



Automated Waitlist Arrives at PSU



Overview



Review of Current Manual Waitlist Function

- Manual waitlist activates when enrollment cap reached.
- Slot is reserved for waitlist student when enrollment drops below cap.
- Departments and/or students must watch waitlist to notice openings.
- Students enrolled by Special Reg. forms.

Problems of Manual Waitlist

- Students not notified of opening.
- Departments/Instructors must track openings on class roster and waitlist.
- Students bring Special Reg. forms to Registration window.

Problems of Manual Waitlist

- Students not notified of opening.
 - SOLVED: Students notified automatically by email.
- Departments/Instructors must track openings.
 - SOLVED: Process is hands free.
- Students bring Special Reg. forms to Registration window.
 - SOLVED: Students self register once notified.

Simple Overview of Automated Waitlist Function

- Once section is full student has the option of being placed on waitlist.
- Student will receive email when slot opens.
- Waitlist restrictions are almost identical regular enrollment restrictions.
- Waitlist set up is universal.

Benefits of Automated Waitlist

- Adds, drops, and notifications are active 24/7.
- Auto-waitlists give a better indication of demand for courses.
- Enrollments maximized.

What Restrictions Are Enforced?

Pre-Reqs:	Yes	Co-Reqs:	Yes
Math Test Scores:	Yes	Class:	Yes
Field of Study:	Yes	College:	Yes
Student Attribute:	Yes	Time Conflict:	No
Dept. Approval:	Yes	Concurrency:	Yes
Duplicate Courses:	Yes*	Holds:	Yes

*Prevents students from enrolling in one section & waitlisting another section of same course.

Automated Notification

- Sent to pdx.edu email.
- Pdx.edu email can be set up to forward to preferred email account.
- Notification can be tracked in Banner on SFIWLNT screen.

Text of Notification Email

"Hello,

There is an opening in 65432 PSY 342. You have 24 hours from the time this email was generated to register online for this section. Once 24 hours has passed you will be DROPPED from the waitlist.

Please check that you have no holds on your account that will prevent you from registering.

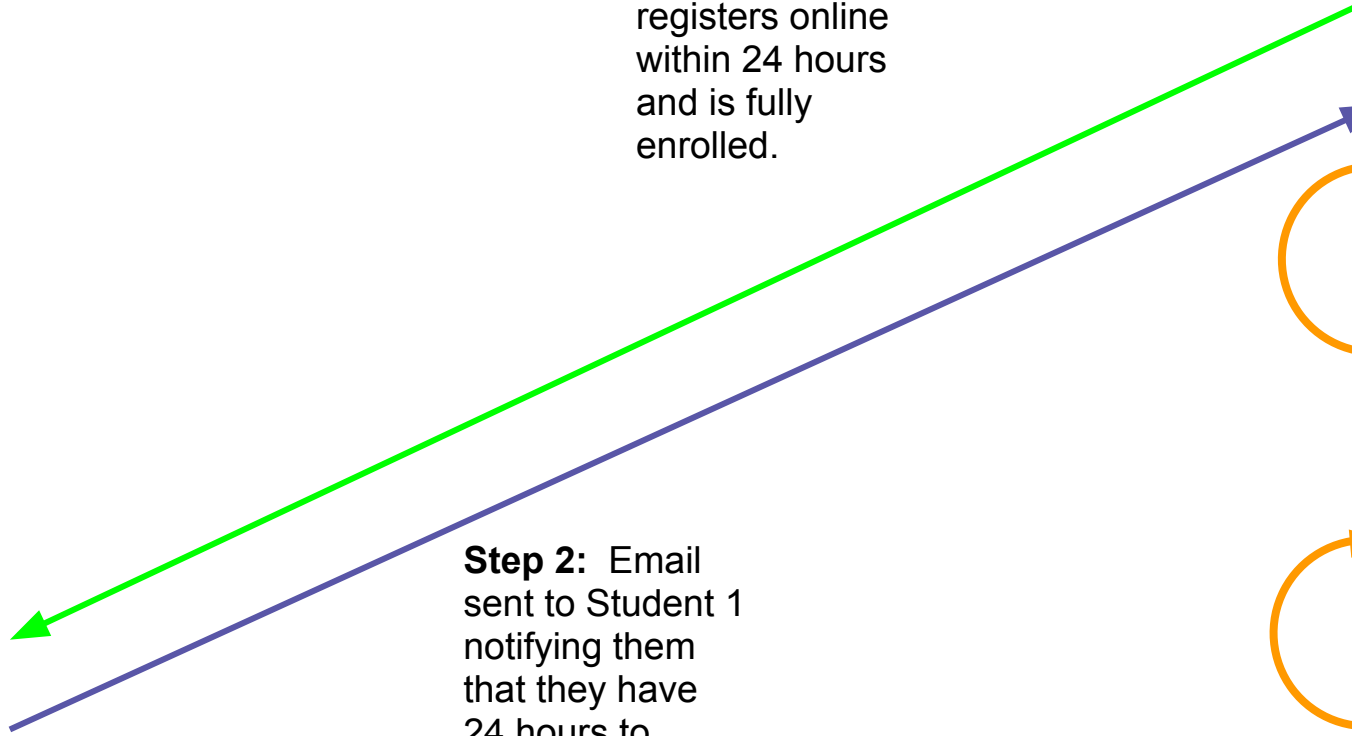
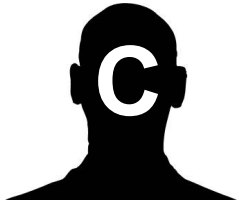
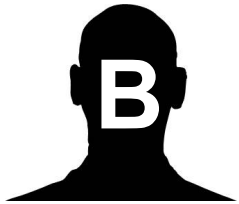
You can place yourself back on the waitlist if you did not register in time.

Please refer to www.pdx.edu/registration/waitlist-feature for more information."

Fully Enrolled
Section with a cap
of 4

How The Automated Waitlist Works

Waitlist with
three students



Step 3: Student 1 registers online within 24 hours and is fully enrolled.

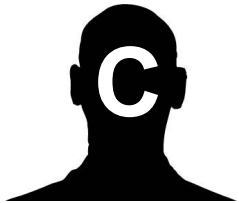
Step 2: Email sent to Student 1 notifying them that they have 24 hours to register.

Step 4: Remaining waitlist student move up in priority.



Step 1: Student D drops class. Slot is reserved for Student 1 on waitlist.

What Happens When Student Does Not Register In Time?



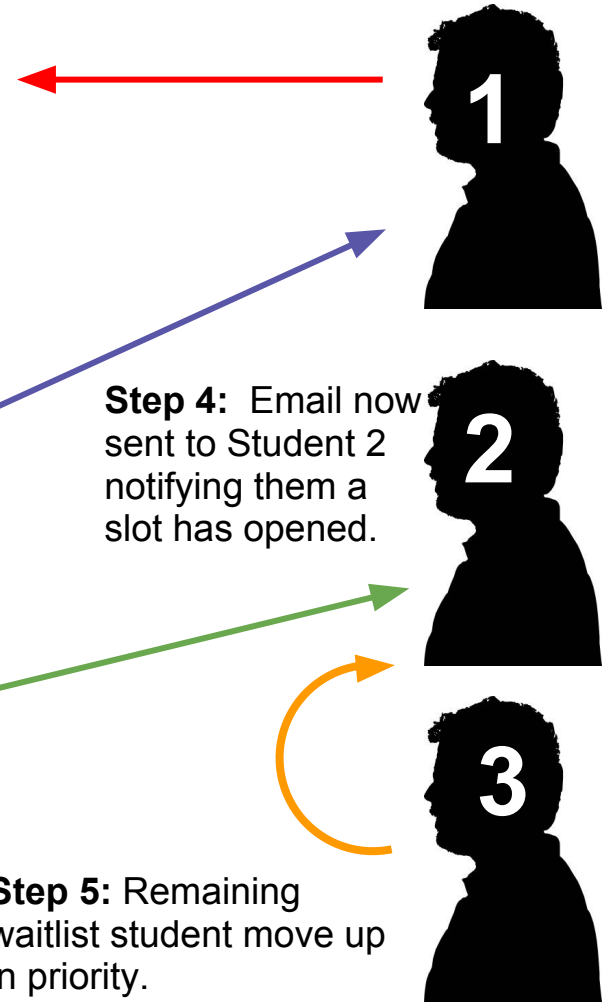
Step 1: Student D drops class. Slot is reserved for Student 1 on waitlist.

Step 2: Email sent to Student 1 notifying them that they have 24 hours to register.

Step 3: Student 1 does not register and is dropped from waitlist. If slots remain they can re-add them self to end of waitlist.

Step 4: Email now sent to Student 2 notifying them a slot has opened.

Step 5: Remaining waitlist student move up in priority.



Faculty View

You may click on the student's name to view his/her address and phone information.

Course Information

Introductory College Mathematics II - MTH 112 002

CRN: 41973

Duration: 09-JAN-2012 - 24-MAR-2012

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	35	34	1
Wait List:	15	12	3
Cross List:	0	0	0

Date & time that notification will expire

Summary Wait List

Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Notification Expires	@
0	arilynn	████████	Wait List WEB	Undergraduate	0.000	Graded Mode (A-F)	@
1	lgoc Q.	████████	Wait List WEB	Undergraduate	0.000	Graded Mode (A-F)	@
2	Maria	████████	Wait List WEB	Undergraduate	0.000	Graded Mode (A-F)	@
3	Blair B.	████████	Wait List WEB	Undergraduate	0.000	Graded Mode (A-F)	@
4	imin W.	████████	Wait List WEB	Undergraduate	0.000	Graded Mode (A-F)	@
5	a A.	████████	Wait List WEB	Undergraduate	0.000	Graded Mode (A-F)	@
6	ndon K.	████████	Wait List WEB	Undergraduate	0.000	Graded Mode (A-F)	@
7	ared K.	████████	Wait List WEB	Undergraduate	0.000	Graded Mode (A-F)	@
8	ammed A.	████████	Wait List WEB	Undergraduate	0.000	Graded Mode (A-F)	@
9	inie E.	████████	Wait List WEB	Undergraduate	0.000	Graded Mode (A-F)	@
10	th A.	████████	Wait List WEB	Undergraduate	0.000	Graded Mode (A-F)	@
11	a J.	████████	Wait List WEB	Undergraduate	0.000	Graded Mode (A-F)	@

15-MAR-2012 10:16

[Email wait listed students @](#)

[Return to Previous](#)

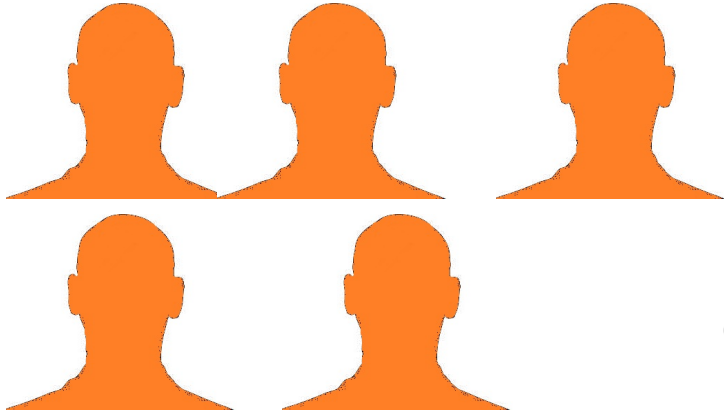
Crosslists & Waitlists

- Waitlist of each section operates separately.
- Both waitlists can be viewed in Banner screen SFAXWLP.
 - Each individual still has it's own waitlist. SFAXWLP allows you to see all activity in one screen.

Crosslist & Waitlist

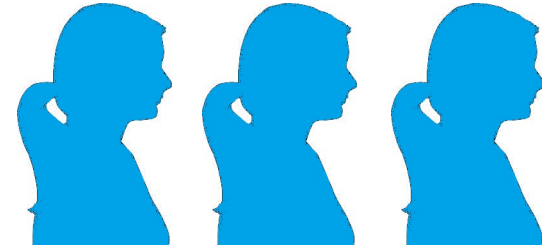
MTH 487

Enrollment cap: 5

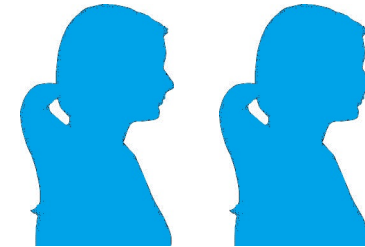


MTH 587

Enrollment cap: 5

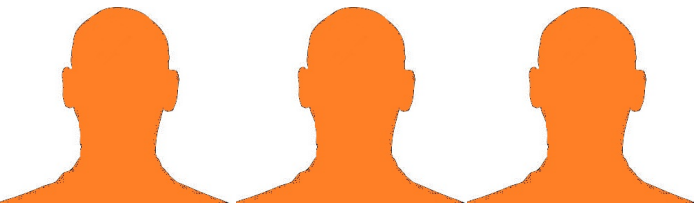
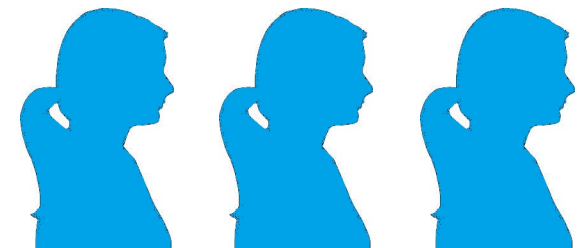


Crosslist Cap: 10



MTH 487
Waitlist Cap: 3

MTH 587
Waitlist Cap: 3



SFAXWLP

MTH 487

Enrollment cap: 5

Step 1: Student tries to enroll for MTH 487. It is full and they opt to be on MTH 487 Waitlist.

Step 3: Student 1 is notified they can register for MTH 487.

Step 2: Student E drops from MTH 487.

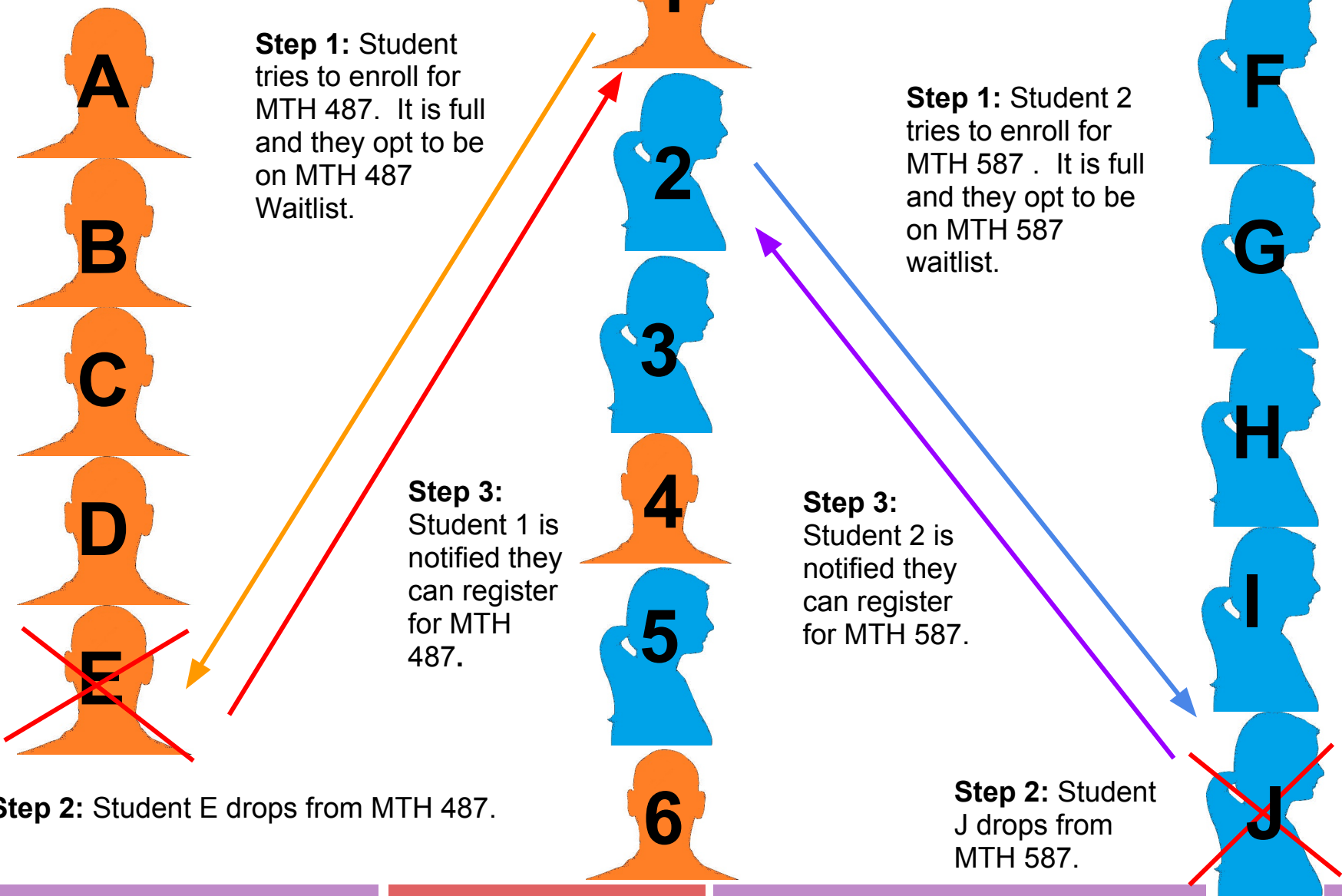
MTH 587

Enrollment cap: 5

Step 1: Student 2 tries to enroll for MTH 587. It is full and they opt to be on MTH 587 waitlist.

Step 3: Student 2 is notified they can register for MTH 587.

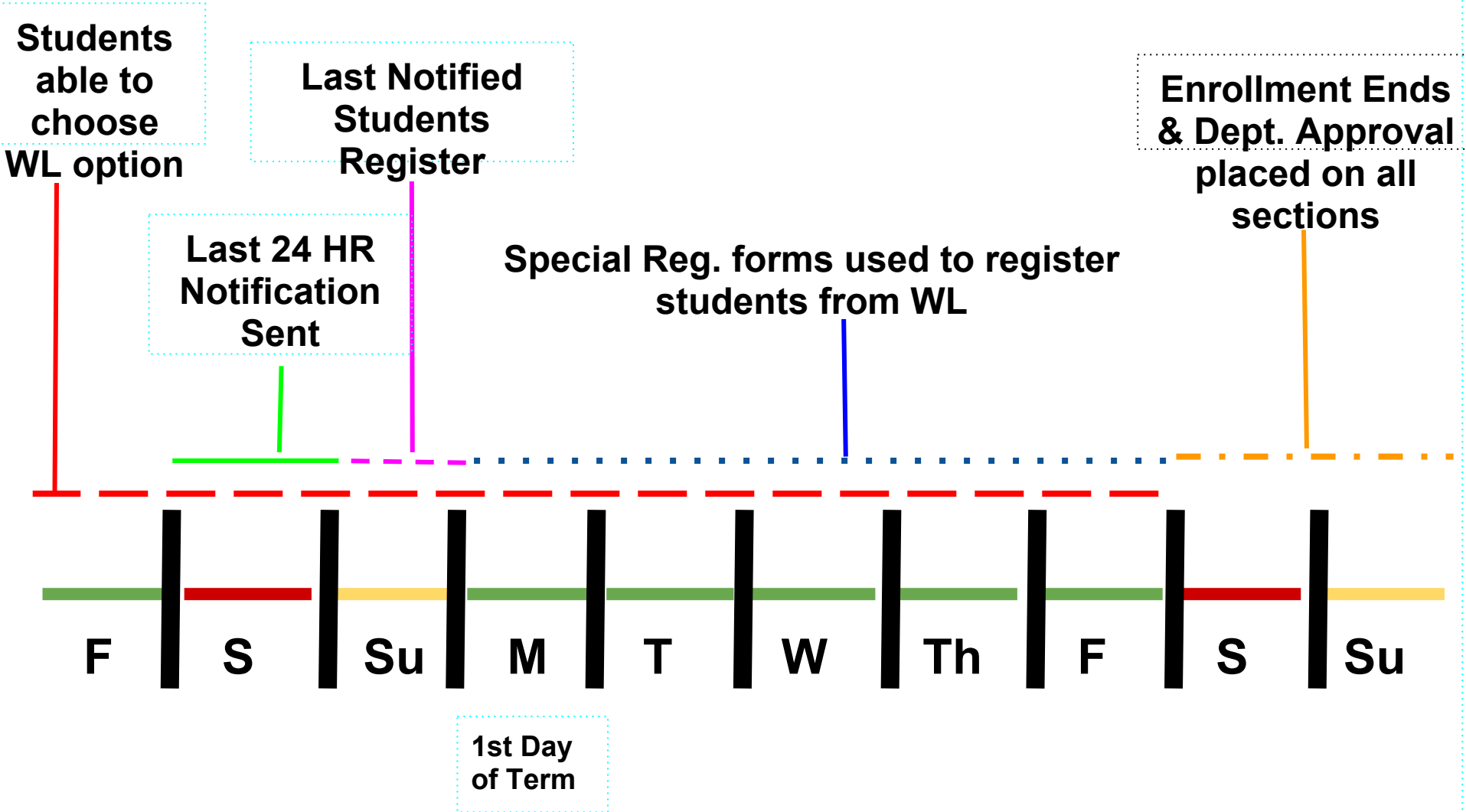
Step 2: Student J drops from MTH 587.



Auto-Waitlist Becomes Manual Waitlist For 1st Week of Term

- Attending 1st day of class is common requirement.
 - Instructor can take see which enrolled & waitlisted students are present.
 - Instructor can hand out Special Reg. forms to present students.
- Students will not be notified or able to register from waitlist.
 - Student stay on WL until they drop or register with Special Reg. form.

Turning Off Waitlist for 1st Week Of Class



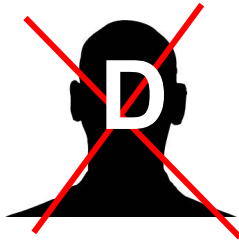
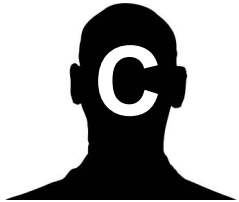
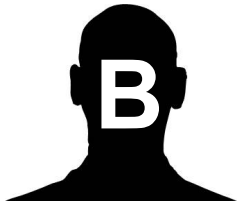
Student Has Registration Rights During 24 Hour Period.

- They will be able drop and add course during 24 hour period.
- Next student will not be notified until time runs out or another registered student drops.
- A student is completely removed if they drop before notification.

Fully Enrolled
Section with a cap
of 4

Waitlist Students Slot Held When They Register & Then Drop

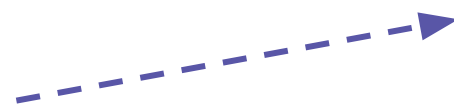
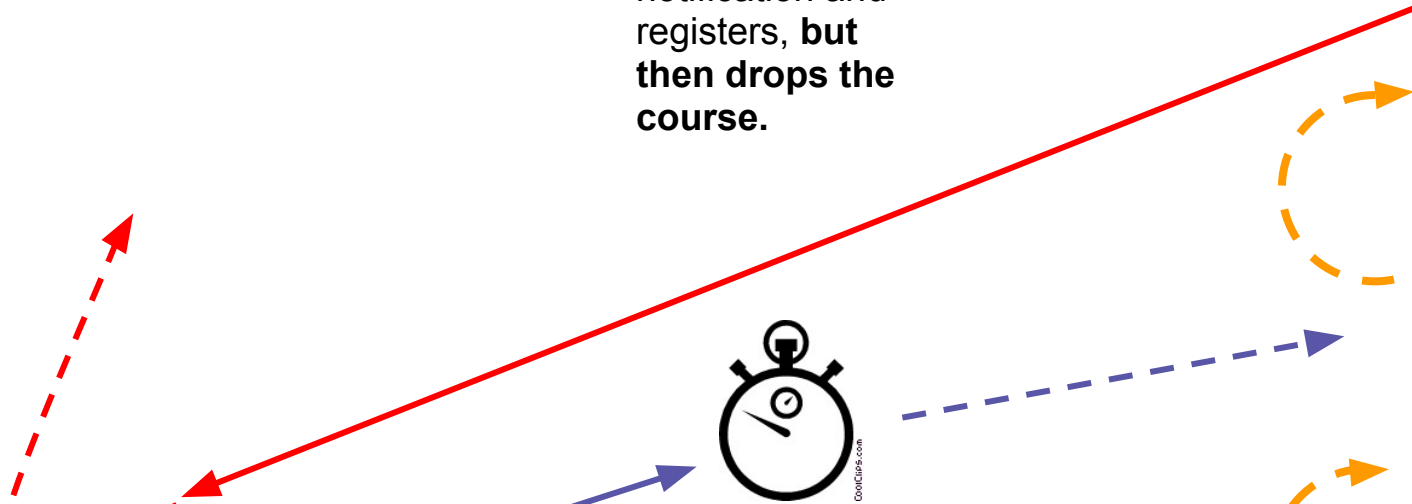
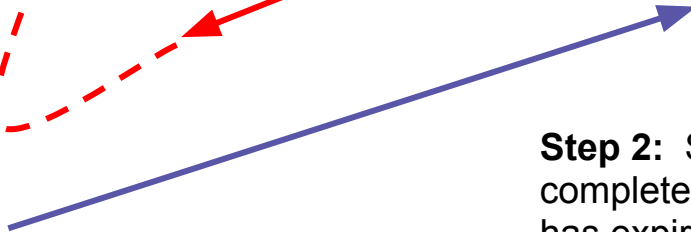
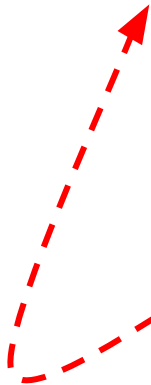
Waitlist with 3
students



Step 1: Student D drops from course.

Step 2: Student 1 receives notification and registers, **but then drops the course.**

Step 2: Slot is held until complete 24 hour notification has expired before Student 2 moves up and is notified.



Best Practice To Raise Capacity

- Have your office staff email ARRscheduling@pdx.edu with new capacity.
 - Next students on waitlist will receive notification.
- If capacity is not increased students will need Special Reg. form.
 - Enrollment capacity will **still** be increased to accommodate SFASRPO student.