

Setting up a waitlist

Waitlist maximums can be established on the Enrollment Data window on SSASECT.

The screenshot shows the Oracle Developer Forms Runtime interface for SSASECT. The window title is "Oracle Developer Forms Runtime - Web: Open > SSASECT". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and editing. The main content area is titled "Schedule SSASECT 8.3.0.3 (PROD)".

At the top, there are fields for Term (201120), CRN (21196), Create CRN, Copy CRN, Subject (SOC), Course (318), and Title (Urban Sociology & Anthro). Below these are tabs for Course Section Information, Section Enrollment Information, Meeting Times and Instructor, and Section Preferences. The "Section Enrollment Information" tab is active, showing "Enrollment Details" and "Reserved Seats" sub-tabs.

The "Enrollment Details" section contains the following fields:

Maximum:	30	Waitlist Maximum:	10	Projected:	0
Actual:	30	Waitlist Actual:	4	Prior:	33
Remaining:	0	Waitlist Remaining:	6	Reserved:	<input type="checkbox"/>

Below these fields is a "Generated Credit Hours" field with the value 90.000.

There are two "Census" sections:

Census One	Census Two
Enrollment Count: 30	Enrollment Count: 30
Freeze Date: 02-FEB-2011	Freeze Date: 02-FEB-2011

At the bottom, there is a status bar with the text "Maximum enrollment for section; press Count Query Hits to enter reserved seats." and "Record: 1/1".

The waitlisted students are on the Class Roster (SFASLST) – Status W

Oracle Developer Forms Runtime - Web: Open > SFASLST [Q]

File Edit Options Block Item Record Query Tools Help

Class Roster SFASLST 9.3.0.2 (PROD)

Term: 201120 Spring 2011 CRN: 21196 SOC 318 01W Roll Degree Award Status: Select....

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours
37		Gorden, [REDACTED]	RE	17-DEC-2010			G			3.000
Rolled	<input type="checkbox"/>	Grade Comment: [REDACTED]								
38		Warren, [REDACTED]	RE	17-DEC-2010			G			3.000
Rolled	<input type="checkbox"/>	Grade Comment: [REDACTED]								
40		Crittenden, [REDACTED]	W	20-DEC-2010			G			.000
Rolled	<input type="checkbox"/>	Grade Comment: [REDACTED]								
41		Benell, [REDACTED]	W	21-DEC-2010			G			.000
Rolled	<input type="checkbox"/>	Grade Comment: [REDACTED]								
42		Sustaita, C... [REDACTED]	W	27-DEC-2010			G			.000
Rolled	<input type="checkbox"/>	Grade Comment: [REDACTED]								
43		Fortner, [REDACTED]	W	04-JAN-2011			G			.000
Rolled	<input type="checkbox"/>	Grade Comment: [REDACTED]								

Student's grade code; press LIST for valid codes.
Record: 29/34 | | | | <OSC>

Waitlist Registration

Normal registration occurs if a class is closed with a waitlist the student will see a message CLOSED – WAITLISTED. Registering for the waitlist can either occur on SZAREGS by a representative of the Registrar’s Office or using Banner Student Self –Service (Myleo). The student can add themselves to the waitlist.

Closed – 4-Waitlisted – 4 is the number of students on the waitlist

Grade Developer Forms Runtime - Web: Open > SZAREGS

File Edit Options Block Item Record Query Tools Help

Student Course Registration Form SZAREGS 8.3.0.3 (PROD)

Confidential

Term: 201120 ID: Gossett, Je Date: 07-JAN-2011 Holds:

View Current/Active Curricula Print Bill Print Schedule

Registration Student Term Curricula Study Path Time Status

Enrollment Information

Status: EL | Eligible to Register Process Block: Minimum: .000 MHRs Maximum: 19.000 MHRs

Reason: Status Date: 19-OCT-2010 Delete All CRNs

Acceptance: Confirmed None Accepted

Course Information

CRN	Subject	Course	Message	Time Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
20462	BA	301		3.000	RW	U			1	2	M
20768	MGT	305		3.000	RW	U			1	2	M
21196	SOC	318	Closed - 4 Waitlisted	3.000	RE	U			1	2	M

Error Flag: No error Status Type: Registered

Fees: Y - Immediate assessment Date: 20-DEC-2010 Credit Hours: 6.000 Bill Hours: 6.000 CEU Hours: .000

Student schedule has errors. Correct or delete to continue.

Record: 1/3 << >> <<OSC>

Once students are placed on the waitlist, when a space becomes available, the students are notified by email:

Dear Student,

You are receiving this email because you are on the waitlist for the course listed above in the subject line. The waitlisted course has an open spot and is now available for you to register. You will have 72 hours to complete registration for the course

Holds, prerequisites, departmental approvals and time conflicts could prevent registration. Please contact the appropriate department to resolve these problems.

If you do not complete your registration within the allotted 72 hour time, your name will be removed from the waitlist. Should you opt to be added back to the waitlist, you will be placed at the bottom.

Thank you and please contact the Registrar's Office if you have any questions at 903-886-5068.