

## Waitlisting - The Process

### The Student Side: Waitlisting, Notification, & Registration

**Waitlisting (WL):** When a course with a waitlist is closed, students are given the option to waitlist for the course. As they waitlist (WL), they are placed on the waitlist in order of registration time.

**Seat Availability Notification:** When a seat becomes available, InsideSOU displays a message notifying students that they have the option to add the course. They have approximately 24 hours to register and move from the waitlist to the class roster before the available seat is offered to the next person on the waitlist. They are also notified via email that an open seat is available but this is a courtesy only and the official notification is through InsideSOU.

**Registering (RW):** Notified students who wish to move from the waitlist into the class must update their registration status from waitlisted to web registered (RW). Failure to do so by the notification deadline will result in dropping to the bottom of the waitlist. *Note: As long as there are students on the waitlist, those seats will be reserved for them indefinitely and will not open up to other students.*

### Waitlisting Features

**Start of Term:** Once the term begins (12:01 am on the first day of term), the waitlist process is disabled. Students cannot waitlist (WL) for courses. Students currently on existing waitlists will not be notified of available seats. Students cannot register via the web for courses they are waitlisted for or for courses where the waitlisted amount of students matches the available seats as those seats are held indefinitely for the waitlisted students. Staff in Enrollment Services instructs waitlisted students to attend the first class day of the term and to bring an instructor signed add/drop form to the ESC to add the class (for STEM courses Capacity Overrides will be entered and viewed in SFASRPO). Emails from both instructor and student will also suffice.

**CoRequisites:** The system requires students to either register or wait list for all corequisite courses at the same moment. Which means that all corequisites need to be open at the same time, or closed at the same time. If the lecture is open but labs are closed, they cannot wait list for a lab and register for a lecture. Also, if they are wait listed for a lecture and a lab, both must open simultaneously. *Ex: If the lecture opens, but the lab they wait listed for is not the one that opened, they will not be able to register for either. Also, the lab they need may close and the lecture may be open and so students will not be able to wait list for the lab as the wait list for the lecture is not active and they will not be able to register for the lecture as they have to fully register for a lab at the same exact time.*

**Cross Lists:** The system maintains a combined waitlist function for cross listed courses. If the cross list max is met, both sections close, even if their individual capacities have not been met. The first student to register for either section will be first on the waitlist, however, there must be seats available in the section they are waitlisted for or they will not be able to register. *Ex: If ENG 101 has a max of 20 with 20 enrolled, SHS 101 has a max of 10 with 9 enrolled due to a drop, and the cross list max is 30, any student waitlisted for ENG 101 could not register, only those wait listed for SHS 101. (Current system error is holding spots for waitlisted students from one section even if the other section has reserved seats open)*

**Multiple Seats Open at Once:** If multiple students drop or the capacity is increased by more than one, the system will hold as many spaces as necessary for waitlisted students, but if the open seats exceed the waitlisted number of students, those extra seats will be open for general registration. *Ex: If the wait list has 4 students on the list and the capacity is increased, opening 5 spots, 4 of those will be held for waitlisted students and those 4 students will all be emailed immediately, and the 1 extra spot will be open for general registration.*