



What is Waitlisting & How Does it Help Students?

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What is Waitlisting & How Does it Help Students?

The Purpose

As a student you are often faced with the dilemma of closed classes during registration. You either have to pick another class to take during that class period, or submit an override request asking to be added to the class with the hopes that you are picked first if seats become available. The Banner Waitlist feature makes it easier for faculty to manage their course enrollment during registration and it is a fairer way to allocate seats to those of you who find classes closed when you attempt to register.

What is Waitlisting?

Waitlisting is the process by which you may sign up on an electronic list for a class that has become full. The Waitlist feature is an automated function which uses the FIFO (first-in-first-out) priority method to manage the students who have placed themselves on a list. You will be able to see where you are in the priority lists and will be able to avoid having to make repeated trips to departmental offices to get updates on your registration status. Once a place becomes available in the section, if you are the first person on the list you will be notified to go to CHOL and register within 24 hours. The place is reserved for you during this period. If you do not register within this period the place is then offered to the next person on the list. Once the registration period has closed off for the semester, the student(s) who did not get a place in the class will be removed from the waitlist.

NB: No notification will be given to students or faculty that the waitlists have been purged.

The Advantages of Using Waitlisting

- It will reduce the number of override requests, you have to submit asking to be added to a class which is full while at the same time making the whole process of which student should be added more fair and simplified.

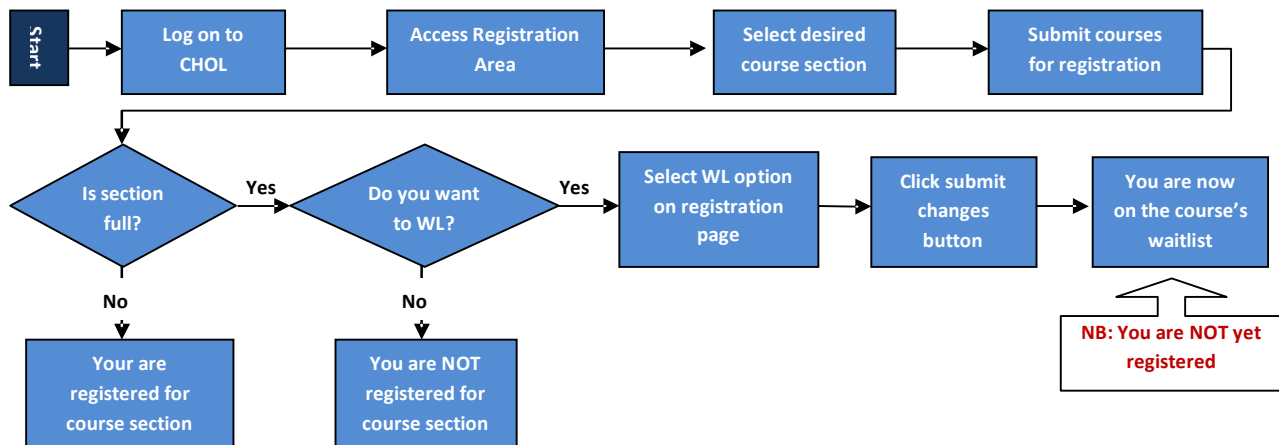
NB: This doesn't mean that ALL classes require or will use waitlisting; some departments (for a variety of reasons) will elect not to use waitlisting at all.

- You will be notified automatically when a seat becomes available on a first-come, first-served basis instead of having to keep calling the lecturer and/or department to check on your registration status.
- You will no longer attend a class thinking that you are registered only to find out that the course does not appear on your examination card.
- It removes the ambiguity with regard to which student should be added first.

- It will also be helpful to Faculty by allowing them to track the demand for certain courses and better manage curriculum offerings.

What Will I See During Registration?

The following flow chart illustrates the steps that students take during the registration process that includes the possibility of being placed on a Banner waitlist.



Notice that in order for you to be placed on the automatic Banner Waitlist, the maximum enrollment for the course must FIRST be reached. Once a seat becomes available in a section, you will receive notification letter via email.

The Notification Letter

When a seat becomes available Banner will (by default) send a notification e-mail letter to your preferred e-mail address which is stored in Banner – the University automatically assigns each student with an e-mail address with the format: firstname.lastname<99>@mycavehill.uwi.edu (where <99> is optional if there are multiple students with same first and last names). It is important that you check to ensure that your preferred e-mail is working properly, if it is not please contact the Campus IT Services (CITS) Service Desk at itservicedesk@cavehill.uwi.edu or telephone number (246) 417-4191 for assistance. It is also important to check your preferred e-mail address on a regular basis during registration to see if you've received a notification letter similar to the following:

Sent: Tuesday, January 24, 2012 8:16 AM
 To: BAPTISTE, John-Paul
 Subject: Waitlist Notification for 20238

Dear John-Paul,
 You placed yourself on a Waitlist for Foundation Studies 1001 L08
 CRN# 20238

A seat is now available and you must take action by 25-JAN-2012 08:13 AM. Please proceed to the Add and Drop Classes page on CHOL and either register or drop the course. You will need to choose an option from the Action drop-down list beside the course and click on SUBMIT CHANGES.

If you fail to take action, you will automatically be removed from the Waitlist on 25-JAN-2012 08:13 AM. You will NOT receive notification of this action.

Admissions Office
 The University of the West Indies
 Cave Hill Campus
 PO Box 64, Bridgetown
 BARBADOS
 TEL: (246) 4174127

Make a note of the dates and times listed here.

Note that this letter is the **ONLY** notification that you will receive from Banner regarding the availability of a seat in a class with a waitlist. It is important that you take responsibility for your own registration in the class, unless the department has assumed that responsibility ahead of time.

NB: A Waitlist status does NOT mean you are registered for the course.

How Do I Know if a Class has a Waitlist?

You can tell whether or not a class has a Banner waitlist available by checking the schedule of courses. There are three new columns that have been added to the display to help you know what your registration options are:

Sections Found

Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem
<input type="checkbox"/>	11551	ACCT	1003	L01	C	3.000	Introduction to Cost and Management Accounting	W	11:10 am-01:00 pm	15	15	0	5	3	2	0	0	0
<input type="checkbox"/>	11552	ACCT	1003	L02	C	3.000	Intro to Cost and Mgmt Acctg	W	05:10 pm-07:00 pm	200	0	200	0	0	0	0	0	0
<input type="checkbox"/>	11553	ACCT	1003	L1	T	3.000	Introduction to Cost and Management Accounting	W	05:10 pm-07:00 pm	2	0	2	0	0	0	0	0	0
<input type="checkbox"/>	11554	ACCT	1003	T01	C	0.000	Introduction to Cost and Management	F	06:10 pm-07:00 pm	10	10	0	5	2	3	0	0	0

These two sections are open so the waitlists are not active.

These two sections are closed so the waitlists is active.

Total waitlist capacity.

No. of waitlisted students

Remaining waitlist spaces

How Do I Join a Waitlist?

Current Schedule

Status	Action	CRN	Subj	Crse	Sec
Waitlisted on 13 Aug 2012	None	11551	ACCT	1003	L01
Waitlisted on 13 Aug 2012	None	11554	ACCT	1003	T01

Total Credit Hours: 0.000
 Billing Hours: 0.000
 Minimum Hours: 0.000
 Maximum Hours: 999999.999
 Date: 13 Aug 2012 02:27 pm

Add Classes Worksheet

CRNs

12244

Submit Changes Class Search Reset

RELEASE: 8.5.1.2

The first steps placing yourself on the waitlist for a class are just like if you were registering for a seat in a class. On CHOL, you will access the registration area of Banner, and type the CRN of the desired class into the fields at the bottom of the *Add Classes to Worksheet* screen and click the “Submit Changes” button.

Banner will then evaluate whether there is room in the class for another student. If the class is closed, you will be given the option of electing to be on the waitlist.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred
Closed - 2	None	11551	ACCT	1003	L01	Undergraduate	3.000
Waitlisted	None						
Closed - 1	Waitlisted	11554	ACCT	1003	T01	Undergraduate	0.000
Waitlisted							

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

If you want to be on the waitlist, you should select “Waitlist” from the “Action” dropdown menu, then click the “Submit Changes” button again.

Your schedule is displayed with the “Waitlist” status displayed for the desired class.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Gr
Waitlisted on 13 Aug 2012	None	11551	ACCT	1003	L01	Undergraduate	0.000	Sta
Waitlisted on 13 Aug 2012	None	11554	ACCT	1003	T01	Undergraduate	0.000	Sta

Total Credit Hours: 0.000
 Billing Hours: 0.000
 Minimum Hours: 0.000
 Maximum Hours: 999999.999
 Date: 13 Aug 2012 01:14 pm

0.00 credits means the student has not been billed for these credits yet.

If you want to know what “place” you have on the waitlist, check your detailed schedule (the one with days/times of each of your classes).


Student Detail Schedule:

Total Credit Hours: 0.000

Introduction to Cost and Management Accounting - ACCT 1003 - L01

Associated Term: 2012/2013 Semester I
CRN: 11551
Status: Waitlisted on 13 Aug 2012
Waitlist Position: 2

Notification Expires:

Assigned Instructor: Nadini Persaud 

Grade Mode: Standard Letter


Credits: 0.000

Level: Undergraduate

Campus: Cave Hill

Shows the date that the student waitlisted themselves and their position on the wait list


Scheduled Meeting Times

Type Time	Days Where	Date Range	Schedule Type	Instructors
Class 11:10 am - 1:00 pm W	Roy Marshall Teaching Complex LT1	27 Aug 2012 - 21 Dec 2012	Lecture	Nadini Persaud (P) 

Introduction to Cost and Management Accounting - ACCT 1003 - T01

Associated Term: 2012/2013 Semester I
CRN: 11554
Status: Waitlisted on 13 Aug 2012
Waitlist Position: 1

Notification Expires:

Assigned Instructor: Nadini Persaud 

Grade Mode: Standard Letter

Credits: 0.000

Level: Undergraduate

Campus: Cave Hill

Not that the student's position on the wait list for the tutorial can be different to the lecture

Scheduled Meeting Times

Type Time	Days Where	Date Range	Schedule Type	Instructors
Class 6:10 pm - 7:00 pm F	Sagicor Centre for Lifelong Le LR14	27 Aug 2012 - 21 Dec 2012	Tutorial/Discussions	Nadini Persaud (P) 

[Return to Previous](#)

[[Select Term](#) | [Add/Drop Classes](#) | [Change Class Options](#) | [View Fee Assessment](#) | [Look-up Classes to Add](#)]

What do the Status Messages Mean?

Once you've attempted to register for a class, Banner will display one of four status messages on your registration screen:

Status	Action	CRN	Subj	Crse	Sec	Level	Cred
Closed - 2 Waitlisted	None	11551	ACCT	1003	L01	Undergraduate	3.000
Closed - 1 Waitlisted	Waitlisted	554	ACCT	1003	T01	Undergraduate	0.000

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

1) Closed -- ### Waitlisted

No seats available and there are ### students waitlisted. You can add yourself to the waitlist.

2) Open -- ### Waitlisted

Seats are available but there are students waitlisted. You should add yourself to the waitlist because waitlisted students will be able to register before non waitlisted students.

E.g. There are two students on the waitlist for the lecture section.

3) Closed – Waitlist Full

There are no seats available and the waitlist is full. You cannot register so you should seek an alternative course.

4) Open – Waitlist Full

Seats are available but the waitlist is full. You cannot add yourself to the waitlist at the moment but a space may become available if the number of available seats is greater than the number of students on the waitlist. You should still seek an alternative course just in case.

Important Things to Remember

- 1) A waitlist status does **NOT** mean you are registered for the course nor does it guarantee you a seat.
- 2) It is **VITAL** to make sure that you do not have registration holds on your records. Registration holds will prevent you from registering for classes as well as placing yourself on a course waitlist.
- 3) It is not obligatory for faculty to increase the enrollment size of a waitlisted class in order to accommodate waitlisted students.
- 4) If the enrollment size of a waitlisted class is increased, please note that the waitlisted students will be notified and allowed to register before non-waitlisted students.

- 5) When schedules are purged due to non-payment of fees, your registration for all classes including those in a waitlist status will be deleted.
- 6) Banner waitlisting will enforce the same registration restrictions for waitlisting as it does for registration purposes. Here is a list of the frequently encountered registration restrictions:
 - pre-requisite
 - links
 - time conflict
 - major
 - degree program
 - student level
 - class level
 - college
 - campus
 - maximum credits allowed have been exceeded
- 7) You will receive **ONLY ONE e-mail notification** of an available seat in a class. You **MUST** be sure to check your preferred e-mail address on a regular basis (the University automatically assigns each student with an e-mail address with the format: firstname.lastname@mycavehill.com), or you will miss the chance to get a seat from the waitlist. If you miss your chance, you can place yourself on the waitlist again, but your priority will be at the bottom... you'll be last in line.

Where do I go if I Have Questions?

- If you have questions about the use of a waitlist in general, please go to the Waitlist FAQs for Students at <http://www.cavehill.uwi.edu/chol/default.asp>.