ADDITION 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 on SSASECT. This is added similar to the course cap. This can be added for any course section (online, mixed, or traditional).

2. The WL will hold as many students as the Waitlist Maximum on SSASECT.

3. For online courses, departments should also still add the following items
   a. On the SSADETL screen, Degree Program Attributes tab, add attributes WBD (fully online) and 1VL (Big Rapids tuition).
   b. If you exclude main campus students from registering for the first three weeks, you would do this on the SSARRES screen. On the Campus and College tab, under campus restrictions, add ‘exclude’ campus ‘M’ (Main Big Rapids). After three weeks of registration has elapsed (or when the course section is full), you will go in and remove this exclusion.
   c. If you want students to take the Online Readiness Orientation prior to registering for the course section, on the SSAPREQ screen, Section Test Score and prerequisite restrictions tab, you will want to add the restriction of AND, test code = ORO; test score = 1. Please note: If you have any pre-requisites listed prior to the ORO prerequisite, and those are listed with OR restrictions, you will need to place parentheses around the OR’s in order for the system to continue to read all restrictions and include the ORO. See below example or the registrar’s office for more information.
USING THE WAITLISTS DURING REGISTRATION

Once registration has begun and a course section has filled, the waitlist option will appear for students. If the course cap has been met, any student attempting to register will have the option to be added to the waitlist. **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.**

Please note that students may put themselves on more than one section’s waitlist for a course, however they can only **register** for one section of a course.

Students on the waitlist will be notified of available seats as soon as the number of enrolled students is less than the class section cap. If the number of enrolled students is OVER cap, we would need to have sufficient numbers of students to drop the section such that the enrolled number is less than CAP to trigger the emails.

ADDING & REMOVING STUDENTS ON THE WAITLIST

Students can add themselves to a waitlist through MyFSU, Add/Drop classes. (See Student information sheet for additional details.)

Staff can manually place a student on a waitlist using **SFAREGS** and the status of **WL** (see below - right). If the student does not meet the prerequisites or restrictions, the staff will either need to notify the student that they are ineligible to waitlist, or override those restrictions/prerequisites. **If a 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 waitlist 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.**

To remove a student from the waitlist manually, use a status code of DD, then Shift F6, as you would to delete a course registration.
CHECKING WAITLIST STATUS - INB

Students will not have the ability to verify their position on the waitlist, however they will be able to see the total number of names on the waitlist from the ‘Look Up Classes’ results, or when they go to add their name to a waitlist.

Staff who have access can see the waitlist for a course section on SFAWLPR. A person with a 0 position number has already been notified they have a seat available, and will NOT show on this form. Those remaining on the waitlist will be shown, with the system using ‘waitlist priority’ as the order in which students will be offered open seats. The ‘registration date/time’ is the date and time they were entered onto the waitlist.

Should it be necessary, select staff can also manage the waitlist priorities to ‘bump’ a student higher in the list. This should only be done in extenuating circumstances. If a student needs to be moved up in the waitlist, the priority numbers would be changed. To do that, tab to the priority column, and edit the waitlist numbers for the students in question. Remember to use F10 to save. Care should be taken in managing the priority of waitlisted students.
The waitlist notification screen (SFIWLNT) will show you those students who have been notified of seat availability, when the email was sent, and by when they must register or be automatically removed from the waitlist.

Staff can also see if a student did not respond in time, and was purged from the waitlist on the SFASTCA screen (by student):
CHECKING WAITLIST STATUS – SSB
The Summary Wait List in Self Serve Banner will show all the students on the waitlist, INCLUDING anyone at the 0 position (the person who has already been notified). This also shows you when the notification will expire if the person notified does not register for their seat. At the point the notification expires, the next person on the list (in waitlist position order) will be notified.

PURGING OF DATA
If a student does not respond to their email message within the allotted time (24 hours) to accept the course section seat, the system will ‘purge’ their record from the waitlist and move to the next on the list. This purge of data runs in the background in Banner, so there may be a slight delay.

If a student has put themselves on more than one waitlist, the system will NOT purge their records from any other sections, only that section in which they were offered a seat but did not reply. Students should be encouraged to drop their waitlist 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 waitlisted, and the department is willing, a new section can be added to the schedule, and waitlisted students can be moved ‘in bulk’ to the new section. This can be requested and processed by the Registrar’s office.

Staff/Instructors can view the waitlist of students for a course section. They can do this by going to the Faculty/Advisors tab and directly to Summary Waitlist and choosing the appropriate term and course section (CRN).
### STUDENT NOTIFICATION EMAIL

As soon as a student has a seat offered to them for a waitlisted course (either through a student dropping the course or a course cap increase), they will receive an email to their FERRIS email address. The email sender and subject will look like:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Date</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar, FSU</td>
<td><a href="mailto:registrar@ferris.edu">registrar@ferris.edu</a></td>
<td>12/18/2013</td>
<td>Waitlist Notification for 50462</td>
</tr>
</tbody>
</table>

The content of the email will be similar to this:

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Dear Deborah,

You placed yourself on the wait list for: ENGL 190 English 1 ( CRM: 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 pull down 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 accept 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 waitlisted course.

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