

WAITLISTING CHEAT-SHEET FOR REGISTRATION TECHS

Due to the successful trial of waitlisting that occurred during Summer and Fall 07 registration, the College has decided to make this available to **all courses and all students**, beginning with Spring 2008 registration.

ADDING STUDENTS TO WAITLISTS

As sections fill, students can add themselves to the waitlist either through WebAdvisor or when registering in person (through RGN).

Students can add themselves to multiple sections of the same course; if they register for an open seat in one of the sections, they will be removed from the waitlist for the other sections of that course.

Students may also be registered for an open seat in a course, but then also add themselves to the waitlist for their “preferred” section. **If they are then offered a seat from the waitlist and register for it, it is the STUDENT’S responsibility to drop the first section.** If they do not do so, they will be charged for both sections, and the AADs will not grant tuition refund requests based on this situation.

ADDING STUDENTS TO WAITLISTS IN RGN

When you try to register a student in a section that is full, you will see a prompt, as shown in the following screen:

The screenshot displays the RGN-Registration interface for a student named Denise Dummy. The student's ID is 0237244 and their home phone number is 215-968-8117. The registration date is 10/30/07. The interface shows a list of sections with columns for Section Name and Title, Aud, Creds, CEUs, Stat, Start Date, and Term. Section 1 is 'biol 301 nh'. An alert dialog box is open, stating 'Section is "waitlisted". (R)egister, (W)aitlist or (C)ancel', with buttons for R, W, and C. The interface also includes a Term Summary table, a Status field, and checkboxes for Sched, Waitlist, Other Info, Billing, and Pay. The Controller Section Name is 'No Values'.

Section Name and Title	Aud	Creds	CEUs	Stat	Start Date	Term
1 biol 301 nh						
2						
3						
4						

Term Summary	Status
1	
2	
3	

Sched Waitlist Other Info Billing Pay

Controller Section Name: No Values

To add the student to the waitlist, click the “W” button. If the student does not wish to be on the waitlist, click C.

In the example above, you see that there is an X in the Waitlist indicator for the student. Clicking the detail button next to the X will show you the history and status of the student’s other waitlists, including any for the current semester. If there is no X in this box for the student, they have no waitlists (past or active).

HOW AUTOMATED WAITLISTING WORKS

When a seat opens in a closed section of a course, the list of students on the waitlist is checked automatically each day at 5 AM (including weekends and holidays). The student who is “next in line” for the seat is notified through their Manage My Waitlist function in WebAdvisor and a confirming email is sent **to their BCCC student email**. They have until midnight of the following evening to register for the course.

If the student does not register for the course within the allotted time period, their seat “expires” and the next student in the list is offered the seat. A record is kept of all expired seat offers for each student and course. A student who has expired from the waitlist can add themselves back onto the waitlist but will be placed at the “end of the line.”

Make sure students know that they MUST check their Manage My Waitlist in WebAdvisor DAILY!

MANAGE MY WAITLIST

Manage My Waitlist is a link on the Students menu in WebAdvisor. Students go there to see the status of any waitlist(s) they are on, and to register for any seats that are offered to them through the waitlisting function.

They can also use this area to remove themselves from waitlists they no longer want to be on.

IF A STUDENT IS ON A WAITLIST FOR MULTIPLE SECTIONS OF THE SAME COURSE AND REGISTERS FOR AN OPEN SEAT IN ONE OF THOSE SECTIONS, THEY WILL AUTOMATICALLY BE REMOVED FROM THE WAITLIST FOR ALL OF THE OTHER SECTIONS OF THAT COURSE!

If a student is registering for an offered seat and needs to drop a currently enrolled class, they can do that at the same time on their Manage My Waitlist page.

OTHER IMPORTANT THINGS TO KNOW

- Registration rules, including prerequisite checking, are checked at the time that the student attempts the registration, not when they add themselves to the waitlist.
- Students are not charged for courses when they add themselves to waitlists; they are only billed for the section if they successfully register for an open seat.
- Students can see their “ranking” on the waitlist for each section.

- Students should NOT be directed to speak with an instructor for a “hot slip” or permission to overload a section. Instead, they should be directed to add themselves to the waitlist. Questions and appeals regarding these issues should be directed to the AAD of the department in which the course is offered.
- Students who are on waitlists at the time that web registration ends (about 1 week prior to the start of the session) can register for waitlisted sections and/or drop registered sections online via WebAdvisor’s Manage My Waitlist feature until the end of the drop/add period.
- Notification of permission to register is provided *primarily* through the Manage My Waitlist feature on WebAdvisor. A confirming email is also sent to the student’s BucksMail account. However, it is the student’s responsibility to check Manage My Waitlist each day – including weekends and holidays – to determine if permission to register has been granted.
- Waitlists are deleted at the end of the drop/add period for each session/semester. Because waitlists are managed on a section basis, they do NOT carry over between semesters. Students who do not receive their choice of course in the current registration period will need to re-attempt to register and, if necessary, add themselves back to a waitlist in subsequent sessions/semesters. **Because waitlist priority is based on the date/time at which a student added themselves to the waitlist, it’s important to do so as early in the registration period as possible.** We found during Fall 07 testing that virtually all students who added themselves to waitlists early in the process were successful in getting into a section of the course they needed. The only students stranded on waitlists at the end of the process were those who didn’t add themselves to the lists until the last 2 weeks prior to the start of classes.

GETTING HELP

Questions or problems with the **waitlisting process** should be directed to:

Admissions: 215-968-**8116** or 215-968-**8121**

Questions about **WebAdvisor, Manage My Waitlist, and/or BucksMail** should be directed to:

Helpdesk: 215-968-**8191**