WAIT LIST - PILOT OVERVIEW

Pilot Project
The Registrar’s Office will be piloting Banner wait lists with the Department of International Languages and Culture Studies for summer and fall 2011 enrollment. The courses involved will be:

Summer I 2011: SPAN S111 and SPAN S203.

Summer II 2011: SPAN S112 and SPAN S204.

Fall 2011: FREN F111 and F112; GER G111 and G112; and SPAN S111, S112, S113, S203, S204, S275, and S317.

Process - in myIPFW
Students enrolling in myIPFW add a class by typing in the CRN number in the Registration - Add/Drop Classes screen and submitting it or by choosing a class on the Look Up Classes to Add screen and clicking on Register. If the class is closed and wait list seats are available for the class, they will see one of the following ‘Registration Add Error’ messages:

1. Closed - # Waitlisted:
   Closed indicates no regular seats are available. The number provided indicates the number currently on the waitlist. The student can only waitlist this class.

2. Open - # Waitlisted:
   Open indicates regular seats are available. The number provided indicates the number of students currently on the waitlist. The student can only waitlist this class since currently waitlisted students have preference to enroll.

If a student can waitlist a class (option 1 or 2 above) and they choose to do so, they would select ‘Wait Listed’ from the ‘Action’ drop down menu and click the ‘Submit Changes’ button.

Once a seat becomes available, the student will be notified through their IPFW email account that they may register for the CRN number they selected to waitlist. They will have 24 hours to add this class to their schedule. If they miss adding the class during this time frame, they will be required to re-register themselves on the wait list. Student will not be automatically moved from the wait list into the class.

If before or after receiving the email notification, they are no longer interested in the class, they should remove themselves from the wait list by following in the same procedure used to drop a class from their schedule.

If a student cannot register for a class and they do not want to be placed on the wait list, they can select another class CRN or click on ‘Class Search’ to find another class.
Process - in Banner
Staff may add students to the wait list for a class, if one exists, just as we enroll students in Banner. When trying to enroll a student in a class section, we would see the same error messages below, as students see in myIPFW, if a class is full:

1. Closed - # Waitlisted:
   Closed indicates no regular seats are available. The number provided (#) indicates the number currently on the waitlist. The student can only waitlist this class.

2. Open - # Waitlisted:
   Open indicates regular seats are available. The number provided (#) indicates the number of students currently on the waitlist. The student can only waitlist this class since currently waitlisted students have preference to enroll.

If the student chooses to be added to the wait list, you would enter ‘WL’ in the Status column space for the section on SFAREGS (instead of RE) and Save.

Once a seat becomes available and the student is first on the wait list, the student will be notified through their IPFW email account that they may register for the CRN number they selected to waitlist. **They will have 24 hours to add this class to their schedule. If they miss adding the class during this time frame, they will be required to re-register themselves on the wait list. Student will not be automatically moved from the wait list into the class.**

If they come to us to enroll after notification, we would enter RE in the Status column on SFAREGS and save. If we see one of the error message above again, please send them to the Registrar’s office. They may not be the first on the wait list or they may have waited too long to enroll. If you want to check their position on the wait list for the section, that can be done in Banner on form SFAWLPR.

If before or after receiving the email notification, they are no longer interested in the class, they should remove themselves from the wait list by following in the same procedure used to drop a class from their schedule.

If a student cannot register for a class and they do not want to be placed on the wait list, they can select another class section in which to enroll.
**Dates and Warnings**
For the pilot, wait lists will be capped at the number of students waitlisting in each section two weeks prior to the start of Summer I (May 2) and Fall (August 8) classes. At that time, students may see one of the following error messages when attempting to enroll:

3. **Closed – Waitlist full:**
   Closed indicates no regular seats are available. Waitlist full indicates no wait list seats are available. The student is not allowed to register for this course.

4. **Open – Waitlist full:**
   Open indicates regular seats are available. Waitlist full indicates no wait list seats are available. The student is not allowed to register for this course since currently waitlisted students have preference.

***Staff should NOT override students into “open” classes with wait lists or onto the wait list itself, as students will be able to see the class enrollment and their position on the wait list.***

**Waitlisting will look for prerequisites,** just as enrollment does. Do not override the prerequisite override unless you have permission to do so. Overriding the prerequisites to put a student on the wait list will also permit the student to enroll. There will not be a second check of prerequisites.

**All waitlisting will be turned off** at 5:00 pm on the Friday before the start of Summer I (May 13) and Fall (August 19) classes. Students will be purged from the wait lists and no further emails will be sent. Students should watch for class openings in myIPFW from that point forward, as is their current practice.

**Policies for the Pilot**
1. Waitlist spots are available to students on a first-come-first-served basis. No priority will be given to any student or group of students. Similarly, no exclusions will be used.

2. Students may only waitlist for one section of a course. They are allowed to enroll in one section and waitlist one section of the same course, if they wish to do so.

3. Students will be able to see their position on the waitlist and the length of the waitlist for a section.

4. Students will have 24 hours to enroll themselves after notification by campus email, including weekends.

5. Waitlisting will be available from the beginning of priority registration for a term until the Friday before the 16-week classes begin. In the case of summer classes, this would be the Friday before Summer I classes begin.

6. The wait lists will be unlimited at 99 seats, until they are capped two weeks prior to the start of classes.