# Waitlist – Instructions for Campus

Waitlist is a feature which allows a student to add themselves to a waitlist for a class that has met its maximum enrollment limit.

#### **General Information**

- Issuing capacity overrides are **NOT** recommended for classes that offer waitlisting.
- All other registration overrides in SFASRPO (pre-req, co req, major/degree, etc.) still apply.
- Waitlisting is first-come, first-served.
- Waitlisting is available up to the last day to add a class on MySam.
- Waitlisting <u>does not guarantee a seat</u> in the class.
- Waitlisting holds a spot in line should a seat become available.
- Waitlisting <u>does not mean the student is registered in the class</u> (student will appear in SFAALST-Class Attendance Roster & in Class List with a <u>WL</u> status).
- All prerequisite and registration restrictions apply to Waitlisting.
- If a student's schedule is dropped for non-payment, all waitlisted courses will also be dropped.
- If a seat becomes available the student in position 1 will be notified via their SHSU email account.
- Students are given 24 hours to add the course, once the notification has been sent (time limit is subject to change one week prior to the first class day).
- The notification email does <u>not</u> automatically enroll the student in the course. Student must take action to enroll.

#### **Process Overview**

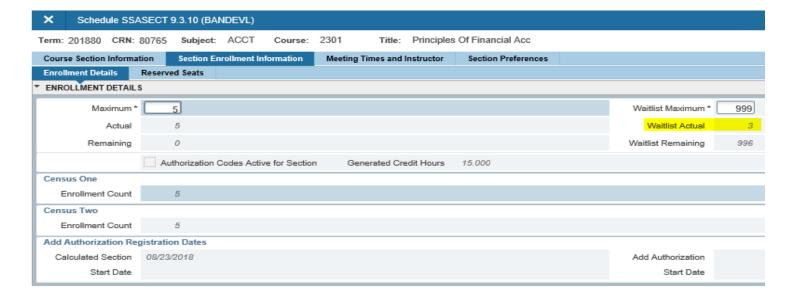
- 1. Student waitlists courses during registration.
- 2. Student is automatically notified to their shsu.edu email if a seat becomes available.
- 3. Student has 24 hours to register for the waitlisted course.
- 4. If a student decides not to register or the time expires, the next student on the list is notified and the process starts over.



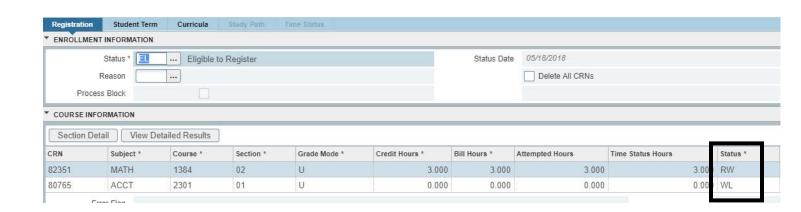
#### Where to View Waitlist Information in Banner

#### **SSASECT** – Schedule

- Used to grant the Waitlist option to a specific CRN.
- Section Enrollment Information->Enrollment Details will provide the number of students on the waitlist.
- NOTE: Not all sections will have the Waitlist option- linked courses, cross listed courses, core math, developmental courses, and sections that have reserved seats are unable to be waitlisted at this time.



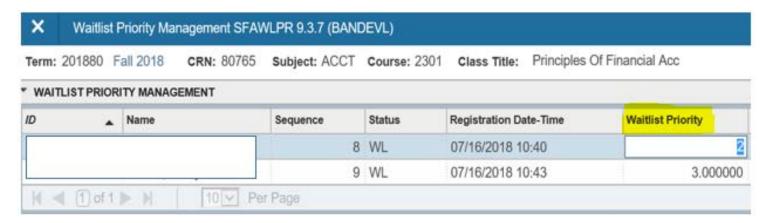
#### **SZAREGS** – Student Course Registration





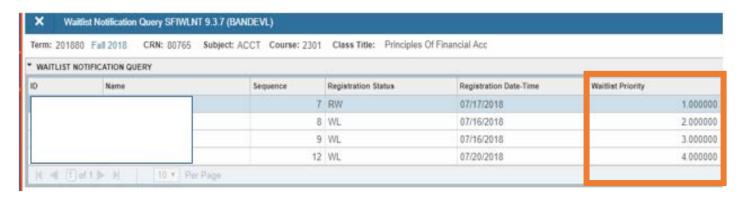
#### **SFAWLPR** –Waitlist Priority Management

• Provides a detailed list of students Waitlisted for a specific CRN.



#### SFIWLNT – Waitlist Notification Query

- Provides a detailed list of students notified of an open seat.
- Includes the students position on the Waitlist.







#### **Sample of Student Email**

\*\*Please DO NOT reply to this message\*\*

Last name, First Sam Id

Dear Student,

A seat has become available for your waitlisted course: 81517 MATH 1314 01 Pre-Calculus Algebra.

You must register before 24-JUL-2018 08:57 AM or the seat will be offered to the next student on the waitlist.

\*NOTE: You must register before 24-JUL-2018 08:57 AM, or registration closes, whichever comes first.\*

If you wish to register, log in to MySam -> Registration tab and register within the waitlist deadline. If you no longer need this course, please log in to MySam -> Registration tab -> Add/Drop Classes link to remove your name from the waitlist.

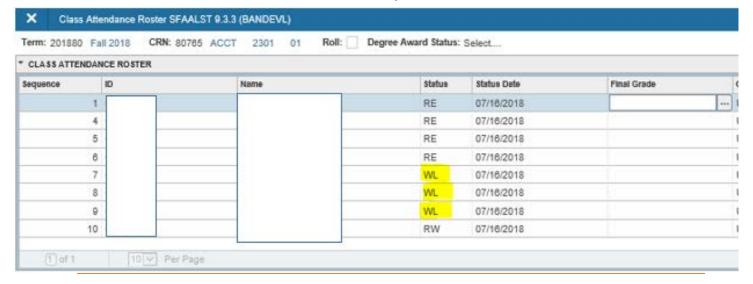
For further instructions, go to <a href="www.shsu.edu/registrar">www.shsu.edu/registrar</a> or contact us at <a href="registrar@shsu.edu">registrar@shsu.edu</a> or (936) 294-1040.

Thank You,

The Office of the Registrar Sam Houston State University

#### **SFAALST** –Class Attendance Roster

Provides a detailed list of students for a specific CRN.



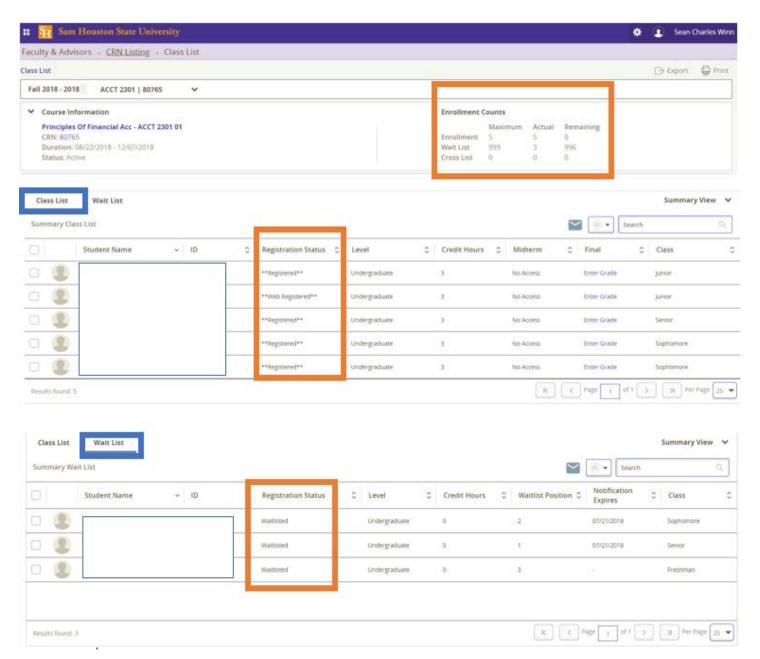


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#### Class List (professors) – Class Roster

• Provides a detailed list of students for a specific CRN.





### Waitlist How-To Guide (student guide)

This document is located on the Registrar's website (Registration-> How to Register) to provide students with specific instructions on how to Waitlist a course.

#### **Frequently Asked Questions**

- How does a capacity overrides affect students on the Waitlist?
  - We do not recommend giving a capacity override in courses that have waitlisted students. Issues that could occur: A student is granted a capacity override in a course that has students sitting on the Waitlist. A student decides to drop the course therefore notifying the first student on the waitlist that a seat is open. The student given the capacity override registers for the course before the notified student, therefore taking the empty seat instead of being the -1 in the section. If the notified student contacts our office we will register the student for the course once we verify the notification was sent and a seat was made available.
- What happens when a course capacity is increased?
  - Adjusting the section capacity can negatively affect students on the waitlist by wrongly sending out notifications. If the cap is incorrectly increased, or if the cap is decreased, notified students will be prevented from enrolling in the class.
    Additionally, adjusting the sections capacity affects the course analytical data by not accurately showing the capacity demand.
- Will notifications be in Campus Connect?
  - o No.
- Will the student be able to see their position on the Waitlist?
  - Not at this time. Banner is aware this is a concern and we are hopeful it will be addressed in an upcoming patch.