

# 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.

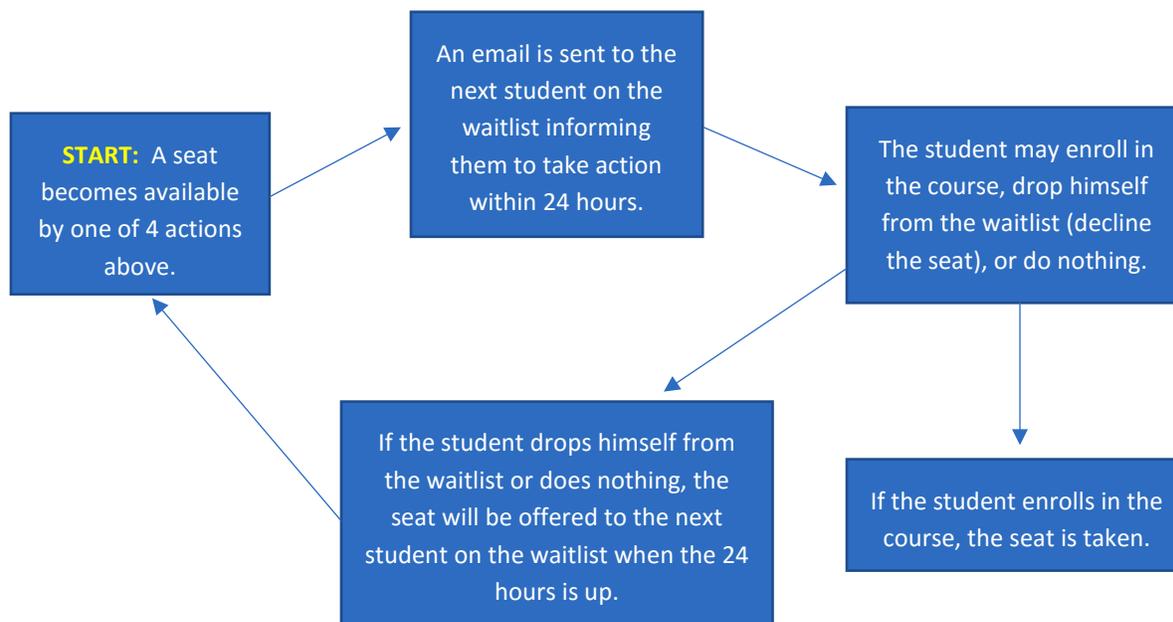
Departments are responsible for managing the enrollments of their courses to ensure that a seat is available in *all* required activities when a student is offered a seat. The waitlist will be on the smallest section of the linked courses only, such as the discussion section in a lecture/discussion pair.

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 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 1<sup>st</sup> 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 2<sup>nd</sup> pass to make a final decision.
- Just prior to start of 2<sup>nd</sup> 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 2<sup>nd</sup> 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	[REDACTED] Irra, Claudia	1	WL	08/16/2018 13:34	1	System
86	[REDACTED] Mario A.	2	WL	08/16/2018 13:36	2.000000	System
86	[REDACTED] do, Ariana N.	3	WL	08/16/2018 13:37	3.000000	System

1 of 1 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.

The screenshot shows the 'Waitlist Priority Management SFAWLPR 9.3 (PPRDXE)' interface. The search criteria are Term: 201230 (Summer 2012), Subject: ANTH, and Course: 006. An error message states: '\*ERROR\* CRN included in cross list group CR. Use SFAXWLP form to manage cross list sections.' Below the search fields, a grey bar contains the instruction: '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.

The screenshot shows the 'Waitlist Priority Management SFAWLPR 9.3 (PPRDXE)' interface for Term: 201840 (Fall 2018), CRN: 25772, Subject: PSYC, Course: 012. The table below lists the waitlist entries:

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin
86	[Redacted], 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

Navigation: 1 of 1 | 10 Per Page | Record 1 of 4

- b. Two seats open in this course section.

The screenshot shows the 'Schedule SSASECT 9.3.5 (PPRDXE)' interface for Term: 201840, CRN: 25772, Subject: PSYC, Course: 012, Title: PSYCHLGCL MTHDS:RESRCH PF. The 'Enrollment Details' section is expanded, showing the following data:

Enrollment Details		Reserved Seats	
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:

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:

ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date
86	[REDACTED], Irira, 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:

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.
  - a. This page displays the following information:
    - i. **ID** of the notified student.
    - ii. **Name** of the notified 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.
    - v. **Registration Date and time** the student’s registration status last changed.
    - vi. **Waitlist Priority** of the entry in the waitlist queue at the time the notification was sent.
    - vii. **Waitlist Status** shows the current status of the student’s waitlist request.
      1. **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.
      2. **Registered:** student registered in course before notification expired.
      3. **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.

Waitlist Priority Management SFAWLPR 9.3 (PPRDXE)						
Term: 201840 Fall 2018 CRN: 15872 Subject: HIST Course: 010 Class Title: <span style="float: right;">Start Over</span>						
WAITLIST PRIORITY MANAGEMENT <span style="float: right;">Insert Delete Copy More Information Filter</span>						
ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin
86	[REDACTED] r, Alyssa R.	1	WL	08/16/2018 14:16		System
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 Per Page Record 1 of 5

2. Two seats open in this course section.

Schedule SSASECT 9.3.5 (PPRDXE)			
Term: 201840 CRN: 15872 Subject: HIST Course: 010 Title: WORL			
Course Section Information		Section Enrollment Information	
Enrollment Details		Reserved Seats	
<b>ENROLLMENT DETAILS</b>			
Maximum *	2	Waitlist Maximum *	5
Actual	0	Waitlist Actual	5
<b>Remaining</b>	<b>2</b>	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										
ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin				
86	[REDACTED] Mario A.	3	WL	08/16/2018 14:22	3	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										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										
ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status				
86	[REDACTED] Alyssa R.	1	WL	08/16/2018	1.000000	Pending				
86	[REDACTED] Ariana N.	2	WL	08/16/2018	2.000000	Pending				
1 of 1										Record 1 of 2

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										
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						
1 of 1										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)						
Term: 201840 Fall 2018 CRN: 15067 Subject: ETST Course: 001 Class Title:						Query caused no records to be retrieved. Re-enter.
WAITLIST PRIORITY MANAGEMENT						
ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin
1 of 1 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.

Waitlist Notification Query SFIWLNT 9.3 (PPRDXE)							
Term: 201840 Fall 2018 CRN: 15872 Subject: HIST Course: 010 Class Title:							Start Over
WAITLIST NOTIFICATION QUERY							
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	Pending	08/16/2018 14:28:03
86	[REDACTED] Mario A.	3	WL	08/16/2018	3.000000	Pending	08/16/2018 15:41:47
86	[REDACTED] Irra, Claudia	4	WL	08/16/2018	4.000000	Pending	08/16/2018 15:41:48
1 of 1 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)								
Term: 201840 Fall 2018 CRN: 15872 Subject: HIST Course: 010 Class Title:								Start Over
WAITLIST NOTIFICATION QUERY								
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] Irra, 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	
1 of 1 Per Page Record 1 of 5								

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: Start Over

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	

Record 1 of 5

- a. **Alyssa** – waitlist status **Registered** – registered for the course prior to notification deadline.
- b. **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.
- c. **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.
- d. **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

1. 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.
  - a. 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 Start Over

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

Record 1 of 3

- i. 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	

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

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

CRN	Subject	Course Number	Section	ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority *	Waitlist Origin
19277	RLST	012	021	80	[Redacted] Timothy K.	16	WL	04/18/2018 15:33:31	1	Manual
19277	RLST	012	021	80	[Redacted] Gwendolyn N.	21	WL	06/27/2018 10:45:55	3.000000	System
15109	ETST	012	021	80	[Redacted] Sco, Andrew T.	11	WL	08/16/2018 15:06:27	4.000000	System

**EXAMPLE**

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

CRN	Subject	Course Number	Section	ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority *	Waitlist Origin
19277	RLST	012	021	80	[Redacted] Timothy K.	16	WL	04/18/2018 15:33:31	1	Manual
19277	RLST	012	021	80	[Redacted] Gwendolyn N.	21	WL	06/27/2018 10:45:55	3.000000	System
15109	ETST	012	021	80	[Redacted] Sco, Andrew T.	11	WL	08/16/2018 15:06:27	4.000000	System

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

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	

- 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

CRN	Subject	Course Number	Section	ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority *	Waitlist Origin
19277	RLST	012	021	8	[REDACTED] Timothy K.	16	WL	04/18/2018 15:33:31	1	Manual
19277	RLST	012	021	8	[REDACTED] Gwendolyn N.	21	WL	06/27/2018 10:45:55	3.000000	System

Record 1 of 2

- 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:

ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires
8	[REDACTED] Latasha M.	10	DD	04/20/2018	3.000000	Dropped	04/18/2018 13:26:36	04/18/2018 14:26:36
8	[REDACTED] 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)

Term: 201840 Cross List Group Identifier: HZ

Maximum Enrollment:	Actual Enrollment:	2	Seats Available:	0
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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 *
15109		ETST	012	021	1	C	0.000				2	1
19277		RLST	012	021	1	C	0.000				2	1

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:  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	Wait List
15109		ETST	012	021	1	C	0.000				1	2	
19277		RLST	012	021	1	C	0.000				1	2	

## WAITLIST MANAGEMENT – RESERVED SEATING

- 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.
  - To view waitlist for course sections with reserved seats, enter the **term** and **CRN**.

Reserved Seats Waitlist Priority Management SFARWLP 9.3 (PPRDXE)

Term:  ... CRN:  ...

Subject:  Course:

Class Title:

- 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 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
<input type="checkbox"/>												

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	[REDACTED] Jorge C.		10 WL
860	[REDACTED] 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.

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority *	Waitlist Origin
88	Jorge C.	10	WL	08/30/2018	3.000000	System
88	ain, 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 Max
G												<input type="checkbox"/>				

WAITLIST CONTROL					
ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority *
86	[Redacted] Jorge C.	10	WL	08/30/2018	3.0000
86	[Redacted] ein, Ryan C.	12	WL	08/30/2018	4.0000

### 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"/>				

WAITLIST CONTROL					
ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority *
86	[Redacted] Ibrahim M.	8	WL	08/30/2018	1.00
86	[Redacted] z, Gwendolyn N.	9	WL	08/30/2018	2.00

- 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	[Redacted] Vy Y.	5	DD	08/30/2018	1.000000	Dropped	
86	[Redacted] Jorge C.	10	WL	08/30/2018	3.000000	Pending	

- 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 *
[Redacted] Ibrahim M.	8	WL	08/30/2018	1.00
[Redacted] z, Gwendolyn N.	9	WL	08/30/2018	2.00

- 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"/>				

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WAITLIST CONTROL					
ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority *
86	[REDACTED] Ryan C.	12	WL	08/30/2018	4.00

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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:

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

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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					

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WAITLIST CONTROL	
ID	Name
86	[REDACTED] Gwendolyn N.