

Automated Waitlisting – Effective Spring 2012

1. Once a class is closed, students may add their names to the waitlist until the waitlist becomes full or until the Friday before the course begins, whichever occurs first.
2. If a student drops the class, creating an opening for enrollment, the first student on the waitlist will be sent an automated email with information regarding the deadline by which registration must occur. The student will be allowed 36 hours to login to the web registration system and add the course.
3. If the first student does not successfully add the course within 36 hours, the student will be deleted from the waitlist and the next student will be sent the automated email.
4. If students miss the 36 hour period in which registration may occur, they must login and add their name back to the bottom of the waitlist. It is the student's responsibility to monitor their email and resolve any issues that may block registration before the 36 hour period expires.
5. Banner will track waitlist positions and openings for all courses. Notification will go to students automatically. The waitlist process will continue even when the college is closed.
6. After the course begins, only instructors can add students into their classes. The Instructor must issue add authorization codes to allow students to add the course.
7. The waitlist will be viewable by instructors online through the Friday of the first week of the class. Instructors are encouraged to give priority for add authorization codes to those students who are on the waitlist in the order they appear.
8. Students on a waitlist for an on-campus class, are encouraged to attend the first class meeting to request an add authorization code. Students who are on the waitlist for an online class should email the instructor on the first day of class to request an add authorization code. Instructors are not required to add students over the original class size.
9. Students, who were unable to add their name to an on campus class waitlist because of the waitlist being full, are encouraged to attend the first day of class. Students, who were unable to add their name to an online class waitlist because of the waitlist being full, are encouraged to email the instructor on the first day of class.
10. The integrity of the waitlist will be kept intact prior to the first day of class. Students will not be registered into a full class or added to a full waitlist, even with instructor permission. If instructors wish to increase their class size to allow the students from the waitlist into their class, they should email the Director of Enrollment Services with the CRN of the course and the new maximum size of the class. This should be done at least one week prior to the start of the course to allow time for the waitlist process to work. In-class instructors should keep in mind their room's maximum capacity when allowing additional students so as not to exceed it.