



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 **does not guarantee a seat** in the class.
- Waitlisting holds a spot in line should a seat become available.
- Waitlisting **does not mean the student is registered in the class** (student will appear in SFAALST-Class Attendance Roster & in Class List with a WL 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 **not** 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.

✕ Schedule SSASECT 9.3.10 (BANDEVL)

Term: 201880 CRN: 80765 Subject: ACCT Course: 2301 Title: Principles Of Financial Acc

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

Enrollment Details Reserved Seats

ENROLLMENT DETAILS

Maximum *	5	Waitlist Maximum *	999
Actual	5	Waitlist Actual	3
Remaining	0	Waitlist Remaining	996

Authorization Codes Active for Section Generated Credit Hours 15.000

Census One
Enrollment Count 5

Census Two
Enrollment Count 5

Add Authorization Registration Dates

Calculated Section	08/23/2018	Add Authorization	
Start Date		Start Date	

SZAREGS – Student Course Registration

Registration Student Term Curricula Study Path Time Status

ENROLLMENT INFORMATION

Status * **EL** Eligible to Register Status Date 05/16/2018

Reason

Process Block Delete All CRNs

COURSE INFORMATION

Section Detail View Detailed Results

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *
82351	MATH	1384	02	U	3.000	3.000	3.000	3.00	RW
80765	ACCT	2301	01	U	0.000	0.000	0.000	0.00	WL



SFAWLPR –Waitlist Priority Management

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

Waitlist Priority Management SFAWLPR 9.3.7 (BANDEVL)						
Term: 201880 Fall 2018 CRN: 80765 Subject: ACCT Course: 2301 Class Title: Principles Of Financial Acc						
WAITLIST PRIORITY MANAGEMENT						
ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	
		8	WL	07/16/2018 10:40	2	
		9	WL	07/16/2018 10:43	3.000000	

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SFIWLNT – Waitlist Notification Query

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

Waitlist Notification Query SFIWLNT 9.3.7 (BANDEVL)						
Term: 201880 Fall 2018 CRN: 80765 Subject: ACCT Course: 2301 Class Title: Principles Of Financial Acc						
WAITLIST NOTIFICATION QUERY						
ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	
		7	RW	07/17/2018	1.000000	
		8	WL	07/16/2018	2.000000	
		9	WL	07/16/2018	3.000000	
		12	WL	07/20/2018	4.000000	

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Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires	Notification Status
1.000000	Registered	07/17/2018 09:51:59	07/18/2018 09:51:59	
2.000000	Pending	07/20/2018 15:00:09	07/21/2018 15:00:09	
3.000000	Pending	07/20/2018 15:03:57	07/21/2018 15:03:57	
4.000000	Pending	07/20/2018 15:03:57	07/21/2018 15:03:57	

Record 1 of 4



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 www.shsu.edu/registrar or contact us at registrar@shsu.edu 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.

Sequence	ID	Name	Status	Status Date	Final Grade
1			RE	07/16/2018	
4			RE	07/16/2018	
5			RE	07/16/2018	
6			RE	07/16/2018	
7			WL	07/16/2018	
8			WL	07/16/2018	
9			WL	07/16/2018	
10			RW	07/16/2018	



Class List (professors) – Class Roster

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

Sam Houston State University
 Faculty & Advisors - CRN Listing - Class List

Class List

Fall 2018 - 2018 ACCT 2301 | 80765

Course Information
 Principles Of Financial Acc - ACCT 2301 01
 CRN: 80765
 Duration: 08/22/2018 - 12/07/2018
 Status: Active

Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	5	5	0
Wait List	999	3	996
Cross List	0	0	0

Class List Wait List Summary View

Summary Class List

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>			**Registered**	Undergraduate	3	No Access	Enter Grade	Junior
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	No Access	Enter Grade	Junior
<input type="checkbox"/>			**Registered**	Undergraduate	3	No Access	Enter Grade	Senior
<input type="checkbox"/>			**Registered**	Undergraduate	3	No Access	Enter Grade	Sophomore
<input type="checkbox"/>			**Registered**	Undergraduate	3	No Access	Enter Grade	Sophomore

Results found: 5

Class List Wait List Summary View

Summary Wait List

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Waitlist Position	Notification Expires	Class
<input type="checkbox"/>			Waitlisted	Undergraduate	0	2	07/21/2018	Sophomore
<input type="checkbox"/>			Waitlisted	Undergraduate	0	1	07/21/2018	Senior
<input type="checkbox"/>			Waitlisted	Undergraduate	0	3		Freshman

Results found: 3



[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?**
 - No.
- **Will the student be able to see their position on the Waitlist?**
 - Yes. The student will be able to see their position on the Waitlist on both Smart Plan and Banner. Please refer to our Waitlist Information webpage if you need additional information.