

HOW TO MANAGE WAITLISTS

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REVISION HISTORY

Version	Date	Name	Description

INTRODUCTION AND PURPOSE

The purpose is to provide Academic Departments with information on how to view and manage waitlist enrollment.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

The waitlist process in Banner functions on a first-come, first serve basis. Students' priority on the waitlist is based on when the student waitlists for the section; seats are offered to students in the order they are listed. An action is required on the student's behalf to enroll in the course after receiving a notification.

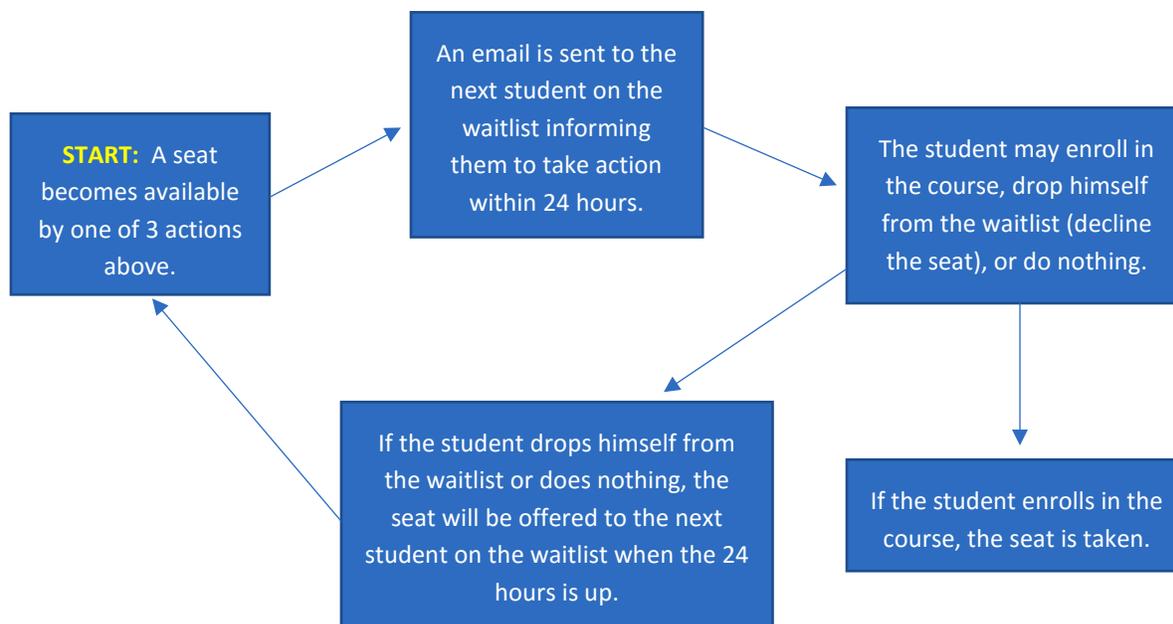
Departments are responsible for managing the enrollments of their courses to ensure that a seat is available in *all* required activities when a student is offered a seat. The waitlist will be on the smallest section of the linked courses only, such as the discussion section in a lecture/discussion pair.

Departments should be aware that the changing of course maximums has an immediate effect on the waitlist. Increasing the maximum sends the notifications and decreasing the maximum will require more seats to become available before a student on the waitlist can be notified. Multiple waitlist notifications can be sent at the same time; if 4 seats become available and there are at least 4 students on the waitlist, then 4 email notifications are sent. There are three actions that can cause a notification email to be sent to a student on a waitlist:

1. Department staff increase the maximum enrollment on a course.
2. An enrolled student drops the course.
3. The Batch Waitlist Notification automated process finds a notification that has expired with no action or a student who dropped from the waitlist after being notified of an available seat.

Waitlist notifications are sent to the student's UCR email account. When the student receives an available seat notification, the student can register for the course until the notification deadline of 24 hours has expired. If the waitlisted student tries to register for the course during the notification deadline, and a registration error occurs (such as time conflict, prerequisite, corequisite, and so on), the student's priority on the waitlist is maintained until the 24 hour deadline. This gives students the opportunity to rearrange their schedules or resolve errors in order to enroll for the waitlisted course.

Below is a flow chart of the waitlist notification process.



Sample E-mail Waitlist Notification:

Dear Douglas,

A seat is now available in a class you are on the waitlist for. Your action is required if you want to enroll in HIST 010 WOLRD HIST: PREHISTORY to 1500 which is CRN 15444.

Please log into R'Web and proceed to the registration link where you can view courses you are waitlisted for and register for this section.

If this course has another required section (such as a lecture) you must register for it at the same time by selecting that section, too.

You have until

12-DEC-2015 03:42 PM

to enroll in this section. If you do not enroll by this time, the seat will be offered to the next student on the waitlist. Go here to log into R'Web.

If you have any questions, please contact your academic advising office.

Have a great quarter!

The following restrictions are enforced when a student adds himself to a waitlist:

- Prerequisites. **Please note:** During prerequisite failure reviews at the end of a term a department will drop any waitlisted students.
- Permission by Department, Enrollment Manager, or Instructor.
- Restrictions (i.e. by class, level, and major).

The following restrictions are not enforced when a student waitlists a course but are enforced when the student enrolls in the course:

- Courses that conflict with the meeting time of another course.
- Courses that have a corequisite.
- Courses that have 1 or more linked activities.

Waitlisted units do not count towards the student's maximum units. The maximum units will be upheld when the student enrolls in a course.

A seat that has been offered to a student on the waitlist will show as available on the schedule of classes during the 24 hour notification period. Staff who attempt to enroll a different student into the course will receive an error message. This is because the seat has been offered to the waitlisted student and is reserved for that person until the notification period has ended. **Staff should not bypass this error with a permit; if they do, the waitlisted student's seat is being given to a different student and will not be available when the notified student attempts to enroll.** Unless there are more seats available than there are students on the waitlist, no students, other than those who have been notified, are allowed to enroll in the course.

Waitlists close at the end of the add/drop period for the given term. All enrollment adjustments after the add/drop deadline should be requested via the designated channel (MyForms, EAF form for Graduate students, etc.) and are completed in Banner by the Registrar's Office.

The departments and colleges were consulted, and the following agreements were established:

1. Allow students 24 hours to respond to a waitlist notification email by enrolling in the course via self-service in R'Web.
2. Students will not be able to waitlist another section of a course the student is already enrolled in.
3. The waitlist will be on the smallest section of the linked courses only, such as the discussion section in a lecture/discussion pair.
4. A student whose notification expires should add himself to the waitlist again if s/he still wants to enroll in the course.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Departments
2. Office of the Registrar – Academic Scheduling

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner Training (bannersbxu.ucr.edu) to follow along.

FORMS

The forms listed below are covered in this training.

Form	Form Name	Description

PROCEDURES

WAITLIST MANAGEMENT – NOT CROSS-LISTED

- Departments will enter waitlist maximums in the **Schedule form (SSASECT)** on the **Section Enrollment Details tab**.

Enrollment Details		Waitlist	
Maximum:	1	Waitlist Maximum:	5
Actual:	1	Waitlist Actual:	1
Remaining:	0	Waitlist Remaining:	4

- As course sections meet their maximum enrollment, students can waitlist any section in self-service that has a waitlist set up.
 - Staff who wish to add a student to the waitlist, please refer to enrollment procedure “Add a Student to or Remove a Student from a Waitlist”.
- Use the **Waitlist Priority Management Form (SFAWLPR)** to view the order of waitlisted students who have not yet been notified of available seats.
 - To view specific course sections, enter **the term** and **CRN** or search for the class if you don’t know the CRN.
 - This form displays the following information:
 - ID** of the waitlisted student.
 - Name** of the waitlisted student.
 - Registration **Sequence** number of the waitlist entry. This is a one-up number of all waitlisted students. It is not the number that represents the student’s place on the waitlist.
 - Registration **Status** for the course, WL.
 - Registration Date and Time** the student added himself to the waitlist.
 - Waitlist Priority** of the entry in the waitlist queue. This represents the student’s position on the waitlist as viewed in self-service. It is important to note that self-service will display the student’s position as 1 for a student who is on the top row of this form even if the Priority listed is greater than 1. This is because the student at the top will be notified when the next seat becomes available.
 - Waitlist Origin** is how the Waitlist Priority is established. Valid values are S – System or M – Manual.
 - User ID** of who last updated the record. In the example below, user MARGES added the students to the waitlist on December 21, 2015.
 - Activity Date** on which the record was last updated.

Waitlist Priority Management SFAWLPR 8.5 (PPRDXE)

Term: 201610 Winter 2016 CRN: 15930 Subject: HIST Course: 010

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date
	Aguayo, Rodrigo J.	5	WL	21-DEC-2015 12:18 PM	1.000000	System	MARGES	21-DEC-2015
	Kim, Tae H.	6	WL	21-DEC-2015 12:20 PM	2.000000	System	MARGES	21-DEC-2015
	Farias, Raymond	7	WL	21-DEC-2015 12:20 PM	3.000000	System	MARGES	21-DEC-2015
	Ordookhanian, Christ	8	WL	21-DEC-2015 12:21 PM	4.000000	System	MARGES	21-DEC-2015

4. **Note:** A cross-listed course with a waitlist will not display on the Waitlist Priority Management Form (SFAWLPR). Use the **Cross-list Waitlist Priority Management Form (SFAXWLP)** form to view waitlist entries for cross-listed courses.
- For example, if you try to view the waitlist for BUS-104-001, cross-listed with STAT-104-001, you receive the error message below in the status bar. **Tip:** Note the group code mentioned as you will need it to view the waitlist priority for cross-listed courses.

Waitlist Priority Management SFAWLPR 8.5 (PPRDXE)

Term: 201620 Spring 2016 CRN: 11518 Subject: BUS Course: 104

ERROR* CRN included in cross list group AZ. Use SFAXWLP form to manage cross list sections.

5. Once a student is notified of a seat that has opened, they will no longer be listed on the **Waitlist Priority Management Form (SFAWLPR)**. They will move to the **Waitlist Notification Query Form (SFIWLNT)**. See the following example of how a student's information will move from one form to the next.
- SFAWLPR shows the waitlist for HIST-010-001, CRN# 15930.

Waitlist Priority Management SFAWLPR 8.5 (PPRDXE)

Term: 201610 Winter 2016 CRN: 15930 Subject: HIST Course: 010

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date
	Aguayo, Rodrigo J.	5	WL	21-DEC-2015 12:18 PM	1.000000	System	MARGES	21-DEC-2015
	Kim, Tae H.	6	WL	21-DEC-2015 12:20 PM	2.000000	System	MARGES	21-DEC-2015
	Farias, Raymond	7	WL	21-DEC-2015 12:20 PM	3.000000	System	MARGES	21-DEC-2015
	Ordookhanian, Christ	8	WL	21-DEC-2015 12:21 PM	4.000000	System	MARGES	21-DEC-2015

- Two seats open in this course section.

Term: 201610 CRN: 15930

Course Section Information Section

Enrollment Details Reserved Seats

Enrollment Details

Maximum:	6
Actual:	4
Remaining:	2

- c. SFAWLPR shows the first two students that were #1 and #2 as Waitlist Priority are no longer there.

Waitlist Priority Management SFAWLPR 8.5 (PPRDXE)

Term: 201610 Winter 2016 CRN: 15930 Subject: HIST Course: 010

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date
	Farias, Raymond	7	WL	21-DEC-2015 12:20 PM	3.000000	system	MARGES	21-DEC-2015
	Ordookhanian, Christ	8	WL	21-DEC-2015 12:21 PM	4.000000	system	MARGES	21-DEC-2015

- d. SFIWLNT now shows those two students on the waitlist notification form in a pending status.

Waitlist Notification Query SFIWLNT 8.5.5 (PPRDXE)

Term: 201610 Winter 2016 CRN: 15930 Subject: HIST Course: 010

ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires	Notificatio Status
	Aguayo, Rodrigo J.	5	WL	21-DEC-2015 12:18 PM	1.000000	Pending	21-DEC-2015	22-DEC-2015 12:27 PM	
	Kim, Tae H.	6	WL	21-DEC-2015 12:20 PM	2.000000	Pending	21-DEC-2015	22-DEC-2015 12:27 PM	

6. Use the **Waitlist Notification Query Form (SFIWLNT)** to query waitlisted students to check on notification of available seats, expiration of a waitlist notification, and waitlist status.
- This form displays the following information:
 - ID of the notified student.
 - Name of the notified student.
 - Registration **Sequence** number of the waitlist entry. This is a one-up number of all waitlisted students. It is not the number that represents the student's place on the waitlist.
 - Registration status** for the course.

- v. **Registration Date and time** the student’s registration status last changed.
- vi. **Waitlist Priority** of the entry in the waitlist queue at the time the notification was sent.
- vii. **Waitlist Status** shows the current status of the student’s waitlist request.
 - 1. **Pending:** notification has been sent and notification deadline has not passed – waiting for student response. Status will also show on a student who dropped the section prior to the notification deadline and prior to running of the Batch Waitlist Notification Process.
 - 2. **Registered:** student registered in course before notification expired.
 - 3. **Expired** - student did not respond in the allotted amount of time – this status shows prior to running of the Batch Waitlist Notification Process.
 - 4. **Dropped** - student removed from waitlist after the Batch Waitlist Notification Process is run – replaces Expired status.
 - a. **Note:** A dropped registration status code with a dropped waitlist status indicates that *a drop action was taken by an user* during the notification period vs. a blank registration status with a dropped waitlist status indicates *no action was taken* during the notification period.
- viii. **Waitlist Notified Date** signifying the date the notification of an available seat in the course was sent.
- ix. **Notification Expires** is the time and date by which the student must register for the available seat or lose their place in the waitlist queue. Students have 24 hours to enroll before the seat availability option expires. If the seat is not taken, a notification will be sent to the next student on the waitlist.

EXAMPLE

- 1. **SFAWLPR** shows the waitlist for HIST-010-001, CRN# 15930.

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date
	Aguayo, Rodrigo J.	5	WL	21-DEC-2015 12:18 PM	1.000000	System	MARGES	21-DEC-2015
	Kim, Tae H.	6	WL	21-DEC-2015 12:20 PM	2.000000	System	MARGES	21-DEC-2015
	Farias, Raymond	7	WL	21-DEC-2015 12:20 PM	3.000000	System	MARGES	21-DEC-2015
	Ordookhanian, Christ	8	WL	21-DEC-2015 12:21 PM	4.000000	System	MARGES	21-DEC-2015

- 2. Two seats open in this course section.

Term: 201610 CRN: 15930

Course Section Information Section

Enrollment Details Reserved Seats

Enrollment Details

Maximum:	6
Actual:	4
Remaining:	2

3. **SFAWLPR** shows the first two students that were #1 and #2 as Waitlist Priority are no longer there. **Tip:** Farias sees his waitlist position as 1 in self-service, even though the Priority is 3; he will be the first student notified when a seat becomes available.

Waitlist Priority Management SFAWLPR 8.5 (PPRDXE)

Term: 201610 Winter 2016 CRN: 15930 Subject: HIST Course: 010

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date
	Farias, Raymond	7	WL	21-DEC-2015 12:20 PM	3.000000	System	MARGES	21-DEC-2015
	Ordookhanian, Christ	8	WL	21-DEC-2015 12:21 PM	4.000000	System	MARGES	21-DEC-2015

4. **SFIWLNT** now shows those two students on the waitlist notification form in a pending status.

Waitlist Notification Query SFIWLNT 8.5.5 (PPRDXE)

Term: 201610 Winter 2016 CRN: 15930 Subject: HIST Course: 010

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires	Notification Status
	Aguayo, Rodrigo J.	5	WL	21-DEC-2015 12:18 PM	1.000000	Pending	21-DEC-2015	22-DEC-2015 12:27 PM	
	Kim, Tae H.	6	WL	21-DEC-2015 12:20 PM	2.000000	Pending	21-DEC-2015	22-DEC-2015 12:27 PM	

5. It is possible for **SFAWLPR** to be blank if all the waitlisted students were offered a seat in the class and thus were moved to form **SFIWLNT**.

Waitlist Priority Management SFAWLPR 8.5 (PPRDXE)

Term: 201610 Winter 2016 CRN: 15930 Subject: HIST Course: 010

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date

6. **SFIWLNT** – waitlist status of students enrolled in HIST-010-021, CRN# 15930, as of December 22, 2015, 12:30PM – prior to the running of the Batch Waitlist Notification Process.

Waitlist Notification Query SFIWLNT 8.5.5 (PPRDXE)

Term: 201610 Winter 2016 CRN: 15930 Subject: HIST Course: 010

ID	Name	Registration Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires	Notification Status
	Aguayo, Rodrigo J.	5	WL	21-DEC-2015 12:18 PM	1.000000	Expired	21-DEC-2015	22-DEC-2015 12:27 PM	
	Kim, Tae H.	6	RE	21-DEC-2015 01:55 PM	2.000000	Registered	21-DEC-2015	22-DEC-2015 12:27 PM	
	Farias, Raymond	7	DC	21-DEC-2015 02:30 PM	3.000000	Pending	21-DEC-2015	22-DEC-2015 01:49 PM	
	Ordookhanian, Christ	8	WL	21-DEC-2015 12:21 PM	4.000000	Pending	21-DEC-2015	22-DEC-2015 01:49 PM	

- a. **Aguayo** – waitlist status **Expired** – did not respond before notification deadline was reached. Batch Waitlist Notification Process has not yet been run.
- b. **Kim** – waitlist status **Registered** – registered for the course prior to notification deadline.
- c. **Farias** – waitlist status **Pending** – however, student dropped the course before notification deadline (Registration Status: DC). Batch Waitlist Notification Process has not yet been run.
- d. **Ordookhanian** – waitlist status **Pending** – has not responded but also has not reached his notification deadline.

7. **SFIWLNT** – waitlist status of students enrolled in HIST-010-021, CRN# 15930, as of December 23, 2015, 10:15AM - after running the Batch Waitlist Notification Process.

Waitlist Notification Query SFIWLNT 8.5.5 (PPRDXE)

Term: 201610 Winter 2016 CRN: 15930 Subject: HIST Course: 010

ID	Name	Registration Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires	Notification Status
	Nolasco, Andrew T.	10	WL	22-DEC-2015 12:34 PM	1.000000	Pending	23-DEC-2015	24-DEC-2015 10:10 AM	
	Aguayo, Rodrigo J.				1.000000	Dropped	21-DEC-2015	22-DEC-2015 12:27 PM	
	Kim, Tae H.	6	RE	21-DEC-2015 01:55 PM	2.000000	Registered	21-DEC-2015	22-DEC-2015 12:27 PM	
	Farias, Raymond	7	DC	21-DEC-2015 02:30 PM	3.000000	Dropped	21-DEC-2015	22-DEC-2015 01:49 PM	
	Ordookhanian, Christ				4.000000	Dropped	21-DEC-2015	22-DEC-2015 01:49 PM	

- a. **Nolasco** – waitlist status **Pending** – a new student has been notified of a seat. Has not responded to notification, but notification deadline has not passed.
- b. **Aguayo** – waitlist status **Dropped** – formerly read Expired, but once the Batch Waitlist Notification Process has been run, waitlist status updates to Dropped. He did not take any action when notified of a seat.
- c. **Kim** – waitlist status **Registered** – registered for the course prior to notification deadline.
- d. **Farias** – waitlist status **Dropped** – formerly read Pending, but once the Batch Waitlist Notification Process has been run a student who dropped the course (indicated by a drop code in the registration status field) before the notification deadline will have their waitlist status updated to Dropped.
- e. **Ordookhanian** – waitlist status **Dropped** – formerly read Pending, but once the Batch Waitlist Notification Process has been run, a student whose waitlist notification had expired prior to the batch run will have their waitlist status updated to Dropped. He also did not take any action when notified of a seat.

WAITLIST MANAGEMENT – CROSS-LISTED

1. Use the **Cross-List Waitlist Priority Management Form (SFAXWLP)** to view and manage the priorities of waitlisted students who have not yet been notified of available seats in cross-listed courses. Waitlists for cross-listed courses are combined into a single queue viewed on this form.
 - a. To view cross-listed course sections, enter the **term** and **cross-list group code** for waitlisted records you wish to view.

Cross List Waitlist Priority Management SFAXWLP 8.5 (PPRDXE)

Term: 201610 Winter 2016 Cross List Group Identifier: ID

CRN	Course Subject	Number	Section	ID	Name	Seq	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date
19038	RLST	012	021	861033725	Williams, Danielle S.	3	WL	21-DEC-2015 02:57 PM	1.000000	System	MARGES	21-DEC-2015
15138	ETST	012	021	861058225	Lu, Tina	3	WL	21-DEC-2015 02:59 PM	2.000000	System	MARGES	21-DEC-2015

- i. If you don't know the cross-list group code, view one course section in **SSASECT**. The code will appear in the Cross List field.

Term: 201620 CRN: 11518 Create CRN: Copy CRN: Subject: BUS Course: 104

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: BUS Business CEU Indicator:

Course Number: 104 Title: DECISION ANALYSIS&MGMT SCIENCE Credit Hours:

Section: 001 Billing Hours:

Cross List: AZ

- ii. From the Schedule Form (SSASECT), refer to the **Schedule Cross-List Definition form (SSAXLST)** to view all cross-listed partners associated with a Cross List Group Identifier code. Use the horizontal scroll bar at the bottom right to view enrolled and waitlisted seat numbers. In order for a student to enroll in a cross-listed CRN, there must be at least one available seat for the CRN and the cross-listed group.

Term: 201620 Cross List Group Identifier: AZ

Cross List Enrollment

Maximum Enrollment: 288 Actual Enrollment: 10 Seats Available: 278

Cross List Section

CRN	Block	Subject	Course Number	Section	Part of Term	Campus	Credit Hours		Reserved Indicator	Enrollment		
							—	—		Maximum	Actual	Remainin
11518		BUS	104	001	1	C	4.000			288	9	279
19035		STAT	104	001	1	C	4.000			288	1	287

2. The **Cross-List Waitlist Priority Management Form (SFAXWLP)** displays the following information:
 - a. **CRN** (Course reference number) of the course in the cross-listed group.
 - b. **Subject** of the course.
 - c. **Course Number** of the course.
 - d. **Section** number of the course.
 - e. **ID** of the waitlisted student.
 - f. **Name** of the waitlisted student.
 - g. Registration **Sequence** number of the waitlist entry. This is a one-up number of all waitlisted students. It is not the number that represents the student’s place on the waitlist.
 - h. Registration **Status** for the CRN.
 - i. **Registration Date and time** the student registered for the course and was added to the waitlist.
 - j. **Waitlist Priority** of the entry in the waitlist queue. This represents the student’s place on the waitlist. It is important to note that self-service will display the student’s position as 1 for a student who is on the top row of this form even if the Priority listed is greater than 1. This is because the student at the top will be notified when the next seat becomes available.
 - k. **Waitlist Origin** is how the Waitlist Priority is established. Valid values are S – System or M – Manual.
 - l. **User ID** of who last updated the record.
 - m. **Activity Date** on which the record was last updated.

EXAMPLE

1. **SFAXWLP** lists students waitlisted in cross-listed course RLST-012-021/ETST-012-021, CRNs 19038 and 15138.

Cross List Waitlist Priority Management SFAXWLP 8.5 (PPRDXE)

Term: 201610 Winter 2016 Cross List Group Identifier: ID

Course				ID	Name	Seq Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date
CRN	Subject	Number	Section								
19038	RLST	012	021		Williams, Danielle S.	3 WL	21-DEC-2015 02:57 PM	1.000000	System	MARGES	21-DEC-2015
15138	ETST	012	021		Lu, Tina	3 WL	21-DEC-2015 02:59 PM	2.000000	System	MARGES	21-DEC-2015

- To open a seat for a cross-listed course, update the **Maximum Enrollment** field on the **Schedule Cross List Definition form (SSAXLST)**.

Schedule Cross List Definition SSAXLST 8.5.0.3 (PPRDXE)

Term: 201610 Cross List Group Identifier: ID

Cross List Enrollment

Maximum Enrollment: Actual Enrollment: Seats Available:

Cross List Section		Course Number	Section	Part of Term	Campus	Credit Hours		Reserved Indicator	Enrollment			
CRN	Block					Subject	Subject		Number	Section	Maximum	Actual
15138		ETST	012	021	1	C	.000			3	2	1
19038		RLST	012	021	1	C	.000			2	2	0

- The student on the waitlist for the CRN with an open seat will be sent the waitlist notification, *even if they are not the first name appearing on SFAXWLP*. This is because **there must be at least one available seat for the CRN and the cross-listed group**.
- After above maximum enrollment was updated for RLST-012-021/ETST-012-021, CRNs 19038 and 15138. Even though Lu was #2 on SFAXWLP (and her waitlist position in self-service displayed as 2), because she was waitlisted for the cross-listed section that had an open seat, she was notified and her name now displays in SFIWLNT for ETST-012-021 (and will no longer display in SFAXWLP).

Cross List Waitlist Priority Management SFAXWLP 8.5 (PPRDXE)

Term: 201610 Winter 2016 Cross List Group Identifier: ID

Course				ID	Name	Seq Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date
CRN	Subject	Number	Section								
19038	RLST	012	021		Williams, Danielle S.	3 WL	21-DEC-2015 02:57 PM	1.000000	System	MARGES	21-DEC-2015
15138	ETST	012	021		Lu, Tina	3 WL	21-DEC-2015 02:59 PM	2.000000	System	MARGES	21-DEC-2015

- SFIWLNT** shows Lu on the waitlist notification query. This is the same form discussed above for courses that are not cross-listed. There is a single notification query form used to review notified students for all courses.

Waitlist Notification Query SFIWLNT 8.5.5 (PPRDXE)

Term: 201610 Winter 2016 CRN: 15138 Subject: ETST Course: 012

ID	Name	Registration Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires	Notification Status
	Lu, Tina	3	WL	21-DEC-2015 02:59 PM	2.000000	Pending	21-DEC-2015	22-DEC-2015 03:04 PM	

6. **Tip:** In the example below, the enrollment of a cross-listed group has a maximum enrollment on SSAXLST that is equal to the maximum enrollment of each CRN. The enrollment of this cross-list group is full because **4 students are enrolled which is the maximum of the group**. Therefore, even though it says there are available seats in each CRN there are no seats available for the group; therefore, a student on a waitlist will not be notified of a seat at this time. There must be at least one available seat for the CRN and the cross-listed group for a waitlist notification to be sent.

Schedule Cross List Definition SSAXLST 8.5.0.3 (PPRDXE)

Term: 201610 Cross List Group Identifier: ID

Cross List Enrollment

Maximum Enrollment: 4 Actual Enrollment: 4 Seats Available: 0

Cross List Section											Enrollment		
CRN	Block	Subject	Course Number	Section	Part of Term	Campus	Credit Hours		Reserved Indicator	Maximum	Actual	Remaining	
15138		ETST	012	021	1	C	.000			4	2	2	
19038		RLST	012	021	1	C	.000			4	2	2	