



WAITLISTING PRIMER *FOR ACADEMIC DEPARTMENTS*

Automated Waitlisting for Banner/UNCGenie is available for all course sections.

In order to use the waitlist, departments must designate a number of seats for the waitlist *during course schedule loading*; this information is recorded on SSASECT.

We recommend no more than five (5) seats on each waitlist.

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.4.0.3 (BANPRD)

Term: 201101 CRN: 11157 Create CRN: Copy CRN: Subject: ENG Course: 101 Title: English Composition I

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

Enrollment Details

| | | |
|---------------|-----------------------|-----------------------------------|
| Maximum: 22 | Waitlist Maximum: 5 | Projected: 0 |
| Actual: 0 | Waitlist Actual: 0 | Prior: 0 |
| Remaining: 22 | Waitlist Remaining: 5 | <input type="checkbox"/> Reserved |

Generated Credit Hours: .000

| | |
|--------------------------|---------------------|
| Census One | Census Two |
| Enrollment Count: 0 | Enrollment Count: 0 |
| Freeze Date: 24-JAN-2011 | Freeze Date: |

Forms Services

HOW DOES IT WORK?

When a course section is full, students will receive a registration error message “course closed – waitlist available.” Students have the option to add themselves to the waitlist.

Students will be able to see their number on the waitlist, so they have a sense of how successful they may be in getting into the class. The waitlist function is configured on a first-come/first-served basis.

When a space becomes available in a course section, the next student in the queue receives an e-mail to her/his preferred e-mail address indicating that a seat is available.

Text of the e-mail notification:

Dear [Name],

You have 24 hours from the date and time that this e-mail was sent to register for the following course that now has an open seat: [course]

Please sign in to UNCGenie and Web Register for this course. If you no longer need this course, please select Web Drop to remove yourself from the waitlist so that others may have this opportunity.

Thank you.

Even though a seat will show as available, other students using Genie will not be able to register; only the student on the waitlist who is due to register can take that space through Genie.

Once they have received the e-mail notification, students are given 24 hours prior to the start of classes within which to log in to Genie and register for the course section. If the student does not do so in the time allotted, that student is dropped from the waitlist and the seat available e-mail notification goes to the next student on the waitlist.

Once the semester begins, waitlists are purged.

WAITLISTING RULES & LIMITS

The waitlist function will check for the same registration errors as the general term registration controls: duplicates, links, corequisites, etc.; also, prerequisites and restrictions will be observed.

Waitlist hours do not count as attempted hours for the student.

Waitlisted courses do not count as corequisites and prerequisites for other courses; i.e., students will be unable to register for a course for which a waitlisted course is a corequisite. This system will not allow a student to register for a course in Summer if they are waitlisted for the prerequisite in the Spring.

Students can be waitlisted for more than one section of a course. Students can be waitlisted in one section of a course and registered in another.

Courses with corequisites should not be waitlisted. Examples: BIO 111 and 111L; ATY 213 and 213L.

Because automated waitlist processing can be activated based on seats becoming available through manipulation of maximum enrollment limits, departments *should not* change maximum enrollments for courses with waitlists after registration has started.

An active waitlist can be overridden through the manual registration process; however, in order to preserve the integrity of the waitlist, the University Registrar’s Office will not process drop/adds for these course sections prior to the first day of classes.