



INSTRUCTIONS – AUTOMATIC WAITLISTING

Previous waitlist processes varied widely by department. UW has implemented an automatic waitlisting process beginning with spring 2015 registration.

HOW DOES AUTOMATIC WAITLISTING WORK?

A class section waitlist is not available to students until the section's enrollment cap is reached. Students who attempt to register for a closed section may add their names to the waitlist for that section. If a seat in the section becomes available, the student at the top of the waitlist is notified at their uwyo.edu email address. The student will then have 24 hours, from the time the notification is sent, to log in to his or her WyoWeb account and add the class. If the student has opted into text message notification, they would also receive a notification via text.

The open seat will be reserved solely for the student at the top of the waitlist: no other student may register for the seat during the 24-hour time period. If the student at the top of the waitlist does not add the class within the 24-hour period, he or she will be removed from the waitlist and the next student on the list will be notified.

GENERAL GUIDELINES

- Waitlisting is based on a first-come, first-served basis
- The student in the first position will be notified once a seat becomes available
- Waitlisting is available up to the last day to add a class on WyoWeb
- Waitlisting does not guarantee a seat in the class
- Waitlisting holds a spot in line should a seat become available
- Waitlisting does not mean the student is registered into the class
- Provides registration error checking before adding to Waitlist
- Automatic email and optional text message notification when seat opens
- Has a 24 hour time limit after email notification
 - Does NOT automatically enroll the student in the course

THE BASICS

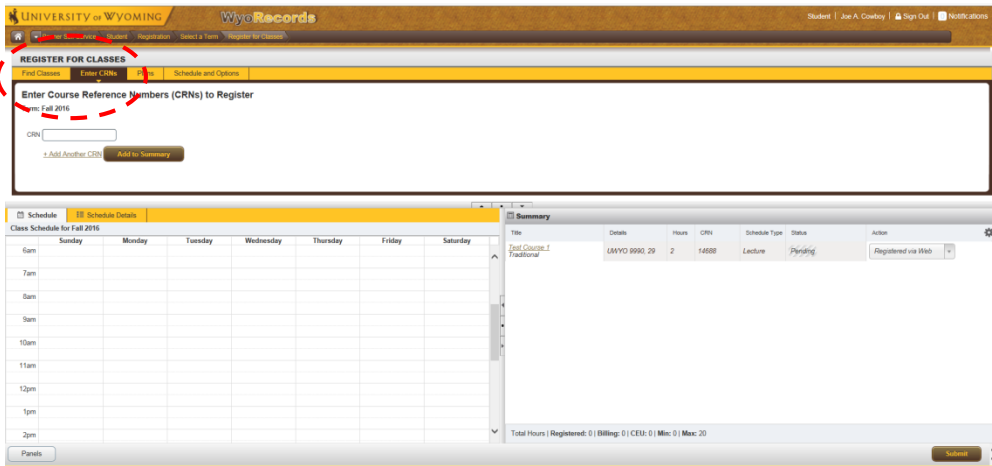
Student attempts to enroll in a **closed class** that has the waitlist option

1. Student receives the "Closed, There are # student(s) on the waitlist for this class" registration error when they try to enroll
2. The student has the option to elect to waitlist into the closed section
 - a. If student elects to waitlist, this does not mean they are registered
3. A student drops the class, making a seat available
4. The student who is first in line is notified via email (and text message if opted in)
 - a. The student then has 24 hours to complete the registration process through WyoWeb
5. If student decides not to register or the 24 hour time limit expires, the next student in line is notified and the process starts over



Course Waitlists Information for Students

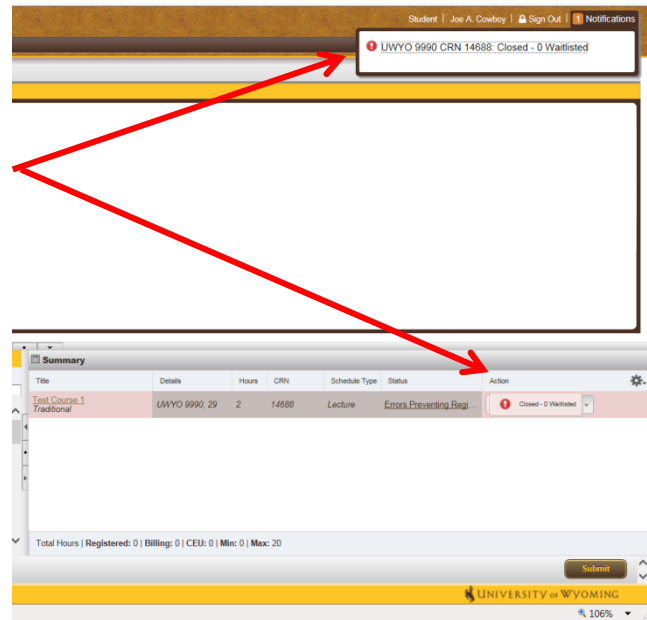
WAITLIST TUTORIAL



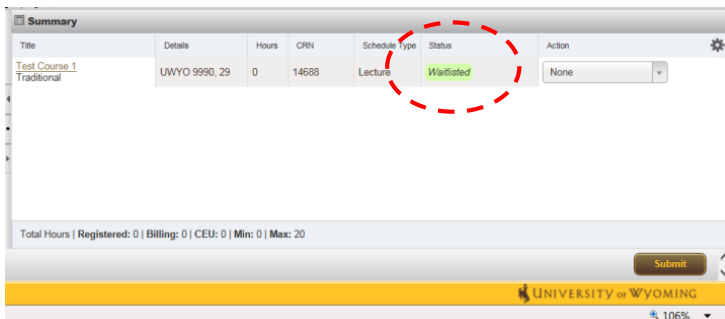
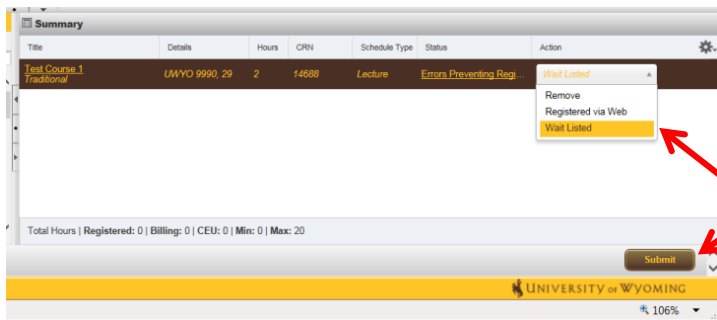
Under Registration – Register for Classes go to “Enter CRN’s” or “Find Classes”. Once you’ve added the course to your summary panel hit “Submit”.

If the section you’ve selected is closed, and a waitlist is available you will receive an error message similar to the one shown, indicating the course is closed and the number of students waitlisted.

If you wish to be added to the waitlist, select Wait Listed from the Action column drop down menu and then “Submit” again.



Choose “Wait Listed” from the Action column options and hit Submit to add yourself to the waitlist. If you are successful, the Status will change to “Waitlisted”.



When successfully added to a waitlist, the message above will display. At this time, the student is NOT registered. They are only on the waitlist for the course. Waitlisted classes DO NOT count as enrolled credits and are not added as billed hours.

TO DROP A WAITLISTED COURSE

1. Go to the Register for Classes link
2. Select the Drop via Web option from the Action column drop-down menu
3. Submit Changes

NOTIFICATION AND ACCEPTING A SEAT

When a seat becomes available, the student who is first on the waitlist will receive an email notification. If the student has opted in, they will also receive a notification via text message. The student will only be notified at the start of the 24 hour time period. No additional notifications will be sent.

- The student will have exactly 24 hours to register from the time the email was sent to enroll in the course.
- If the student takes no action to register after 24 hours, he or she will be removed from the waitlist. They could add themselves to the waitlist list again, but they would be placed last on the list.
- **Only one** notification will be sent regarding the availability of a seat in the class. Students must be checking their email on a regular basis or they may miss the chance to get a seat. If they do not register within 24 hours they will be **dropped** from the waitlist.

IF YOU DO NOT REGISTER WITHIN 24 HOURS THE WINDOW WILL EXPIRE AND YOUR NAME WILL BE AUTOMATICALLY REMOVED FROM THE WAITLIST, AND THE NEXT PERSON WILL BE NOTIFIED.

EMAIL NOTIFICATION EXAMPLE

Subject: Waitlist Notification for 21792

Dear Joe,

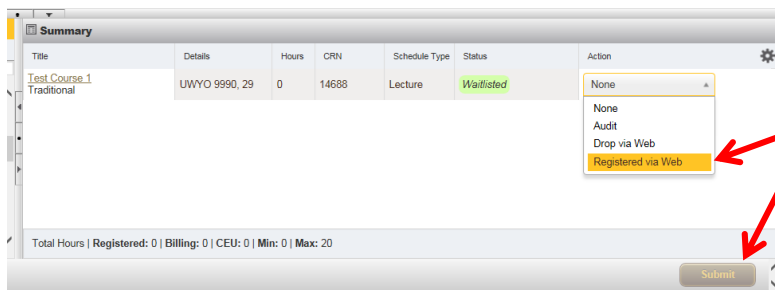
You had previously put yourself on the waitlist for: UWYO 9990 - 01 Test Course 1 (CRN: 21792).

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 or call 307-766-5272.

Once a student receives notification they can log into WyoWeb and enroll themselves in the class.



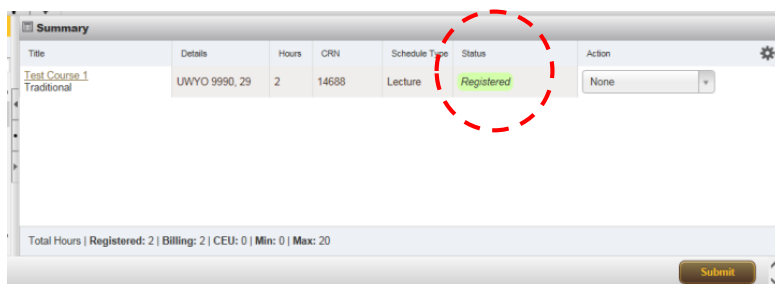
Title	Details	Hours	CRN	Schedule Type	Status	Action
Test_Course 1 Traditional	UWYO 9990, 29	0	14688	Lecture	Waitlisted	None None Audit Drop via Web Registered via Web

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 20

Submit

Choose "Registered via Web" from the Action column options and hit Submit to add yourself to the course. If you are successful, the Status will change to "Registered".

Until you receive notification of an open seat the option to "Registered via Web" will not be available. This option will only be available during the 24 hour period. '



Title	Details	Hours	CRN	Schedule Type	Status	Action
Test_Course 1 Traditional	UWYO 9990, 29	2	14688	Lecture	Registered	None

Total Hours | Registered: 2 | Billing: 2 | CEU: 0 | Min: 0 | Max: 20

Submit