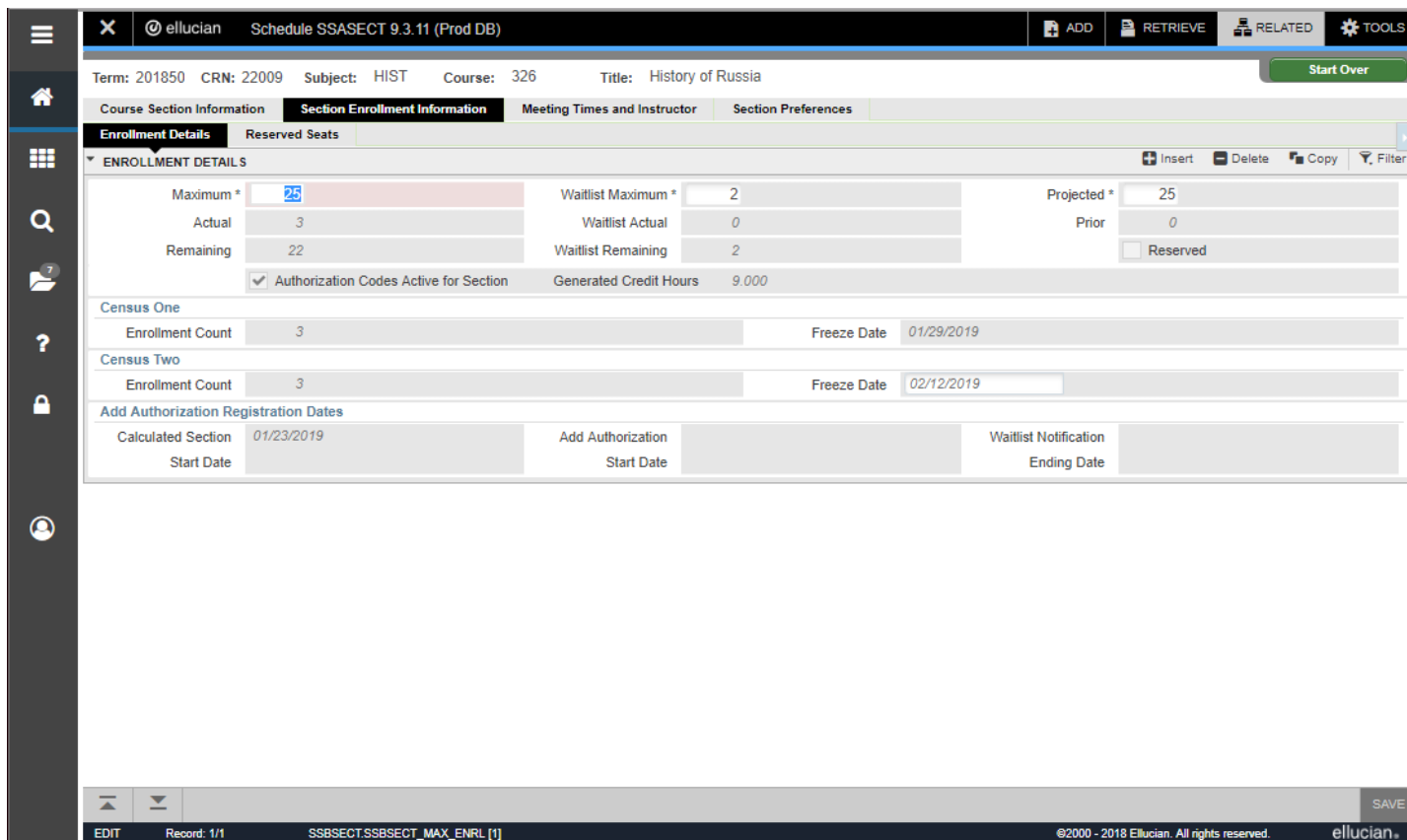


Establishing Waitlist Seats for Registration

The **department** creates a waitlist option for a section, by defining the number of seats to be waitlisted on the enrollment section of **SSASECT**. **This should not occur until there are no open seats remaining in the section.**

If you are setting up a wait list on a linked lecture/lab course, set up the wait list on the lecture only.



The screenshot displays the Ellucian system interface for a section titled "History of Russia". The interface shows enrollment details, including the number of seats, waitlist status, and authorization codes.

ENROLLMENT DETAILS					
Maximum *	25	Waitlist Maximum *	2	Projected *	25
Actual	3	Waitlist Actual	0	Prior	0
Remaining	22	Waitlist Remaining	2	<input type="checkbox"/> Reserved	
<input checked="" type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours	9.000		
Census One					
Enrollment Count	3	Freeze Date	01/29/2019		
Census Two					
Enrollment Count	3	Freeze Date	02/12/2019		
Add Authorization Registration Dates					
Calculated Section Start Date	01/23/2019	Add Authorization Start Date		Waitlist Notification Ending Date	

When a student attempts to register for a section and that section is full, they will have the option to select waitlist. Under the current set up for duplicate error checking, students can elect to waitlist for multiple sections.

When a seat become available, the student is sent an email to their IUP email address and the Registrar's Office.

! **If the student does not register in the preset time frame (currently 48 hours, 24 hours during Drop/Add), they are removed from the waitlist and the next student is notified.**

SFAWLPR is the form used to adjust waitlist priority before notifications are generated.

The department monitoring the waitlisted section has the ability to organize the list of students manually.

Currently, if requested, a course can be set up to automatically place seniors at the top of the waitlist. Please notify The Scheduling Center at scheduling-center@iup.edu to prioritized your course in that manner.

ellucian Waitlist Priority Management SFAWLPR 9.3.7 (Prod DB) ADD RETRIEVE RELATED TOOLS

Term: 201845 Winter 2018 CRN: 40193 Subject: FSMR Course: 180 Class Title: Introduction to Fashion Start Over

WAITLIST PRIORITY MANAGEMENT Insert Delete Copy Filter

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin
@000	Bright, Cynthia J	3	WL	10/26/2018 10:12		System

1 of 1 10 Per Page Record 1 of 1

Activity Date 10/26/2018 10:12:11 AM Activity User CBRIGHT SAVE

EDIT Record: 1/1 SFRSTCR:SFRSTCR_WL_PRIORITY [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian

SFIWLNT is a view only form that shows the current status of notifications that have been sent and the date and time the notification will expire.

ellucian Waitlist Notification Query SFIWLNT 9.3.7 (Prod DB) ADD RETRIEVE RELATED TOOLS

Term: 201845 Winter 2018 CRN: 40193 Subject: FSMR Course: 180 Class Title: Introduction to Fashion Start Over

WAITLIST NOTIFICATION QUERY Insert Delete Copy Filter

ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date
@000	Bright, Cynthia J	3	WL	10/26/2018	1.000000	Pending	10/26/2018 10:15:51


1 of 1 10 Per Page Record 1 of 1

Activity Date 10/26/2018 10:15:51 AM Activity User CBRIGHT SAVE


EDIT Record: 1/1 SFRWLNT:SFRWLNT_ID [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian


Other Important Information

! The Department must be cautious when entering closed section permits in courses that have students on a waitlist. If a waitlisted student has been notified of an open seat in a class and a student with a closed section permit takes that seat, the student that had been notified will not be able to register for that class.

 Waitlisting for the **Spring semester registration** will be available until the end of drop/add. However, there will be times (*transfer registration in December, late registration day prior to the start of the semester*) when the waitlist process will be inactivated.

Waitlisting for **fall semester registration** may be inactivated and all waitlists cleared for undergraduate students prior to registration for incoming undergraduates students. It will be reactivated and the students added back to the waitlists, as quickly as possible.

 The class list indicates the student is waitlisted for the section, indicating **WL** as their registration status.

 Students are not able to see their position on the waitlist.