

Waitlisting

If you have decided to use waitlisting for your class(es), there are some important guidelines you need to know:

1. You determine your waitlist capacity.
2. You determine who gets into your class
3. You must enter an override online for a waitlisted student to get into your class.
 - a. Overrides online can only be done either by the Instructor or the Department Chair (if set up)
 - b. The Registrar's Office will not process overrides for you for waitlisted students.
4. You must notify the student by e-mail that you have entered the override and what they must do to register (see #5 below)
5. Upon receipt of the e-mail, the student must go online and drop the course and then re-add it to their schedule.
6. You must give the student a time limit to register for the course, should they not register, you must notify this office to remove the override so you can give the seat to another student.
7. Dept. secretaries can keep track of who has waitlisted what class in their department by using SWARWLR form in Banner.
8. You can keep track of who has waitlisted what class by using the same form in Banner or by accessing the class roster in BannerWeb and noticing the status of the student by the WT code.
9. You can also click on the Wait List link on your class roster to see a detailed list of students who waitlisted.
10. You can then click on the Wait List Summary link at the bottom of this page for a summary list.

11. It is only on the Wait List link from the class roster where you can see in what order they put themselves on the waitlist.

After the add/drop period the Registrar's Office will run a program that will drop ALL students from the wait list. This will remove them from your class roster and make your class roster less confusing.

If you are not sure or have more questions, we have a powerpoint presentation we can send to you that may answer your questions and help you decide if the waitlist feature is right for you.