ADDING WAITLISTS TO COURSE SECTIONS

1. Departments who wish to use a waitlist on classes will need to add the waitlist option to each class section. This can be done when entering the schedule in Banner. The department will add a number for the maximum number of names allowed on the section’s waitlist. Waitlists can be used for any classes (online, face to face, etc).

2. Departments can also add additional restrictions, such as campus, student status, etc. For those classes where the Online Readiness Orientation is a requirement, the department adds that as a test score prerequisite for the section.

Classes that have a waitlist will indicate the cap on the schedule, in Look Up Classes. In the example below, ACCT 241 has an enrollment cap of 25 and 25 registered in the class. It also has a waitlist cap of 20, with 8 names already on the waitlist.

![Look Up Classes Example]

USING THE WAITLISTS DURING REGISTRATION

A class section waitlist is not available to students until the section’s enrollment is at the enrollment cap listed.

The student will need to meet any course prerequisites or restrictions, the same as if they were registering for the course, if they want to be placed on the waitlist. If they do not have the prerequisites or are restricted, they will be unable to register themselves or to place themselves on a waitlist.

Once the course enrollment cap has been met, any student attempting to register will have the option to be added to the wait list. Please note that students may put themselves on more than one section’s wait list for a course, however they can only register for one section of a course.

ADDING & REMOVING STUDENTS ON THE WAIT LIST

Students can add themselves to a wait list through MyFSU, Add/Drop classes. (see Waitlist Instruction Brochure for students for additional details).

Department staff who have access to Internet Native Banner can manually place a student on a waitlist, similar to the way they can register a student in a course. If the student does not meet the prerequisites or restrictions, the staff will either need to notify the student that they are ineligible to wait list, or override those restrictions/prerequisites.
seat becomes available for that student, they will be able to register because those restrictions have been overridden, however those restrictions are only overridden for that particular course section at that time.

If the course cap has not yet been met and a staff member adds the student to a wait list status, the student will immediately get an email informing them that they can accept the available seat.

A student may be on more than one course waitlist, although students can only be registered for one section of a course.

**CHECKING WAIT LIST STATUS – SSB**

Students can verify that they are on a waitlist by reviewing their Add and Drop classes screen. The class section will indicate ‘wait listed’. Students will not have the ability to verify their position on the wait list, however they will be able to see the total number of names on the wait list from the ‘Look Up Classes’ results, or when they go to add their name to a waitlist.

For advisors and staff with Self Serve Banner access, The Summary Wait list will show all the students on the wait list. You can access this list from MyFSU, on the Faculty & Advisors Tab, under ‘Summary Wait list’ (which is on the Faculty Tools menu).

After choosing Summary Waitlist, choose the appropriate term, and click Submit.
If you have a course listed for the term, Banner will show that course first. However, you can also choose to review any class wait list by clicking on ‘Enter CRN Directly’, then entering the CRN number of the course, and clicking Submit.

This Summary wait list tells you the total number of students who have their name on the wait list, as well as their waitlist position. The waitlist position of 0 indicates that person has been sent a notification that a seat is available. This also lists the date and time that notification will expire. If they do not, at the point the notification expires their name will be automatically removed from the waitlist and the next person on the list (in waitlist position order) will be notified of the open seat.

Students are able to add their name to multiple class section waitlists for a given course. When the student accepts a seat in one section, they are not automatically removed from the additional waitlisted sections.

Students should be encouraged to drop their wait list seats if they are no longer interested, to allow the next student on the list to be processed in the timeliest manner possible.

**ADDING A NEW SECTION OF A COURSE, AND MOVING STUDENTS TO THAT SECTION**

If there are enough students wait listed, and the department is willing, a new section can be added to the schedule, and wait listed students can be moved ‘in bulk’ to the new section. This can be requested and processed by the Registrar’s office.
STUDENT NOTIFICATION EMAIL

As soon as the class enrollment drops below the enrollment cap, the automatic waitlist process begins. Banner will offer the open seat to the first person listed on the waitlist (in waitlist priority order). This notification is through an email sent to the student’s Ferris email address.

The email sender and subject will look like the one shown below:

![Email Example]

The content of the email will be similar to this:

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Dear [Student Name],

You placed yourself on the wait list for: ENGL 150 English I ( CEN 50462).

An open seat is now available, and you must take action by 19-DEC-2013 09:10 AM.

Log into MyFSU > Academics and Services > Add and Drop Classes.
Click on the Action pulldown menu and choose Web Registered to register in the open seat, or choose Web Drop to remove your name from the wait list and give up that seat.
Click on Submit Changes at the bottom of the page.
If you do not take action by 19-DEC-2013 09:10 AM you will be automatically removed from the wait list. You will receive no further notifications on this course waitlist.

If you have any questions on this process, please go to www.ferris.edu/waitlist.
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Notice that the email indicates the date and time by which a student must take action, or lose their offered seat in the class. If they do not go into MyFSU and register for the seat by the deadline, their name will be removed from the waitlist and the next person in line will be notified of the available seat.

Students are encouraged to check their email frequently if they are on a waitlist. Students can also be reminded that their Ferris email can be forwarded to another email account. Directions can be found at:

http://www.ferris.edu/HTMLS/mytechsupport/sts_iconnect/mail/AccessEmail-iPhoneiPadAndroid.htm

To accept the open seat, with the 24 hour deadline, students must go into their MyFSU, Academics and Services tab, Add and Drop Classes, and then choose ‘web registered’ as the action for their wait listed course.

Additional information for students can be found at www.ferris.edu/waitlist