

ADD A STUDENT TO OR REMOVE A STUDENT FROM A WAITLIST

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REVISION HISTORY

Version	Date	Name	Description
2	9/9/2016	Kari	Updates to pages 4-5

INTRODUCTION AND PURPOSE

The waitlist is a feature departments utilize to automatically manage student enrollment when a course is at capacity. The department offering the course will determine if they will offer a waitlist and how many students are allowed on the waitlist during course scheduling.

If a student is enrolled in a waitlist and a seat becomes available, Banner will send an e-mail to their UCR e-mail account and the student must take an action by the deadline stated in the e-mail.

This guide will demonstrate how to:

[Add a Student to a Waitlist](#)

[Remove a Student From a Waitlist](#)

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

All enrollment adjustments after open enrollment are completed 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 available seats.
2. Students will not be able to waitlist another section of a course the student is already enrolled in.
3. Students will be able to waitlist courses with which they have time conflicts.
4. Linked courses will not require all sections at the time of waitlisting, but will require all sections at the point of enrollment.
5. The waitlist will be on the smallest section of the linked courses only, such as the discussion section in a lecture/discussion pair.
6. Waitlisted units are not part of the maximum units.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. College Offices
2. Academic Departments (Enrollment Managers)
3. Registrar's Office
4. Graduate Division of Academic Affairs

BEFORE YOU BEGIN

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

FORMS

The forms listed below are covered in this training.

Form	Form Name	Description
SFAREGS	Student Course Registration	Provides an automated mechanism for registering students into sections created by the Class Schedule module. This form also assesses the charges related to the registration and passes them to the Accounts Receivable module.

PROCEDURES

ADD A STUDENT TO THE WAITLIST

1. If you add a student to a course using RE and receive the message below, the course is full/closed.
 - a. A message will appear indicating the course is **full/closed** and there is a waitlist available.

Course Information			Message	Time	Status	Level	Appr	Part of	Method of	
CRN	Subject	Course		Hours			Recd	Term	Instruction	Campus
19020	SOC	001	RESERVED - The available seat(s) have been offered to a	4.000	RE	U	<input type="checkbox"/>	1	I	C
19022	SOC	001	FULL COURSE WAITLIST OPEN - This course is full. Av	.000	RE	U	<input type="checkbox"/>	1	I	C

Error Flag: **Fatal error** Status Type: In Progress
 Fees: Y - Immediate assessment Date: Credit Hours: Bill Hours: CEU Hours:

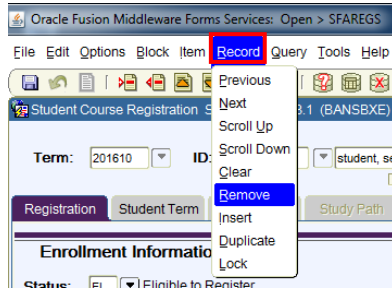
2. The **WL** is on the secondary (discussion or lab) section only. If there is more than one secondary section, the WL is on the smallest section.
 - a. Change the **Status** of the full/closed course to **WL**. If you have attempted to enroll the student in a course with more than one linked activity, navigate to the **lecture** and change the **Status** to **DD** (drop) while leaving the **lab** or **discussion** as **WL**.
 - b. The secondary activities such as discussions or labs will have 0 credit hours, therefore, can easily be distinguished from the lecture.

Course Information				Grade	Credit	Bill	Attempted	Time	Status	Level	Appr	Part of	Method of	
CRN	Subject	Course	Section	Mode	Hours	Hours	Hours	Hours			Recd	Term	Instruction	Campus
19020	SOC	001	001	L	.000	.000	.000	.000	DD	U	<input type="checkbox"/>	1	I	C
19022	SOC	001	022	L	.000	.000	.000	.000	WL	U	<input type="checkbox"/>	1	I	C

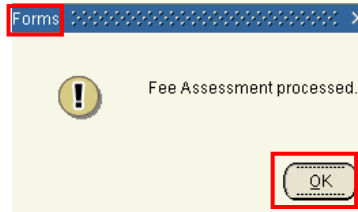
Error Flag: In Progress Status Type: In Progress

The waitlist is on the **secondary course** with the **smallest capacity**.

3. For any courses you changed the Status to **DD**, highlight the row and from the **Record** menu select **Remove**.



4. **Save twice.**
 - a. When the **Forms** dialog box appears, select **OK**.



REMOVE A STUDENT FROM A WAITLIST

1. Go to **SFAREGS**.
2. Enter the **Term** and the **SID**.
3. **Next Block** twice so your cursor is in the **Course Information** block.
 - a. If the student has a registration hold, you will get an error message and the student will have to resolve the hold before registration changes can be made.
4. Navigate to the **waitlisted** course, and then press tab until you arrive at **Status**.

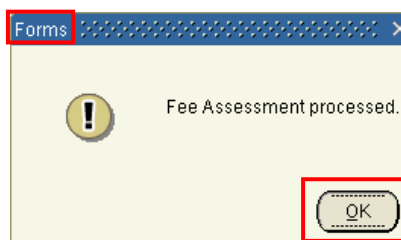
Course Information				Time					Method					
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Status	Level	Appr Recd	Override	Part of Term	Instruction	Campus
19022	SOC	001	022	L	.000	.000	.000	WL	U	<input type="checkbox"/>		1	I	C

The 'Status' field in the first row is highlighted with a red box. A red callout bubble points to it with the text: 'The waitlist is on the secondary course with the smallest capacity.'

5. Replace **WL** with **DC** and press **Tab**.

Course Information				Grade	Credit	Bill	Attempted	Time	Status	Level	Appr	Override	Part of	Method	of
CRN	Subject	Course	Section	Mode	Hours	Hours	Hours	Hours	Status	Level	Recd	Override	Term	Instruction	Campus
19022	SOC	001	022	L	.000	.000	.000	.000	DC	U	<input type="checkbox"/>		1	I	C
											<input type="checkbox"/>				
											<input type="checkbox"/>				
											<input type="checkbox"/>				
											<input type="checkbox"/>				
											<input type="checkbox"/>				

6. **Save twice.**
 - a. When the **Forms** dialog box appears, select **OK**.



FINAL QUIZ

1. Waitlists will be on the smallest of the linked sections (activities of a course). TRUE
2. Students must take action when they receive their waitlist email or else the system will manually enroll them into the course. FALSE
 - a. Banner does not manually enroll the student. When the student receives the waitlist email they must log in to registration and enroll themselves into the course before their 24 hour time period expires. If their 24 hours expire the system will drop them from the waitlist and they will not be enrolled.
3. To place a student on the waitlist what enrollment code would you use?
 - a. RE
 - b. DC
 - c. WL
 - i. Answer: C