



# Course Waitlists in Banner Information for Faculty & Advisors

## WHERE WAITLISTING IS SET UP IN BANNER

**SSASECT** is used to set up the course section with the Waitlist Option.

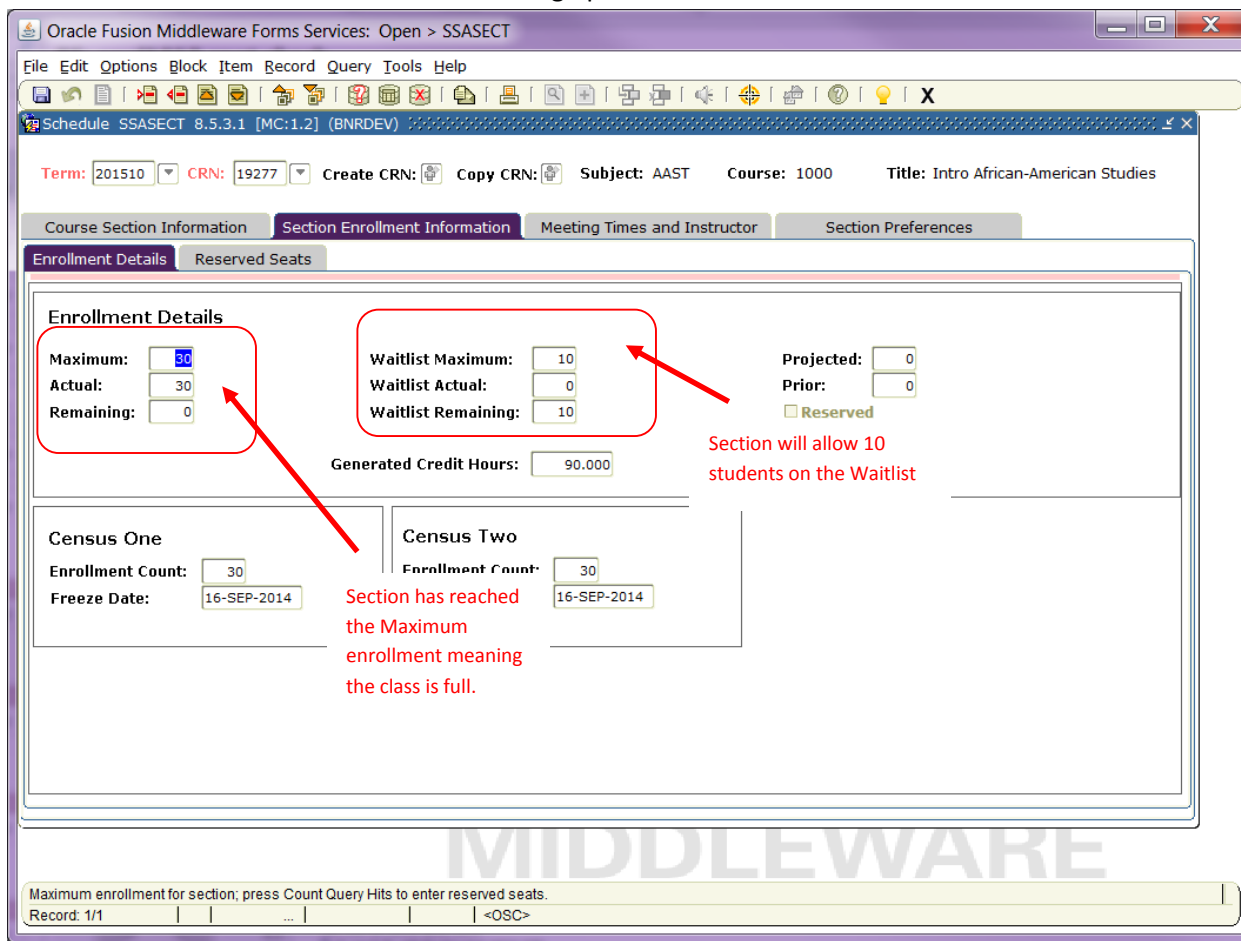
SSASECT will display the Course Enrollment numbers and, if the course has been set up with the Waitlist option, the Waitlist Enrollment numbers.

**To View the Waitlist information on SSASECT**

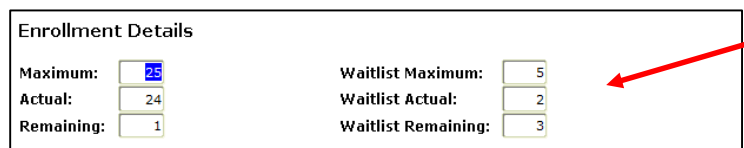
- Click on the Section Enrollment Information tab
- Then click on the Enrollment Details tab.

Each department has representatives (schedulers) that are responsible for building and maintaining course sections.

**NOTE:** Not all sections will have the Wait listing option.



In this example: SSASECT displays that the Maximum Enrollment has reached its limit of 40 students allowed in class, and the department will allow 10 students to add themselves to the Waitlist.



This example displays 2 students are on the waitlist and three more students could be added to the Waitlist. One seat has become available; the first student in line will be notified via email.



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## ADDING WAITLISTS TO COURSE SECTIONS

Departments who wish to use a waitlist on classes will need to add the waitlist option to each class section. This can be done when entering the schedule in Banner. The department will add a number for the maximum number of names allowed on the section's waitlist. Waitlists can be used for any classes, however, when setting up a waitlist for a linked course make sure to designate the lab component as the one with the waitlist. If assistance is needed creating a course waitlist in Banner, please contact the Office of the Registrar.

Classes that have a waitlist will indicate the cap on the schedule, in Look Up Classes. In the example below, AAST 1000 has an enrollment cap of 25 and 25 registered in the class. It also has a waitlist cap of 5, with 5 names already on the waitlist.

### Look Up Classes

Home > Look Up Classes

Sections Found																				
African American Studies																				
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Non Rsv Rem	Cap	Act	Rem	Wait List Cap	Wait List Act	Wait List Rem	Cross List Cap	Cross List Act	Cross List Rem	Instructor
C	<a href="#">10021</a>	AAST	1000	01	M	3.000	Intro African-American Studies	MWF	09:00 am-09:50 am	0	25	25	0	5	5	0	0	0	0	Marcus Dubois Watson (P)
<input type="checkbox"/>	<a href="#">17575</a>	AAST	1000	02	M	3.000	Intro African-American Studies	MWF	02:10 pm-03:00 pm	1	29	28	1	5	1	4	0	0	0	Samantha Zowada Besler (P), Kerry L. Pimblott
C	<a href="#">19277</a>	AAST	1000	40	OS	3.000	Intro African-American Studies	TBA		0	30	30	0	10	0	10	0	0	0	Lucas A. Stricker (P)

## USING THE WAITLISTS DURING REGISTRATION

A class section waitlist is not available to students until the section's enrollment is at the enrollment cap listed.

The student will need to meet any course prerequisites or restrictions, the same as if they were registering for the course, if they want to be placed on the waitlist. If they do not have the prerequisites or are restricted, they will be unable to register themselves or to place themselves on a wait list.

Once the course enrollment cap has been met, any student attempting to register will have the option to be added to the wait list. Please note that students may put themselves on more than one section's wait list for a course, however they can only register for one section of a course.

### ADDING & REMOVING STUDENTS ON THE WAIT LIST

Students can add themselves to a wait list through WyoRecords, Registration, Add or Drop classes. Information for students can be found on our website, [http://www.uwyo.edu/registrar/students/registration\\_information.html](http://www.uwyo.edu/registrar/students/registration_information.html).

A student may be on more than one course wait list, although students can only be registered for one section of a course.

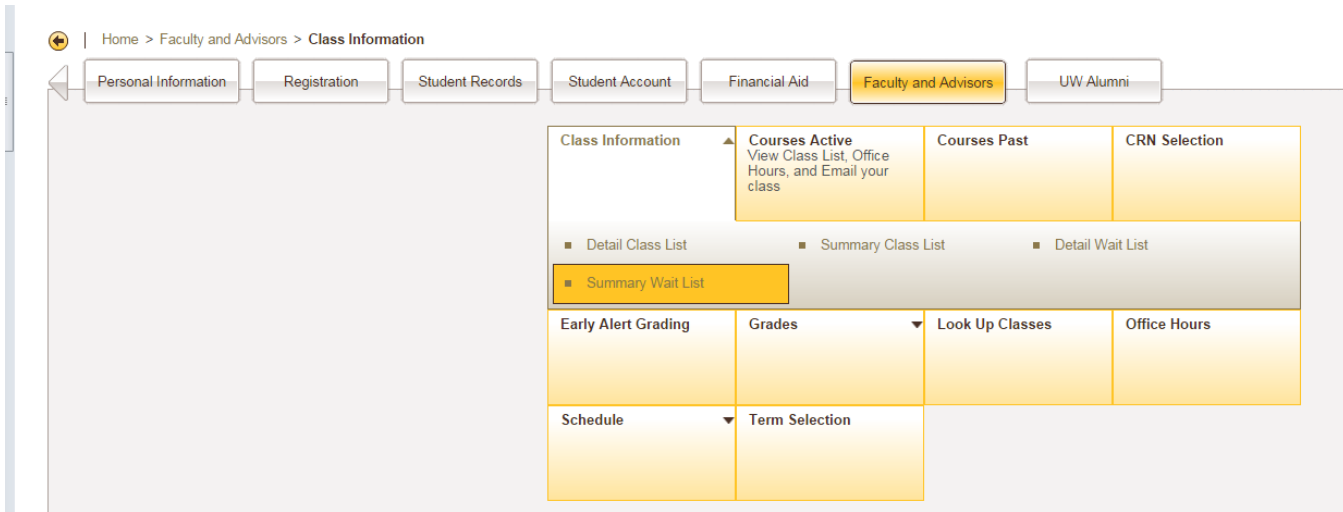


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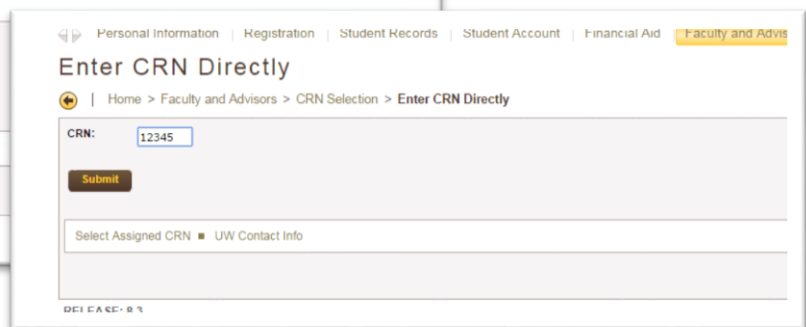
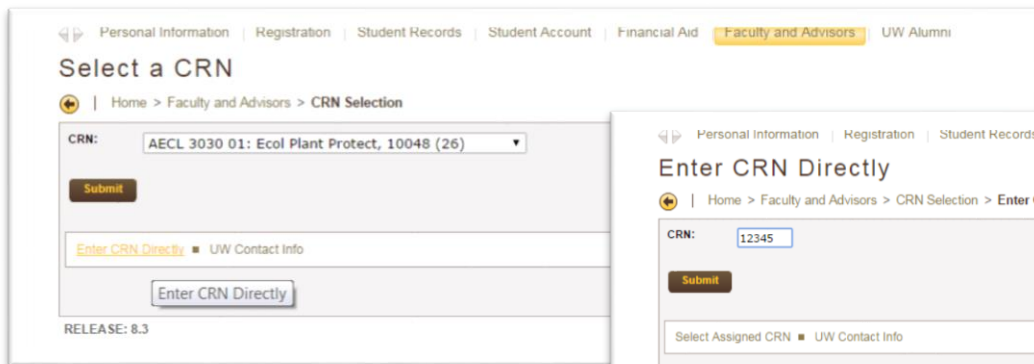
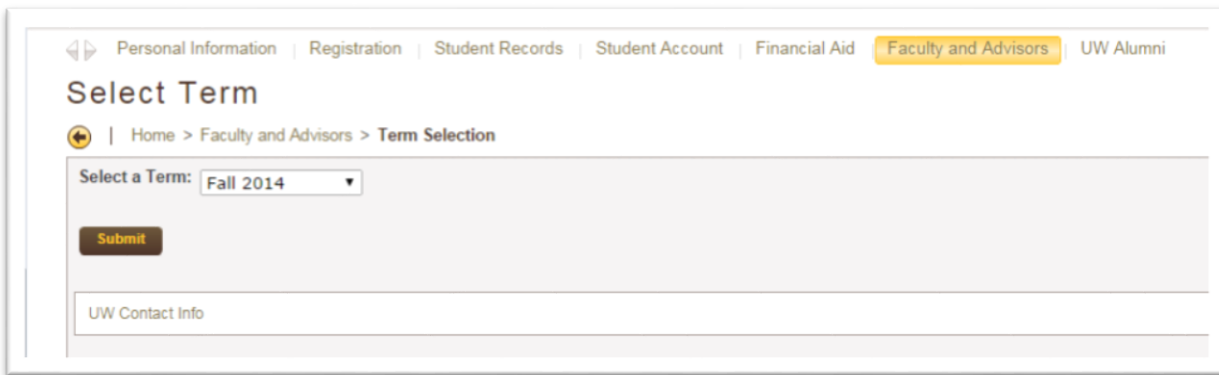
## CHECKING WAIT LIST STATUS THROUGH WYOWEB

Students can verify that they are on a waitlist by reviewing their Add and Drop classes screen. The class section will indicate 'wait listed'. Students will not have the ability to verify **their position** on the wait list, however they will be able to see the total number of names on the wait list from the 'Look Up Classes' results, or when they go to add their name to a waitlist.

For advisors and staff, the Summary Wait list will show all the students on the wait list. You can access this list from WyoRecords, on the Faculty and Advisors tab, under Class Information.



If you have a course listed for the term, Banner will show that course first. However, you can also choose to review any class wait list by clicking on 'Enter CRN Directly', then entering the CRN number of the course, and clicking Submit.





# Course Waitlists in Banner Information for Faculty & Advisors

This Summary wait list tells you the total number of students who have their name on the wait list, as well as their waitlist position. The waitlist position of 0 indicates that person has been sent a notification that a seat is available. This also lists the date and time that notification will expire. The student must log into WyoRecords, and register for that seat before the notification expires. If they do not, at the point the notification expires their name will be automatically removed from the waitlist and the next person on the list (in waitlist position order) will be notified of the open seat.

summary wait List

Home > Faculty and Advisors > Summary Wait List

An asterisk will appear next to the appropriate field if any of the following conditions exist:

1. The student has more than one major or department in the primary or secondary curriculum.
2. The student has a program, level, college, or degree in the secondary curriculum that is different from that in the primary curriculum.

If the word **Confidential** appears next to a student's name, the personal information is to be kept confidential.

**Course Information**

Intro African American Studies - AAST 1000 01  
 CRN: 10001  
 Duration: Sep 03, 2014 - Dec 12, 2014  
 Status: Active

**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment:	25	24	1
Wait List:	5	2	3
Cross List:	0	0	0

**Summary Wait List**

Waitlist Position	Student Name	ID	Class	Program	Term Site	Credits	Reg Status	Notification Expires
0	Cowbey, Joey	A00000013	FR	BS in Geology		0.000	Wait Listed	Oct 09, 2014 03:50 pm
1	Cowbey, Tex A.	A00000002	SO	BA in Math Education		0.000	Wait Listed	

[Return to Previous](#)

Students are able to add their name to multiple class section waitlists for a given course. When the student accepts a seat in one section, they are not automatically removed from the additional waitlisted sections.

Students should be encouraged to drop their wait list seats if they are no longer interested, to allow the next student on the list to be processed in the timeliest manner possible.



# Course Waitlists in Banner Information for Faculty & Advisors

## STUDENT NOTIFICATION EMAIL

As soon as the class enrollment drops below the enrollment cap, the automatic waitlist process begins. Banner will offer the open seat to the first person listed on the waitlist (in waitlist priority order). This notification is through an email sent to the student's uwyo.edu email address. If the student decided to opt into the text messaging notification process they would also receive a text message notification.

Example of email sent to student:

\*The email will be sent from [registrar@uwyo.edu](mailto:registrar@uwyo.edu), the listed sender will be University Registrar, UW.

Subject: Waitlist Notification for 21792

Dear Joe ,

    You had previously put yourself on the waitlist for: UWYO 9990 - 01 Test Course 1 (CRN: 21792 ).

    A seat has opened up in this course and if you still want in the class, you will need to log into WyoWeb to register yourself for this course before 26-NOV-2014 02:47 PM .

    If you do not register yourself for this course by the date/time above, you will be removed from the waitlist. You will receive no further notifications regarding the waitlist for this course.

    If you have any questions regarding this, please do not hesitate to email the Office of the Registrar at [registrar@uwyo.edu](mailto:registrar@uwyo.edu) or call 307-766-5272.

Notice that the email indicates the date and time by which a student must take action, or lose their offered seat in the class. If they do not go into WyoRecords and register for the seat by the deadline, their name will be removed from the waitlist and the next person in line will be notified of the available seat.

Students are encouraged to check their email frequently if they are on a waitlist. Students can also be reminded that their uwyo.edu email can be forwarded to another email account. Directions can be found at:

[Redirect Your UW email account to another email](#)

To accept the open seat, with the 24 hour deadline, students must go into their WyoRecords, Registration, Add and Drop Classes, and then choose 'web registered' as the action for their wait listed course. For more information on how the waitlist works and functions from a student perspective go to, <http://www.uwyo.edu/registrar/files/docs/automaticwaitlistsforstudents.pdf>.



# Course Waitlists in Banner Information for Faculty & Advisors

## CONTROLLING AND MONITORING AN AUTOMATIC WAITLIST

The following Banner screens are used to control and monitor automatic waitlists:

- SSAWLSC      WAITLIST AUTOMATION SECTION CONTROL
- SFAWLPR     WAITLIST PRIORITY MANAGEMENT
- SFAXWLP     CROSS LIST WAITLIST PRIORITY MANAGEMENT
- SFIWLNT     WAITLIST NOTIFICATION QUERY
- SFARWLP     RESERVED SEATS WAITLIST PRIORITY MANAGEMENT

### SSAWLSC

The SSAWLSC screen controls the automatic waitlist function at the section level. The default setting for Automatic Waitlist Notification is "ON", as indicated by the check box. If you do not want to utilize automatic wait listing it needs to be manually unchecked for each section with a waitlist.

**Waitlist Control**

Automatic Waitlist Notification      Waitlist Notification Deadline: 24 Hours

Use Waitlist Registration Error Checking      Resend Deadline: Hours

Show Waitlist Position on Student Self Service      Activity Date: 18-FEB-2015

You can also access SSAWLSC through the Options menu of the SSASECT screen.



# Course Waitlists in Banner Information for Faculty & Advisors

## SFAWLPR

The SFAWLPR screen controls the priority of the students that are waitlisted. As students add themselves to the waitlist for a course they are given a priority number. Departments have the option of re-prioritizing the students on the waitlist.

**Notifications of open seats are sent every 30 minutes.** If a waitlist needs to be prioritized it will need modified before a seat opens or that student with the first priority number will be notified of an open seat being held for them.

In the example below, Tex Cowboy was the first student to add themselves to the course waitlist. At this point there are no open seats. If I want Test Student 5 to have priority over all others, it's easy to change.

Term: 201530 Summer 2015    CRN: 30974    Subject: UWYO    Course: 9990

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date
A00000002	Cowboy, Tex A.	4	WL	18-FEB-2015 10:06 AM	1.000000	System	EOLSON7	18-FEB-2015
A00000008	Student4, Test	5	WL	18-FEB-2015 10:07 AM	2.000000	System	EOLSON7	18-FEB-2015
A00000009	Student5, Test	6	WL	18-FEB-2015 10:08 AM	3.000000	System	EOLSON7	18-FEB-2015

To reorder the wait list, type over the numbers in the Waitlist Priority column and save your changes. In the image below manual changes were made so that Test Student5 is 1st on the waitlist and Tex Cowboy is 2nd.

Term: 201530 Summer 2015    CRN: 30974    Subject: UWYO    Course: 9990

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date
A00000002	Cowboy, Tex A.	4	WL	18-FEB-2015 10:06 AM	2.000000	Manual	EOLSON7	18-FEB-2015
A00000008	Student4, Test	5	WL	18-FEB-2015 10:07 AM	3.000000	Manual	EOLSON7	18-FEB-2015
A00000009	Student5, Test	6	WL	18-FEB-2015 10:08 AM	1.000000	Manual	EOLSON7	18-FEB-2015

Once a seat becomes open the student is notified by email and text (if they've opted into that type of notification) and their name is removed from the SFAWLPR screen.

Term: 201530 Summer 2015    CRN: 30974    Subject: UWYO    Course: 9990

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date
A00000002	Cowboy, Tex A.	4	WL	18-FEB-2015 10:06 AM	2.000000	Manual	EOLSON7	18-FEB-2015
A00000008	Student4, Test	5	WL	18-FEB-2015 10:07 AM	3.000000	Manual	EOLSON7	18-FEB-2015

If the student does not take action within 24 hours they will be dropped from the waitlist. At that point they could choose to re-enroll themselves in the waitlist; however, they would be given the lowest priority.



# Course Waitlists in Banner Information for Faculty & Advisors

## SFAXWLP

The SFAXWLP is identical to the SFAWLPR screen except that it is for cross-listed courses. If automatic wait listing is not turned on it is not recommended that waitlist be created for courses that are cross-listed.

### Notes on cross-listed courses and waitlists:

If a course is cross-listed each section should have its own waitlist. It's the Office of the Registrar's recommendation that if departments decide to cross-list and also have a waitlist, that they work together to create a wait list for each section offered under the cross-listing. It is confusing for students when a cross-listed course has a waitlist for one section and prefix, but not for the other. If 3 sections are cross-listed and there are 30 seats and each section creates a wait list with 10 seats it would be possible for 30 students to be wait listed, which may give students unrealistic expectations for registration. For this reason, it our preference that each section keep their individual section wait list maximums low.

Just like in the SFAWLPR screen departments can control the priority of students' waitlisted for a cross-listed section. Regardless of which section the student is waitlisted for; they are given the next priority on the wait list.

Example: Tex Cowboy and Test Student4 added themselves to the UWYO 9990-01 waitlist. Then Joey Cowboy added himself to the wait list for UWYO 9990-02. The system will automatically place students on a first come first serve priority between all the sections in the Cross-List Group Identifier.

CRN	Subject	Number	Section	ID	Name	Seq	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date
30974	UWYO	9990	01	A00000002	Cowboy, Tex A.	4	WL	18-FEB-2015 10:06 AM	2.000000	Manual	EOLSON7	18-FEB-2015
30974	UWYO	9990	01	A00000008	Student4, Test	5	WL	18-FEB-2015 10:07 AM	3.000000	Manual	EOLSON7	18-FEB-2015
30978	UWYO	9990	02	A00000013	Cowboy, Joey	1	WL	18-FEB-2015 10:52 AM	4.000000	System	EOLSON7	18-FEB-2015

## SFIWLNT

The SFAWLPR screen displays the notifications of open seats that have been sent and when the notification expires. It's possible for multiple students to be notified of open seats if more than one seat becomes available within a 24 hour period.

Example: Test Student5's notification of an available seat expires 2/19/15 at 10:18 AM. If they would like to register they can log into WyoWeb and enroll themselves through the Add/Drop courses screen. If they take no action they would be dropped.

ID	Name	Registration Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires	Notification Status
A00000009	Student5, Test	6	WL	18-FEB-2015 10:08 AM	1.000000	Pending	18-FEB-2015	19-FEB-2015 10:18 AM	O

This is how that would look for the student in their Add/Drop courses screen.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Outreach Site	Title
Wait Listed on Oct 10, 2014	None Drop via Web Registered via Web	19029	ENGL	4010	40	Undergraduate	0.000	Letter Grade		Technical Writing in Professors