MU WAITLIST TUTORIAL

For Staff/Faculty

What is Waitlisting?

- Prior to Summer 2011, waitlisting was a passive system that was used primarily for demand analysis to see if a new section of a particular class was needed.

- Starting Summer 2011, waitlisting will be a more proactive system allowing students to waitlist for desired class sections and receive email notifications when a seat in one or more of those sections open up.

How does Waitlisting work?
(Students)

- Students who attempt to register for a class that is full may put themselves on a waiting list.

- Seniors will be given priority on a wait list – all other classes will be first-come-first-served.

- Students cannot see their position on waitlists.

- When an open seat becomes available, an email will be sent to the Marauder email account of the student at the top of the list.

- The student will have a finite time to go online and add the class. The open seat will be reserved for that student and no other student may login and register for that seat during the time period mentioned in the notification email. If the student does not respond, the next student on the list will be notified of the available seat.

How does Waitlisting work?
(Students Cont.)

- Course restrictions and any required co/pre-requisites as well as registration holds can prevent students from being able to waitlist for a course or from registering from a waitlist.

- Students will be unable to waitlist for two different sections of the same course or for a section of course they are already registered for.

- Students can opt to receive mobile phone text messages sent to them when they have received a waitlist notification email to their Marauder account.

How does Waitlisting work? (Faculty/Staff)

- When a student on the waitlist receives an email, the primary instructor of the class will also get notification that the student has been invited to register for the class from waitlist.

- Faculty will be able to see who is on the wait list for their individual classes through MAX (Faculty Self-Service).

- Department Chairs will be able to manipulate priority on wait lists for sections through BANNER.

- Hyperion reports run against waitlist data will allow the tracking of demand for certain courses and assist in the management of curriculum offerings.

- Current methods of granting permission (Permission to Enroll Forms and overrides on SFASRPO in Banner) to a student to register for an otherwise unavailable class also apply to waitlisting.

How does Waitlisting work?
(Faculty/Staff Cont.)

- If students are waitlisted for a course they are given an override for, they must DROP themselves from the waitlisted course before they can add it.

- See the <u>FAQs for Faculty/Staff</u> online for more important information regarding waitlisting!

Sample Student Notification Letter

Dear XXX ,

You have been moved to the top of the waitlist for the Fall 2010 class HIST 105 , CRN 5145 and there is now an open space. You must register within 24 hours from the time this message was sent to secure your space in this class. Failure to do so will cause you to be removed from the waitlist.

        If you wish to register, follow these steps:
        1. Go to https://my5.millersville.edu/ (MyVille Login)
        2. Log in to MAX.
        3. Go to Student Services - Registration - Add/Drop Classes
        4. Select Term and click on Submit
        5. Select "Register" in the Action Box
        6. Click on the "Submit Changes" button

        For more information, go to MAX and click on the waitlist FAQ link.

        If you do not want to register for this class, follow these steps:
        1. Go to https://my5.millersville.edu/ (MyVille Login)
        2. Log in to MAX
        3. Go to Student Services - Registration - Add/Drop Classes
        4. Select Term and click on Submit
        5. Select "Drop Class" in the Action box for this CRN
        6. Click on the "Submit Changes" button

Do not reply to this automated email. If you have questions or concerns about your course registration, please contact the registrar's office at registrar@millersville.edu

Sample Faculty Notification Letter

Dear Professor XXXXXXXXXX ,

A student has been invited to register from the waitlist for the following Fall 2010 course:

HIST 105 Section 02F CRN 5145

The student has 24 hours from the time they received the waitlist notification to register for this course.

Name: XXX XXXX
Student ID: M00XXXXXXX
Major: Social Work
Class Standing: Sophomore
Email Address: XXX.XXXX@millersville.edu

To see a list of the students who are on the waitlist for your courses, follow these steps:

1. Go to https://muhp5.millersville.edu/pls/prod/twbkwbis.P_WWWLogin (MAX Login)
2. Log in to MAX.
3. Go to Faculty Services - Instructor Menu - Faculty Detail Schedule
4. The number of students waitlisted for a section will show up under Enrollment Counts
5. Click on Wait List to display the students (and their position) on the Wait List

Please do not respond to this automated email
Email registrar@millersville.edu if you have any questions regarding registration

Viewing Class Waitlists on MAX

- Log onto the **myVille Portal.** (http://www.millersville.edu/logins/)
- Click on **MAX.**

MAX Banner Self Service Login

- Click on Faculty Services

Millersville University complies with the Family Educational Rights & Privacy Act of 1974 (FERPA). Faculty & staff viewing student records are reminded that this information is confidential. Please refer to the FERPA statement, or contact the Registrar's Office.

Faculty Services
View Class Lists, Student Information, Process and View Degree Audits, View Transcripts, Final Grades.

Personal Information
Change your PIN; View your own address(es) and phone number(s)

Marauder Gold (formerly MAP)
*** May not be used for tuition payments.
Make Marauder Gold (MAP) deposits by online payment. Please refer to MyVille for Flex and Marauder Gold (MAP) balance and transaction information.

In House Development
Homegrown Web Pages

- Click on Instructor Menu

Faculty Services

Advisor Menu
Process and view a student's degree audit report (DARS); view your list of advisees; view a student class schedule; view a student's transcript.

Instructor Menu
For teaching faculty only: view your own class schedule and class lists, enter final grades. Web Class Schedule Search.

Student Menu
Display student information; View a student's schedule; View a student's address & phone.

Professional Education Unit Menu
Assessment Entry, Dispositions (notice, remediation, assessment), PEU Reports, PEU System Administration

Administrative Menu
Administrative Tools that includes Department Web Schedule Search

- **Click on Faculty Detail Schedule**

Instructor Menu

Final Grades Menu
Enter Final Grades and view/print Class Roster with grades.

Assessment Entry
Professional Education Unit Assessment Entry Forms.

Class Rosters
View or download your class rosters.

Term Selection
Select or change the term code for use with other menu items.

Course/CRN Selection
Select a course to view, or change to a different course, using the CRN (course reference number).

Faculty Schedule by Day and Time
Overview of your weekly teaching schedule, in matrix format. Option to view previous/future weeks.

Faculty Detail Schedule
Lists course title & credits, meeting time/place, enrollment for each of your courses in selected term.

- **Select the Term**

Select Term

ℹ Select the Term for processing then press the 'Submit' button.

Select a Term: Fall 2010

Fall 2010
Summer 2 2010
Summer 1 2010
Spring 2010

Submit

The Faculty Detail Schedule page lists all of the courses the instructor is scheduled to teach for the term.

- Select "Wait List" under the Enrollment Counts for a class

The Craft of History - 5145 - HIST 105 - 02F

Status:	Open
Available for Registration:	Mar 30, 2010 - Feb 18, 2011
College:	School of Hum/Social Sciences
Department:	History
Part of Term:	1
Course Credits:	3.000
Course Levels:	Undergraduate
Campus:	Main
Override:	No
Syllabus:	Add
Office Hours:	Add

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	27	26	1
Wait List:	50	4	46
Cross List:	0	0	0

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	2:30 pm - 3:45 pm	TR	McComsey Hall 305	Aug 30, 2010 - Dec 18, 2010	Lecture	(P)
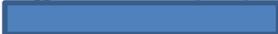
This page lists all of the waitlisted students for your selected class and their waitlist position

- Clicking on the ✉ will allow you to email the student's Marauder account.

Course Information

The Craft of History - HIST 105 02F

CRN: 5145
Duration: Aug 30, 2010 - Dec 18, 2010
Status: Open

A "0" on the waitlist position indicates the student has received email notification and has been invited to register from off of the waitlist. <u>Note that the "Notification Expires" date only applies to students in the "0" Waitlist position</u>.

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	27	26	1
Wait List:	50	4	46
Cross List:	0	0	0

Summary Wait List

Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Notification Expires	
2		M0	Wait List	Undergraduate	0.000	Feb 08, 2011 11:24 am	✉
3		M0	Wait List	Undergraduate	0.000	Feb 08, 2011 01:57 pm	✉
1		M0	Wait List	Undergraduate	0.000	Feb 09, 2011 09:44 am	✉
0	Luciano, Ana M.	M00	Wait List	Undergraduate	0.000	Feb 09, 2011 12:36 pm	✉

[Display Email List]

Banner Screens - SFASRPO

A new column in SFASRPO, Waitlisted, will indicate how many students are on the waitlist. Use the scroll bar to scroll to the right to see the student's registration status. A status of WL indicates the student is Waitlisted in the class. Your override codes will permit a student to be able to waitlist for a course that (s)he is currently unable to waitlist for due to prerequisite/class/department restrictions.

Banner Screens - SFAWLPR

SFAWLPR shows the students that are waitlisted for a particular non-cross-listed CRN by Term that have not yet received notification about an open seat.

Term: 201860 Fall 2018 CRN: 5140 Subject: ANTH Course: 121 Class Title: Cultural Anthropology

▼ WAITLIST PRIORITY MANAGEMENT   Insert Del

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin
		17	WL	04/17/2018 16:21	5	System
		51	WL	07/22/2018 19:40	6.000000	System
		55	WL	07/27/2018 01:07	7.000000	System

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Registration Date-Time indicates the day and time the student was originally waitlisted for the section.

Waitlist Priority indicates the current position of a student on the wait list. The student with the lowest number indicates they are next in line to get notified once a seat opens

Banner Screens - SFAWLPR

SFAWLPR allows Department Chairs to alter the priority of students on the waitlist for a non-cross-listed course by altering the numbers in the Waitlist Priority Column

Term: 201860 Fall 2018   CRN: 5140   Subject: ANTH   Course: 121   Class Title: Cultural Anthropology

▼ WAITLIST PRIORITY MANAGEMENT   ➕ Insert   ➖ Del

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin
Student 1		17	WL	04/17/2018 16:21	5	System
Student 2		51	WL	07/22/2018 19:40	6.000000	System
Student 3	E.	55	WL	07/27/2018 01:07	7.000000	System

◄◄ ◄ 1 of 1 ► ►►   10 ▼ Per Page

The numbers in the Waitlist Priority column can be adjusted to manually move students up or down the waitlist priority list. Whole numbers as well as decimal numbers can be used. So, if Student 3 needs to be slotted in the first position on the waitlist for this section, their number in the Waitlist Priority could be changed to any number under 5 (including 4.9, if desired!)

Remember to SAVE changes on Banner!

Banner Screens - SFAXWLP

SFAXWLP shows the students that are waitlisted for a group of cross-listed courses by Term and Cross List Group ID that have not yet received any notification about an open seat in any of the cross-listed courses that part of the group

Term: 201860 Fall 2018   Cross List Group Identifier: AO

▼ CROSS LIST WAITLIST PRIORITY MANAGEMENT   ➕ Insert

CRN	Subject	Course Number	Section	ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority *
4043	BIOL	375	01	M		45	WL	07/02/2018 21:38:18	0.5
4043	BIOL	375	01	M		47	WL	07/10/2018 15:34:42	2.000000

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SFAXWLP is similar to the SFAWLPR screen except that it will show the Course/CRN within the Cross List group each student is wait-listed for

Waitlist Priority is handled in the same fashion as the SFAWLPR screen

Remember to SAVE changes on Banner!

Banner Screens – SFIWLNT

SFIWLNT tracks the students previously on the waitlist who took the open seat when made available OR did not respond to the email notification OR removed themselves from the waitlist.

Term: 201860 Fall 2018   CRN: 5140   Subject: ANTH   Course: 121   Class Title: Cultural Anthropology

ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires
		12	RE	04/18/2018	1.000000	Registered	04/18/2018 17:54:38	04/20/2018 17:54:38
					3.000000	Pending	07/26/2018 10:45:52	07/28/2018 10:45:52
		16	RE	07/26/2018	4.000000	Registered	07/26/2018 15:17:22	07/28/2018 15:17:22

Registered = Student registered from the Wait List
Pending = Student has been notified they can register from the Wait List (When their 'notification expires' date and time passes, they are dropped.
Dropped = Student dropped themselves from the Wait List.
Expired = Student's notification date and time have expired.

Summary

- Waitlisting will be an active, automatic process students can use to attempt to register for closed courses.

- Faculty can view their waitlists via MAX Web.

- Waitlisting will still help track the demand for certain courses and better manage curriculum offerings.

- Department Chairs have options using Banner and Hyperion to view and manipulate Wait Lists.

- Refer to the <u>Waitlisting FAQ for Faculty and Staff</u> on the Registrar's website for more important information!

Questions?

Registrar's Office

Email: Registrar@millersville.edu

Phone: 717-871-5005

Fax: 717-871-7894

Hours: Mon. - Fri. 8am to 5pm