AUTOMATED WAITLISTING FOR FACULTY

What is Automated Waitlist?

Automated Waitlisting is a feature which allows students to add themselves to a waitlist on a class that has met its maximum enrollment limit. The waitlist will record the time and date that the student placed his/her name on the waitlist. Students will be notified via BearMail, in the order listed on the waitlist, if a space becomes available.

General Waitlist Guidelines

- Waitlist is based on a first come, first served basis
- Waitlist holds a spot in line should a seat become available – <u>**it does not guarantee a seat**</u> in the class
- The student in the first position will receive an automatic notification via BearMail once a seat becomes available
- The student has a 24 hour time limit after email notification to register   students <u>**are not automatically enrolled in the course**</u>
- If registration does not take place within 24 hours from the notification, the student will be dropped from the waitlist and the next student notified.
- Waitlist is available up to the last day to add the class **in URSA.** The waitlist is then purged and the regular late add procedures will apply.
- Faculty can access waitlist information in Banner Self Service under Faculty Detail Schedule in the course enrollment information or on their Class Roster report.

Limitations for Waitlist

- Students can only waitlist for one section of a course. Likewise, if they are already registered for a course, they cannot waitlist for a section of the same course.
- Registration Restrictions, such as holds, pre requisites, co requisites, cohorts, instructor consent, etc. will prevent a student from adding themselves to a waitlist. If an instructor chooses to give permission to override a restriction so a student can waitlist, they should use the override "InstConsent**Excluding**Capacity". If the override "InstConsent**Including**Capacity" is given to the student instead, it will allow the student to register for the class, regardless of a waitlist. Students already on the waitlist will be able to see that the course is now over capacity and they are still at the same spot on the waitlist. Any questions regarding why this has occurred will be referred to the instructor of the course.

How it Works

Students can waitlist using their URSA account if a course is full and has a waitlist option. If a course has a waitlist option, it will show in the course schedule as FULL under status, with information about waitlist below: