

## Waitlist Management

### Forms:

SSASECT – This form is used to create or display sections (at the term level) for the courses that were created in the Catalog module

SFAWLPR - This form is used to view and manage the priorities of waitlisted students who have not yet been notified of available seats in individual courses.

SFAXWLP - This form is used to view and manage the priorities of waitlisted students who have not yet been notified of available seats in cross-listed courses.

SFIWLNT - This form is used to query on waitlisted students to check on notification of available seats, assignment of deadlines for registration, and waitlist status.

SSAXLST – This form is used to enter or display the cross list enrollment information associated with a group of sections.

### Quiz Questions:

1. Waitlist Management – Not Cross-listed
  - a. The Waitlist Priority Management Form (SFAWLPR) provides a list of students who are on the waitlist and have not been notified that a seat is available for them. TRUE
  - b. The Waitlist Priority field provides the student’s position on the waitlist and should not be shared with the student. FALSE
    - i. Answer: The Waitlist Priority field does provide the student’s position and you can tell the student their location on the list. This does provide them an appropriate view on their chance of receiving a seat in the course. Keep in mind that the student will see position 1 in self-service if s/he is the first student on SFAWLPR because they have the *lowest* Waitlist Priority number (not necessarily the number 1).
  - c. A waitlisted student who has been offered a seat in a discussion that also requires enrollment in a lecture can miss their opportunity to enroll in the course if the enrollment maximums are not managed correctly. TRUE
    - i. Answer: Departments must ensure that seats are available in all required activities when a waitlisted student is notified of an available seat.
2. Waitlist Management – Cross-listed
  - a. If you don’t know the Cross List Group Identifier for the cross-listed courses, where can you go to find it?
    - i. A) SSASECT
    - ii. B) SGASTDN
    - iii. C) SCACRSE
    - iv. Answer: A
  - b. 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. TRUE
  - c. Once a student has received an email notification that a seat is available, their name moves from the Cross list Waitlist Priority Management form (SFAXWLP) to the Waitlist Notification Query form (SFIWLNT) which is also used by courses that are not cross-listed. TRUE

Final Quiz:

1. If a student misses their 24 hour notification period, the time they have to respond will be extended another 12 hours. FALSE
  - a. Answer: After 24 hours, the student's seat is automatically offered to the next student on the waitlist. If the student whose notification expired still wants to enroll in the course, s/he should waitlist for the course again.
2. Will changing the course maximums for enrollment impact the waitlist? Yes or No
  - a. Answer: YES, if you increase the maximum it will "kick off" notification emails to students on the waitlist if it creates available seats. If you decrease the maximum then it may take more seats to become available before a student on the waitlist is notified.
3. What actions may a student take once he/she receives the waitlist notification email?
  - a. A) No actions because the system will automatically process the enrollment.
  - b. B) The student can enroll into the course, drop the course or do nothing and the system will drop him/her from the course at the end of the 24 hours.
  - c. C) The student can enroll into the course.
  - d. Answer: B
4. When a student waitlists for a course the registration system will enforce the same restrictions it enforces at the time of registration. FALSE
  - a. Answer: At the time of waitlisting the registration system will enforce prerequisites; permission by Department, Enrollment Manager, or Instructor; course restrictions. It will not enforce time conflicts; corequisites or linked activities.
5. The student will only waitlist for one activity of a course and that activity will traditionally be the smallest enrollment size of all activities required. TRUE
6. Does a cross-listed course with a waitlist show on the Waitlist Priority Management Form (SFAWLPR)? Yes or No
  - a. Answer: NO, it will show on Cross-list Waitlist Priority Management Form (SFAXWLP)