

## **HOW THE WAIT-LIST PROCESS WORKS**

During registration, WebAdvisor allows registration in a course section until all of the available seats (as determined by the course-section cap<sup>1</sup>) are filled. Once seats are filled, students can add themselves to the wait-list, and are ranked in the order in which they added.

If a registered student then drops the course, WebAdvisor shows that an open seat exists. But no student may register for that seat if a wait-list has already formed. Instead, the seat remains open until the wait-list processor offers it to the first student on the wait-list.

The wait-list processor begins to run about a week after priority registration<sup>2</sup> closes. Every morning the processor automatically offers any open seats to the first student on the list. Once offered, the student has two days to register for the class. If the student does not register within the time-frame allowed, the student is dropped from the wait-list and the next morning the seat is offered to the next student in line.

Faculty can rearrange the wait-list by contacting the Registrar's Office. (See the directions for Managing Waitlists on the Faculty page of the Registrar's Website.)

## **HOW LONG DOES THE WAIT-LIST PROCESSOR OFFER SEATS?**

The wait-list processor begins running about a week after priority registration ends and continues to run until 2 days before the end of Web Registration<sup>3</sup>.

## **HOW CAN A WAIT-LIST BE VIEWED?**

Faculty can see their wait-lists by viewing their rosters on WebAdvisor. Be sure to check the box which makes the wait-list visible.

Departmental Administrative Specialists can print a copy of the roster and waitlist directly from the database for faculty to use as a reference.

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<sup>1</sup> Course caps are set by the departments in accordance with the general policy which indicates that 100-level courses have 40 seats, 200-level courses have 30 seats, 300-level courses have 25 seats, and 400-level courses have 19 seats. Some special exceptions exist for lab, studio art and writing intensive courses.

<sup>2</sup> Priority registration is the two week time period in which students register in rounds. During the first round each student chooses one class. During the second round, each student has the opportunity to register for up to 19 credits.

<sup>3</sup> Web Registration typically continues until the week before classes start, or the week before NSO, whichever is earlier.

## **SOME BORING TECHNICAL DETAILS**

Vacancies for courses with labs are filled by the queue in the LAB section. The wait-list for the lecture section is essentially irrelevant and may be cleared so that students in the lab sections can register as seats become available. The logic is that if there is an open seat in the specific lab which the student can take, there will always be a seat in the lecture.

When you view your waitlist, the waitlist is usually arranged in “status date” order unless modified by the instructor. When the processor grants a student permission to register, that act creates a new status date – the date which permission was granted. Hence, don't be surprised that students who are given permission will drop to the bottom of the waitlist on your roster. This is normal.

The student will have two days in which to register for the class. If the student doesn't take advantage of the seat in that time period, s/he will be dropped from the wait - list and the seat offered to the next person in line. Students will be sent an email with all of this information prior to the beginning of wait-list processing, and will be advised to check their LC email accounts (even throughout winter/summer breaks) at least once a day so that they do not miss an opportunity.