



# What You Need to Know About the Automated Waitlist

## What is a waitlist?

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1. Waitlists for all courses goes “live” for **Spring 2012 registration, beginning November 7, 2011.**
2. A Summer pilot was conducted in June 2011 for selected faculty to test and validate the Waitlist.
3. Waitlist is an automatic registration feature in CLASS-Web that goes into effect when a class is closed and has reached its enrollment limit.
4. Students do not need to know in advance what CRNs have a waitlist since the system notifies them automatically.

## What needs to be done to enable the waitlist for a specific CRN?

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5. Waitlists are assigned by specific CRNs and are term-based.
6. The waitlist capacity for each CRN determines whether the waitlist is turned “on” or “off” for that specific term. If the capacity is set to zero, then the waitlist is turned off. If the capacity is set to anything greater than zero, then the waitlist is turned on.
7. Waitlist capacity can vary for each CRN. The default capacity for all CRNs will be set initially to 20. The capacity may be increased or decreased, or set to zero for an individual CRN.
8. Changes need to be communicated through the Division Dean to Academic Services by **October 28<sup>th</sup>, which is one week before registration begins**, to set the appropriate waitlist capacity for a CRN if anything other than the default capacity of 20 is to be used. No action is required if faculty prefer to use the default waitlist capacity.

## How do faculty see waitlists for their CRNs during registration?

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9. Faculty can log on to CLASS-Web to get their “Faculty Class Roster” which displays the registered students and a separate list of waitlisted students. This roster is updated real-time during registration.
10. Faculty can see the changes online as students on the waitlist are notified that a spot is open and then become a registered student.

## What do faculty need to do on the first day of instruction?

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11. The “Attendance Reporting Rosters for Add Authorization Numbers, Census & Ws” is available on CLASS-Web for Faculty to generate their Add Authorization numbers as early as 48 hours prior to the start of instruction.
12. When faculty take the action open their “Opening Day Roster”, this not only **creates add authorization numbers for their CRN, but also triggers the automatic closing of the waitlist.**
13. The closing of the waitlist for a specific CRN is totally controlled by the faculty and can vary for each CRN depending on when add authorizations are generated.

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14. Once the waitlist is closed, students who were notified by email to register are sent reminder emails that they now need to show up for the first day of class to receive an add authorization number. If this is an online class, they are instructed to email their instructor to get an add authorization number.
15. In accordance with the new waitlist procedures, students on the waitlist who are present on the first day of class will receive add authorization numbers first, in the order that they appear on the waitlist.
16. Once the waitlist is exhausted, or if no waitlist for a course exists, faculty may give add authorization numbers to students based on priority numbers as they did before the waitlist feature was available.
17. On the CLASS-Web Roster, faculty can email waitlisted students in mass or email individual waitlisted students, just as they are able to do for registered students.

### What do the students need to know to get on the waitlist for a class?

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1. **ALL NOTIFICATIONS FOR WAITLIST WILL BE SENT TO THE STUDENT'S ZONEMAIL ACCOUNT.**
2. If a CRN has a waitlist, when students register online on CLASS-Web, they are prompted automatically online to sign up for the waitlist if the class is closed.
3. Students' registration priority determines when they can register and also when they can add themselves to a waitlist.
4. Students are placed on the waitlist on a first-come, first-served basis.
5. Students can also remove themselves from the waitlist online at any time.
6. Students can monitor their position on the waitlist online.
7. Students cannot add themselves to the waitlist if one of the following conditions exist:
  - a. They do not meet prerequisites/corequisites or have registration holds.
  - b. The waitlist class overlaps in time with classes in which they are already registered.
  - c. They are already on a waitlist for the same class. (However, students may add themselves to waitlists for different classes.)
  - d. Adding to the waitlist puts them over the maximum unit load.
8. If a seat becomes available for a CRN, the student at the top of the waitlist receives a notification at their Zonemail account to register for that class within 72 hours. If the student does not take action before the stated expiration date & time, the student loses his spot to the next student on the waitlist.
9. Reminder emails are sent to students via Zonemail to register before the first day of class and again when the waitlist closes for that specific CRN.
10. Students who were notified to register but fail to take action before class starts are instructed to show up for class on the first day to get an add authorization number. For online classes, they are instructed to email their faculty that they are still interested by midnight prior to the first day of class. Students must include course and CRN in the subject line in the email to faculty.