a final decision.
- Just prior to start of 2nd pass of registration, all students who have seats “held” receive a follow up email communication reminding them they have a seat being held and they have the first day of 2nd pass to accept the seat (if that is their decision).

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Departments
2. Office of the Registrar – Academic Scheduling

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R’ Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

Page	Page Name	Description
SSASECT	Schedule	Provides detailed section information
SFAWLPR	Waitlist Priority Management	Provides a list of students that are waitlisted in a section
SFAXWLP	Cross-list Waitlist Priority Management	Provides a list of students that are waitlisted in a cross-listed course
SFIWLNT	Waitlist Notification Query Form	Provides a list of students that have been sent notifications allowing them to enroll in an open seat from the waitlist
SFARWLP	Reserved Seats Waitlist Priority Management	Provides a list of students that are waitlisted in a section with reserved seating

PROCEDURES

WAITLIST MANAGEMENT – NOT CROSS-LISTED AND WITHOUT RESERVED SEATS

1. Departments will enter waitlist maximums in the **Schedule page (SSASECT)** on the **Section Enrollment Information** tab under **Enrollment Details**.

Schedule SSASECT 9.3.5 (PPRDXE) ADD

Term: 201840 CRN: 11998 Subject: CHEM Course: 01LA Title: GENERAL CHEMISTRY LABORAT

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

Enrollment Details Reserved Seats

ENROLLMENT DETAILS

Maximum	3	Waitlist Maximum	99	Projected	0
Actual	3	Waitlist Actual	0	Prior	24
Remaining	0	Waitlist Remaining	99		<input checked="" type="checkbox"/> Reserved

☐ Authorization Codes Active for Section Generated Credit Hours 3.000

Census One

Enrollment Count	3	Freeze Date	10/19/2018
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Census Two

Enrollment Count	0	Freeze Date	
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Add Authorization Registration Dates

Calculated Section Start Date	10/01/2018	Add Authorization Start Date		Waitlist Notification Ending Date	
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2. As course sections meet their maximum enrollment, students can waitlist any section in self-service that has a waitlist set up.
 - a. Staff who wish to add a student to the waitlist, please refer to enrollment procedure “Add a Student to or Remove a Student from a Waitlist”.
3. Use the **Waitlist Priority Management Page (SFAWLPR)** to view the order of waitlisted students who have not yet been notified of available seats.
 - a. To view specific course sections, enter **the term** and **CRN** or search for the class if you don’t know the CRN.
 - b. This page displays the following information:
 - i. **ID** of the waitlisted student.
 - ii. **Name** of the waitlisted student.
 - iii. Registration **Sequence** number of the waitlist entry. This is a one-up number of all waitlisted students. It is not the number that represents the student’s place on the waitlist.
 - iv. Registration **Status** for the course, WL.
 - v. **Registration Date and Time** the student added himself to the waitlist.
 - vi. **Waitlist Priority** of the entry in the waitlist queue. This represents the student’s position on the waitlist as viewed in self-service. It is important to note that self-service will display the student’s position as 1 for a student who is on the top row of this page even if the Priority listed is greater than 1. This is because the student at the top will be notified when the next seat becomes available.
 - vii. **Waitlist Origin** is how the Waitlist Priority is established. Valid values are System or Manual.

Waitlist Priority Management SFAWLPR 9.3 (PPRDXE) ADD RETRIEVE RELATED TOOLS

Term: 201840 Fall 2018 CRN: 25772 Subject: PSYC Course: 012 Class Title: Start Over

WAITLIST PRIORITY MANAGEMENT Insert Delete Copy More Information Filter

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin
86	Irra, Claudia	1	WL	08/16/2018 13:34	1	System
86	Mario A.	2	WL	08/16/2018 13:36	2.000000	System
86	do, Ariana N.	3	WL	08/16/2018 13:37	3.000000	System

1 of 1 10 Per Page Record 1 of 3

4. **Note:** A cross-listed course with a waitlist will not display on the Waitlist Priority Management Page (SFAWLPR). Use the **Cross-list Waitlist Priority Management Page (SFAXWLP)** page to view waitlist entries for cross-listed courses.

- a. For example, if you try to view the waitlist for ANTH 006, you receive the error message below. **Tip:** Note the group code mentioned as you will need it to view the waitlist priority for cross-listed courses.

Waitlist Priority Management SFAWLPR 9.3 (PPRDXE)

Term: 201230 Summer 2012 CRN: 10037

Subject: ANTH Course: 006

Class Title:

***ERROR* CRN included in cross list group CR. Use SFAXWLP form to manage cross list sections.**

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

5. Once a student is notified of a seat that has opened, they will no longer be listed on the **Waitlist Priority Management Page (SFAWLPR)**. They will move to the **Waitlist Notification Query Page (SFIWLNT)**. See the following example of how a student's information will move from one page to the next.
- a. **SFAWLPR** shows the waitlist for PSYC-012-01, CRN 25772.

Waitlist Priority Management SFAWLPR 9.3 (PPRDXE)

Term: 201840 Fall 2018 CRN: 25772 Subject: PSYC Course: 012 Class Title:

Start Over

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin
86	[REDACTED] a, Claudia	1	WL	08/16/2018 13:34		System
86	[REDACTED] ario A.	2	WL	08/16/2018 13:36	2.000000	System
86	[REDACTED] Ariana N.	3	WL	08/16/2018 13:37	3.000000	System
86	[REDACTED] Alyssa R.	4	WL	08/16/2018 13:45	4.000000	System

Record 1 of 4

- b. Two seats open in this course section.

Schedule SSASECT 9.3.5 (PPRDXE)

Term: 201840 CRN: 25772 Subject: PSYC Course: 012 Title: PSYCHLGCL MTHDS:RESRCH PF

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences
Enrollment Details	Reserved Seats		
ENROLLMENT DETAILS			
Maximum *	2	Waitlist Maximum *	5
Actual	0	Waitlist Actual	4
Remaining	2	Waitlist Remaining	1

- c. **SFAWLPR** shows the first two students that were #1 and #2 as Waitlist Priority are no longer there.

Waitlist Priority Management SFAWLPR 9.3 (PPRDXE)							
Term: 201840 Fall 2018 CRN: 25772 Subject: PSYC Course: 012 Class Title:							
WAITLIST PRIORITY MANAGEMENT							
ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	
86	[REDACTED] Ariana N.	3	WL	08/16/2018 13:37		System	
86	[REDACTED] Alyssa R.	4	WL	08/16/2018 13:45	4.000000	System	

- d. SFIWLNT now shows those two students on the waitlist notification page in a **pending** status.

Waitlist Notification Query SFIWLNT 9.3 (PPRDXE)							
Term: 201840 Fall 2018 CRN: 25772 Subject: PSYC Course: 012 Class Title:							
WAITLIST NOTIFICATION QUERY							
ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date
86	[REDACTED] Irra, Claudia	1	WL	08/16/2018	1.000000	Pending	08/16/2018 13:47:56
86	[REDACTED] Mario A.	2	WL	08/16/2018	2.000000	Pending	08/16/2018 13:47:59

Scroll right to see all columns:

Waitlist Notification Query SFIWLNT 9.3 (PPRDXE)							
Term: 201840 Fall 2018 CRN: 25772 Subject: PSYC Course: 012 Class Title:							
WAITLIST NOTIFICATION QUERY							
Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires	Notification Status	
1 WL	08/16/2018	1.000000	Pending	08/16/2018 13:47:56	08/16/2018 14:47:56		
2 WL	08/16/2018	2.000000	Pending	08/16/2018 13:47:59	08/16/2018 14:47:59		

6. Use the **Waitlist Notification Query Page (SFIWLNT)** to query waitlisted students to check on notification of available seats, expiration of a waitlist notification, and waitlist status.
- This page displays the following information:
 - ID** of the notified student.
 - Name** of the notified student.
 - Registration **Sequence** number of the waitlist entry. This is a one-up number of all waitlisted students. It is not the number that represents the student's place on the waitlist.
 - Registration status** for the course.
 - Registration Date and time** the student's registration status last changed.
 - Waitlist Priority** of the entry in the waitlist queue at the time the notification was sent.
 - Waitlist Status** shows the current status of the student's waitlist request.
 - Pending:** notification has been sent and notification deadline has not passed – waiting for student response. Status will also show on a student who dropped the section prior to the notification deadline and prior to running of the Batch Waitlist Notification Process.
 - Registered:** student registered in course before notification expired.
 - Expired** - student did not respond in the allotted amount of time – this status shows prior to running of the Batch Waitlist Notification Process.

4. **Dropped** - student removed from waitlist after the Batch Waitlist Notification Process is run – replaces Expired status.
 - a. **Note:** A dropped registration status code with a dropped waitlist status indicates that *a drop action was taken by an user* during the notification period vs. a blank registration status with a dropped waitlist status indicates *no action was taken* during the notification period.
- viii. **Waitlist Notified Date** signifying the date the notification of an available seat in the course was sent.
- ix. **Notification Expires** is the time and date by which the student must register for the available seat or lose their place in the waitlist queue. Students have 24 hours to enroll before the seat availability option expires. If the seat is not taken, a notification will be sent to the next student on the waitlist.

EXAMPLE

1. **SFAWLPR** shows the waitlist for HIST-010-041, CRN 15872.

X

Waitlist Priority Management SFAWLPR 9.3 (PPRDXE)

ADD

RETRIEVE

RELATED

TOOLS

Term: 201840

Fall 2018

CRN: 15872

Subject: HIST

Course: 010

Class Title:

Start Over

▼ WAITLIST PRIORITY MANAGEMENT

Insert

Delete

Copy

More Information

Filter

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin
86	[REDACTED]r, Alyssa R.	1	WL	08/16/2018 14:16		<div>System</div>
86	[REDACTED]do, Ariana N.	2	WL	08/16/2018 14:22	2.000000	System
86	[REDACTED]Mario A.	3	WL	08/16/2018 14:22	3.000000	System
86	[REDACTED]Irra, Claudia	4	WL	08/16/2018 14:23	4.000000	System
86	[REDACTED], Sandra V.	5	WL	08/16/2018 14:24	5.000000	System

◀◀

1 of 1

▶▶

10

Per Page

Record 1 of 5

2. Two seats open in this course section.

X

Schedule SSASECT 9.3.5 (PPRDXE)

Term: 201840

CRN: 15872

Subject: HIST

Course: 010

Title: WORL

Course Section Information

Section Enrollment Information

Meeting Times and Instructor

Enrollment Details

Reserved Seats

ENROLLMENT DETAILS

Maximum *

2

Waitlist Maximum *

5

Actual

0

Waitlist Actual

5

Remaining

2

Waitlist Remaining

0

3. **SFAWLPR** shows the first two students that were #1 and #2 as Waitlist Priority are no longer there. **Tip:** Mario sees his waitlist position as 1 in self-service, even though the Priority is 3; he will be the first student notified when a seat becomes available.

Waitlist Priority Management SFAWLPR 9.3 (PPRDXE)

ADD

RETRIEVE

RELATED

TOOLS

Term: 201840

Fall 2018

CRN: 15872

Subject: HIST

Course: 010

Class Title:

Start Over

WAITLIST PRIORITY MANAGEMENT

Insert

Delete

Copy

More Information

Filter

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin
86	<div></div> Mario A.	3	WL	08/16/2018 14:22	3	System
86	<div></div> Irra, Claudia	4	WL	08/16/2018 14:23	4.000000	System
86	<div></div> Sandra V.	5	WL	08/16/2018 14:24	5.000000	System

1 of 1

10

Per Page

Record 1 of 3

4. **SFIWLNT** now shows those two students on the waitlist notification page in a pending status.

Waitlist Notification Query SFIWLNT 9.3 (PPRDXE)

ADD

RETRIEVE

RELATED

TOOLS

Term: 201840

Fall 2018

CRN: 15872

Subject: HIST

Course: 010

Class Title:

Start Over

▼

WAITLIST NOTIFICATION QUERY

Insert

Delete

Copy

Filter

ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status
86	<div></div> Alyssa R.	1	WL	08/16/2018	1.000000	Pending
86	<div></div> Ariana N.	2	WL	08/16/2018	2.000000	Pending

<

Scroll right to see all columns:

Waitlist Notification Query SFIWLNT 9.3 (PPRDXE)

ADD

RETRIEVE

RELATED

TOOLS

Term: 201840

Fall 2018

CRN: 15872

Subject: HIST

Course: 010

Class Title:

Start Over

▼ WAITLIST NOTIFICATION QUERY

Insert

Delete

Copy

Filter

Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires	Notification Status
08/16/2018	1.000000	Pending	08/16/2018 14:28:03	08/17/2018 14:28:03	
08/16/2018	2.000000	Pending	08/16/2018 14:28:03	08/17/2018 14:28:03	

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1 of 1

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Per Page

Record 1 of 2

5. It is possible for **SFAWLPR** to be blank if all the waitlisted students were offered a seat in the class and thus were moved to page **SFIWLNT**.

✕ Waitlist Priority Management SFAWLPR 9.3 (PPRDXE)						ADD		RETRIEVE		RELATED		TOOLS		1	
Term: 201840 Fall 2018 CRN: 15067 Subject: ETST Course: 001 Class Title:						✓ Query caused no records to be retrieved. Re-enter.									
▼ WAITLIST PRIORITY MANAGEMENT						➕ Insert		🗑 Delete		📄 Copy		📖 More Information		🔍 Filter	
ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin									
⏪ ⏩ 1 of 1						10 ▼ Per Page		Record 1 of 1							

6. **SFIWLNT** – waitlist status of students enrolled in HIST-010, CRN# 15872, as of August 17, 2018 at 2:25pm – prior to the running of the Batch Waitlist Notification Process. The expiration date for Alyssa and Ariana is at 2:28pm; the expiration date for Mario and Claudia is 3:41pm.

X

Waitlist Notification Query SFIWLNT 9.3 (PPRDXE)

ADD

RETRIEVE

RELATED

TOOLS

Term: 201840

Fall 2018

CRN: 15872

Subject: HIST

Course: 010

Class Title:

Start Over

▼ WAITLIST NOTIFICATION QUERY

InsertDeleteCopyFilter

ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date
86	<div></div> rr, Alyssa R.	1	RE	08/16/2018	1.000000	Registered	08/16/2018 14:28:03
86	<div></div> o, Ariana N.	2	DR	08/16/2018	2.000000	Pending	08/16/2018 14:28:03
86	<div></div> Mario A.	3	WL	08/16/2018	3.000000	Pending	08/16/2018 15:41:47
86	<div></div> rra, Claudia	4	WL	08/16/2018	4.000000	Pending	08/16/2018 15:41:48

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Per Page

Record 1 of 4

- Alyssa** – waitlist status **Registered** – registered for the course prior to notification deadline.
 - Ariana** – waitlist status **Pending** – however, student dropped the course before notification deadline (Registration Status: DR). Batch Waitlist Notification Process has not yet been run to update the Waitlist Status.
 - Mario and Claudia** – waitlist status **Pending** – has not responded but also has not reached his notification deadline.
7. **SFIWLNT** – waitlist status of students enrolled in HIST-010, CRN 15872, as of August 17, 2018, 4:30pm - after running the Batch Waitlist Notification Process.

Waitlist Notification Query SFIWLNT 9.3 (PPRDXE)

ADD

RETRIEVE

RELATED

TOOLS

Term: 201840

Fall 2018

CRN: 15872

Subject: HIST

Course: 010

Class Title:

Start Over

WAITLIST NOTIFICATION QUERY

Insert

Delete

Copy

Filter

ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date
86	[REDACTED], Alyssa R.	1	RE	08/16/2018	1.000000	Registered	08/16/2018 14:28:03
86	[REDACTED], Ariana N.	2	DR	08/16/2018	2.000000	Dropped	08/16/2018 14:28:03
86	[REDACTED], Mario A.				3.000000	Dropped	08/16/2018 15:41:47
86	[REDACTED], Irira, Claudia				4.000000	Dropped	08/16/2018 15:41:48
86	[REDACTED], Sandra V.	5	WL	08/16/2018	5.000000	Pending	08/17/2018 14:36:40

Scroll right to see all columns:

Waitlist Notification Query SFIWLNT 9.3 (PPRDXE)							
Term: 201840 Fall 2018 CRN: 15872 Subject: HIST Course: 010 Class Title:							
WAITLIST NOTIFICATION QUERY							
Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires	Notification Status	
1 RE	08/16/2018	1.000000	Registered	08/16/2018 14:28:03	08/17/2018 14:28:03		
2 DR	08/16/2018	2.000000	Dropped	08/16/2018 14:28:03	08/17/2018 14:28:03		
		3.000000	Dropped	08/16/2018 15:41:47	08/17/2018 15:41:47		
		4.000000	Dropped	08/16/2018 15:41:48	08/17/2018 15:41:48		
5 WL	08/16/2018	5.000000	Pending	08/17/2018 14:36:40	08/18/2018 14:36:40		

- Alyssa** – waitlist status **Registered** – registered for the course prior to notification deadline.
- Ariana** – waitlist status **Dropped** – formerly read Pending, but once the Batch Waitlist Notification Process has been run a student who dropped the course (indicated by a drop code in the registration status field) before the notification deadline will have their waitlist status updated to Dropped.
- Mario and Claudia** – waitlist status **Dropped** – once the Batch Waitlist Notification Process has been run, waitlist status updates to Dropped. They did not take any action when notified of a seat.
- Sandra** – waitlist status **Pending** – a new student has been notified of a seat. She has not responded to notification, but her notification deadline has not passed. It's on August 18, 2018 at 2:36pm.

WAITLIST MANAGEMENT – CROSS-LISTED

- Use the **Cross-List Waitlist Priority Management Page (SFAXWLP)** to view and manage the priorities of waitlisted students who have not yet been notified of available seats in cross-listed courses. Waitlists for cross-listed courses are combined into a single queue viewed on this page.
 - To view cross-listed course sections, enter the **term** and **cross-list group code** for waitlisted records you wish to view.

Cross List Waitlist Priority Management SFAXWLP 9.3 (PPRDXE)										
Term: 201840 Fall 2018 Cross List Group Identifier: HZ										
CROSS LIST WAITLIST PRIORITY MANAGEMENT										
CRN	Subject	Course Number	Section	ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority *	Waitlist Origin
19277	RLST	012	021	86	Timothy K	16	WL	04/18/2018 15:33:31	1	Manual
19277	RLST	012	021	86	sz, Gwendolyn N	21	WL	06/27/2018 10:45:55	3.000000	System
15109	ETST	012	021	86	co, Andrew T.	11	WL	08/16/2018 15:06:27	4.000000	System

- If you don't know the cross-list group code, view one course section in **SSASECT**. The code will appear in the Cross List field.

Schedule SSASECT 9.3.5 (PPRDXE)

Term: 201840 CRN: 19277 Subject: RLST Course: 012 Title:

Course Section Information | **Section Enrollment Information** | **Meeting Times and**

COURSE SECTION INFORMATION

Subject: **RLST** ... RELIGIOUS STUDIES

Course Number: 012 ...

Title: RELIGIOUS MYTHS & RITUALS

Section *: 021 ...

Cross List **HZ** ...

- ii. From the Schedule Page (SSASECT) Related menu, refer to the **Schedule Cross-List Definition page (SSAXLST)** to view all cross-listed partners associated with a Cross List Group Identifier code. Use the horizontal scroll bar at the bottom right to view enrolled and waitlisted seat numbers. In order for a student to enroll in a cross-listed CRN, there must be at least one available seat for the CRN and the cross-listed group.

Schedule Cross List Definition SSAXLST 9.3.3 (PPRDXE)

Term: 201840 Cross List Group Identifier: HZ

CROSS LIST ENROLLMENT

Maximum Enrollment: 2 Actual Enrollment: 1 Seats Available: 1

CROSS LIST SECTION

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum	Enrollment Actual *	Enrollment Rem
15109		ETST	012	021	1	C	0.000				0	0	
19277		RLST	012	021	1	C	0.000			Y	2	1	

Record 1 of 2

Scroll right to see all Enrollment and Waitlist information for the sections:

Schedule Cross List Definition SSAXLST 9.3.3 (PPRDXE)

Term: 201840 Cross List Group Identifier: HZ

CROSS LIST ENROLLMENT

Maximum Enrollment: 2 Actual Enrollment: 1 Seats Available: 1

CROSS LIST SECTION

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Wait List Maximum *	Wait List Actual *	Wait List Remaining
15109		ETST	012	021	1	C	0.000				2	1	1
19277		RLST	012	021	1	C	0.000			Y	4	3	1

Record 1 of 2

2. The **Cross-List Waitlist Priority Management Page (SFAXWLP)** displays the following information:
- CRN (Course reference number) of the course in the cross-listed group.
 - Subject of the course.
 - Course Number of the course.
 - Section number of the course.

- e. **ID** of the waitlisted student.
- f. **Name** of the waitlisted student.
- g. Registration **Sequence** number of the waitlist entry. This is a one-up number of all waitlisted students. It is not the number that represents the student's place on the waitlist.
- h. Registration **Status** for the CRN.
- i. **Registration Date and time** the student registered for the course and was added to the waitlist.
- j. **Waitlist Priority** of the entry in the waitlist queue. This represents the student's place on the waitlist. It is important to note that self-service will display the student's position as 1 for a student who is on the top row of this page even if the Priority listed is greater than 1. This is because the student at the top will be notified when the next seat becomes available.
- k. **Waitlist Origin** is how the Waitlist Priority is established. Valid values are System or Manual.

Cross List Waitlist Priority Management SFAXWLP 9.3 (PPRDXE)										
Term: 201840 Fall 2018 Cross List Group Identifier: HZ										
CROSS LIST WAITLIST PRIORITY MANAGEMENT										
CRN	Subject	Course Number	Section	ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority *	Waitlist Origin
19277	RLST	012	021	86	Timothy K.	16	WL	04/18/2018 15:33:31	1	Manual
19277	RLST	012	021	86	Gwendolyn N.	21	WL	06/27/2018 10:45:55	3.000000	System
15109	ETST	012	021	86	Andrew T.	11	WL	08/16/2018 15:06:27	4.000000	System

EXAMPLE

1. SFAXWLP lists students waitlisted in cross-listed course RLST-012-021/ETST-012-021, CRNs 19277 and 15109.

Cross List Waitlist Priority Management SFAXWLP 9.3 (PPRDXE)										
Term: 201840 Fall 2018 Cross List Group Identifier: HZ										
CROSS LIST WAITLIST PRIORITY MANAGEMENT										
CRN	Subject	Course Number	Section	ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority *	Waitlist Origin
19277	RLST	012	021	86	Timothy K.	16	WL	04/18/2018 15:33:31	1	Manual
19277	RLST	012	021	86	Gwendolyn N.	21	WL	06/27/2018 10:45:55	3.000000	System
15109	ETST	012	021	86	Andrew T.	11	WL	08/16/2018 15:06:27	4.000000	System

2. To open a seat for a cross-listed course, update the **Maximum Enrollment** field on the **Schedule Cross List Definition** page (SSAXLST).

Schedule Cross List Definition SSAXLST 9.3.3 (PPRDXE)

ADD

RETRIEVE

RELATED

TOOLS

1

Term: 201840

Cross List Group Identifier: HZ

Start Over

CROSS LIST ENROLLMENT

InsertDeleteCopyFilter

Maximum Enrollment:

3

Actual Enrollment:

1

Seats Available:

2

CROSS LIST SECTION

InsertDeleteCopyFilter

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum	Enrollment Actual *	Enrollment
15109		ETST	012	021	1	C	0.000				0	0	
19277		RLST	012	021	1	C	0.000			Y	2	1	

<<1 of 1>>

10 Per Page

Record 1 of 2

- The student on the waitlist for the CRN with an open seat will be sent the waitlist notification, *even if they are not the first name appearing on SFAXWLP*. This is because **there must be at least one available seat for the CRN and the cross-listed group**.
- After above maximum enrollment was updated for RLST-012-021/ETST-012-021, CRNs 19277 and 15109. Even though Andrew was #3 on SFAXWLP (and his waitlist position in self-service displayed as 1), because he was waitlisted for the cross-listed section that had an open seat, he was notified and his name now displays in SFIWLNT for ETST-012-021. He will no longer display in SFAXWLP.

Cross List Waitlist Priority Management SFAXWLP 9.3 (PPRDXE)										
Term: 201840 Fall 2018 Cross List Group Identifier: HZ										
CROSS LIST WAITLIST PRIORITY MANAGEMENT										
CRN	Subject	Course Number	Section	ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority *	Waitlist Origin
19277	RLST	012	021	8	Timothy K.	16	WL	04/18/2018 15:33:31	1	Manual
19277	RLST	012	021	8	2, Gwendolyn N.	21	WL	06/27/2018 10:45:55	3.000000	System

- SFIWLNT shows Andrew on the waitlist notification query. This is the same page discussed above for courses that are not cross-listed. There is a single notification query page used to review notified students for all courses.

Waitlist Notification Query SFIWLNT 9.3 (PPRDXE)									
Term: 201840 Fall 2018 CRN: 15109 Subject: ETST Course: 012 Class Title:									
WAITLIST NOTIFICATION QUERY									
ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires	
8	Lataasha M.	10	DD	04/20/2018	3.000000	Dropped	04/18/2018 13:26:36	04/18/2018 14:26:36	
8	Andrew T.	11	WL	08/16/2018	4.000000	Pending	08/16/2018 15:23:46	08/17/2018 15:23:46	

- Tip:** In the example below, the enrollment of a cross-listed group has a maximum enrollment on SSAXLST that is equal to the maximum enrollment of each CRN. The enrollment of this cross-list group is full because **2 students are enrolled which is the maximum of the group**. Therefore, even though it says there are available seats in each CRN there are no seats available for the group; therefore, a student on a waitlist will not be notified of a seat at this time. There must be at least one available seat for the CRN and the cross-listed group for a waitlist notification to be sent.

Schedule Cross List Definition SSAXLST 9.3.3 (PPRDXE)

ADD

RETRIEVE

RELATED

TOOLS

Start Over

Term: 201840

Cross List Group Identifier: HZ

CROSS LIST ENROLLMENT

Insert

Delete

Copy

Filter

Maximum Enrollment:

Actual Enrollment:

2

Seats Available:

0

CROSS LIST SECTION

Insert

Delete

Copy

Filter

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum	Enrollment Actual *	Enrollment
15109		ETST	012	021	1	C	0.000				2	1	
19277		RLST	012	021	1	C	0.000				2	1	

<

>

1 of 1

10

Per Page

Record 1 of 2

Scroll right to view all columns:

Schedule Cross List Definition SSAXLST 9.3.3 (PPRDXE)

Term: 201840 Cross List Group Identifier: HZ

CROSS LIST ENROLLMENT

Maximum Enrollment: 2 Actual Enrollment: 2 Seats Available: 0

CROSS LIST SECTION

CRN	Block	Subject	Course Number	Section	Part of Term	Campus	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Remaining	Wait List Maximum
15109		ETST	012	021	1	C	0.000				1	2
19277		RLST	012	021	1	C	0.000				1	2

WAITLIST MANAGEMENT – RESERVED SEATING

- 1. Use the **Reserved Seats Waitlist Priority Management Form (SFARWLP)** to view and manage the priorities of waitlisted students who have not yet been notified of available seats in courses with reserved seating and waitlists.
 - a. To view waitlist for course sections with reserved seats, enter the **term** and **CRN**.

Reserved Seats Waitlist Priority Management SFARWLP 9.3 (PPRDXE)

Term: 201820 CRN: 58865

Subject: PSYC Course: 012

Class Title:

- 2. To view the waitlist you must first select the appropriate group of students, either reserved seats or general population rule within the Reserved Seats Waitlist Priority Management section of the of the page. Reserved seat rules can be identified by any characteristics indicated in this row such as a level, field of study, or cohort code as approved by the Senate.

If there are no characteristics indicated these seats are for the general population.

RESERVED SEATS WAITLIST PRIORITY MANAGEMENT												
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Student Attribute	Cohort	Other
C												

After you click on the appropriate group of students the Waitlist Control section will update to show the corresponding students on the waitlist.

WAITLIST CONTROL			
ID	Name	Sequence	Status
861	Jorge C.	10	WL
860	ein, Ryan C.	12	WL

3. The **Reserved Seats Waitlist Priority Management Form (SFARWLP)** displays the following information:
- CRN** (Course reference number) of the course in the cross-listed group.
 - Subject** of the course.
 - Course Number** of the course.
 - The specific reserved restrictions for the Section number of the course.
 - The number of **Reserved** seats for specific student population(s) and seats reserved for students outside of the reserved population, including **Maximum** enrollment, **Actual** current enrollment count, and **Remaining** seats in the course.
 - The number of **Waitlist** spots for reserved student population(s) and waitlist spots for students outside of the reserved population, including **Maximum** waitlist spots, **Actual** current count on the waitlist, and **Remaining** spots on the waitlist.
 - The **Waitlist Control** block displays the following:
 - ID** of the waitlisted student.
 - Name** of the waitlisted student.
 - Registration **Sequence** number of the waitlist entry. This is a one-up number of all waitlisted students. It is not the number that represents the student's place on the waitlist.
 - Registration **Status** for the CRN.
 - Registration Date and time** the student registered for the course and was added to the waitlist.
 - Waitlist Priority** of the entry in the waitlist queue for that particular group of students (either reserved or general population). This represents the student's place on the waitlist. It is important to note that self-service will **not display the actual number the user sees but translates it to show the number they are of students still waiting for a seat in one combined waitlist**. However, the next student to receive a notification for the course depends on if the next seat that becomes available is part of the reserved student seating or general population
 - Waitlist Origin** is how the Waitlist Priority is established. Valid values are System or Manual.

WAITLIST CONTROL							Insert	
ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority *	Waitlist Origin		
88	Jorge C.	10	WL	08/30/2018	3.000000	System		
88	Rein, Ryan C.	12	WL	08/30/2018	4.000000	System		

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EXAMPLE

- SFARWLP** lists students waitlisted in PYSC 012, CRN 58865 with two seats with enrollees reserved for Graduate Level students and two seats with enrollees for general population. There are four students on the waitlist: two under the Graduate reserved waitlist and two under the general population. Even though there is an overall priority number that is displayed in self-service, Banner will treat each group of students as having its own separate waitlist.

Term: 201820 CRN: 58865 Subject: PSYC Course: 012 Class Title:

RESERVED SEATS WAITLIST PRIORITY MANAGEMENT																
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Student Attribute	Cohort	Overflow	Admit Term	Matriculation Term	Graduation Term	Reserved Maximum
G												<input type="checkbox"/>				
												<input type="checkbox"/>				
1 of 1 Per Page																
WAITLIST CONTROL																
ID	Name						Sequence	Status	Registration Date-Time				Waitlist Priority *			
86	Mendez, Jorge C.						10	WL	08/30/2018				3.0000			
86	Belin, Ryan C.						12	WL	08/30/2018				4.0000			
1 of 1 Per Page																

General population

Term: 201820 CRN: 58865 Subject: PSYC Course: 012 Class Title:

RESERVED SEATS WAITLIST PRIORITY MANAGEMENT																
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Student Attribute	Cohort	Overflow	Admit Term	Matriculation Term	Graduation Term	Reserved Max
G												<input type="checkbox"/>				
												<input type="checkbox"/>				
1 of 1 Per Page																
WAITLIST CONTROL																
ID	Name						Sequence	Status	Registration Date-Time				Waitlist Priority *			
86	Ibrahim M.						8	WL	08/30/2018				1.00			
86	Gwendolyn N.						9	WL	08/30/2018				2.00			
1 of 1 Per Page																

2. When a seat becomes available it will be offered to the next student in that group, not necessarily the student with the lowest **Waitlist Priority** number. In this example, if a Graduate population seat becomes available the next student to receive a waitlist notification spot will be **Jorge** and not **Ibrahim**. You can see Jorge's notification is sent on the **Waitlist Notification Query Form (SFIWLNT)**.

Term: 201820 Spring 2018 CRN: 58865 Subject: PSYC Course: 012 Class Title:

▼ WAITLIST NOTIFICATION QUERY						
ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status
86	Vy Y.	5	DD	08/30/2018	1.000000	Dropped
86	Jorge C.	10	WL	08/30/2018	3.000000	Pending
1 of 1 Per Page						

3. **Ibrahim** retains the top spot of the Reserved PYSC student waitlist on **Unreserved Seats Waitlist Priority Management Form (SFARWLP)**

Name	Sequence	Status	Registration Date-Time	Waitlist Priority *
Ibrahim M.	8	WL	08/30/2018	1.00
Gwendolyn N.	9	WL	08/30/2018	2.00
10 Per Page				

4. **Jorge** is no longer displayed on **Reserved Seats Waitlist Priority Management Form (SFARWLP)** under the Graduate population waitlist. Ryan will see a waitlist position of 4 in self-service but is actually first in line for a Graduate population seat.

RESERVED SEATS WAITLIST PRIORITY MANAGEMENT																
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Student Attribute	Cohort	Overflow	Admit Term	Matriculation Term	Graduation Term	Reserved Ma
G												<input type="checkbox"/>				
												<input type="checkbox"/>				
1 of 1																
10 Per Page																
WAITLIST CONTROL																
ID	Name						Sequence	Status	Registration Date-Time				Waitlist Priority *			
86	Ryan C.						12	WL	08/30/2018				4.000			
1 of 1																
10 Per Page																

5. If a general population seat becomes available the next student to receive a waitlist notification spot will be **Ibrahim** and can be seen on the **Waitlist Notification Query Form (SFIWLNT)**.

Spring 2018 CRN: 58865 Subject: PSYC Course: 012 Class Title:

IFICATION QUERY						
Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	
[REDACTED], Vy Y.	5	DD	08/30/2018	1.000000	Dropped	
Ibrahim M.	8	WL	08/30/2018	1.000000	Pending	
ez, Jorge C.	10	WL	08/30/2018	3.000000	Pending	
▶ ◀ 10 ▼ Per Page						

6. **Ibrahim** is no longer displayed on **Reserved Seats Waitlist Priority Management Form (SFARWLP)** under the general population student waitlist—notification time period can be viewed in SFIWLNT. Gwendolyn is now first in line for a reserved PSYC seat.

Term: 201820 CRN: 58865 Subject: PSYC Course: 012 Class Title:

RESERVED SEATS WAITLIST PRIORITY MANAGEMENT					
Level	Campus	College	Degree	Program	Field of Study Type
G					
1 of 1					
10 Per Page					
WAITLIST CONTROL					
ID	Name				
86	Gwendolyn N.				