Waitlist Information for Department Chairs

Many questions that are of concern to department chairs are answered in the FAQ for Faculty and Staff, so please refer to that source for most of your questions. This is primarily meant to be a quick reference for department chairs and their role with waitlisting.

- Waitlisting and Banner overrides (SFASRPO)

    o Special note concerning capacity overrides

- Hyperion queries for waitlisting

- Waitlist management

Waitlisting and Banner overrides (SFASRPO)

Any overrides that would normally allow a student to register for a class will also allow a student to waitlist for a closed class that is currently unavailable to him/her. If you want to allow a student to waitlist for a class but do not want to give them a capacity override, simply use the appropriate override code(s) in SFASRPO in Banner; please remember your CHAIR override DOES override capacity! Please see the Special note concerning capacity overrides below for more information!

Special note concerning capacity overrides

During times when waitlist notifications are activated and emails about open seats are being sent out to students on waitlists, it is highly recommended that you do not utilize any capacity overrides (ex. CAP, CHAIR) for individual students. If you want to give a student priority when a seat opens, we recommend that you manage the waitlist for the section by moving that student to the top of the wait list (See Waitlist management).

Here's why: if a student on the waitlist receives a notification about an available seat but another student is given a capacity override and registers before the notified student does, the student with the capacity override will take the seat away from the notified student and the notified student will not be able to register for the class. Even worse, the notified student will be dropped from the waitlist and lose his/her priority!

Remember that your CHAIR override DOES give student a CAP override!

If there are instances where a student needs to be put into a section via a capacity override while email notifications are active, please contact the Registrar's Office (X5005 or registrar@millersville.edu) for assistance.

Please note: waitlist notifications will NOT be activated during early registration when students are registering according to their appointment groups – see the Waitlist Status Calendar for specific dates.

Hyperion queries for waitlisting

- Reg Waitlist for Dept Course

    o   Details students waitlisted for all courses under the selected department – lists students in a few ways: alphabetically, by waitlist priority, and by waitlist priority with student email addresses.

- Reg Waitlist by Department

    o   Details the numbers of students waitlisted for courses by the selected department.

- Reg Waitlist by School

    o   Details the numbers of students waitlisted for departments/courses by the selected school.

- Reg Waitlist for CRN

    o   Lists students waitlisted for individual CRNS in a few ways – alphabetically, by waitlist priority, and by waitlist priority with student email addresses.

Waitlist management

There are a few screens in Banner that allow you to view and manage waitlists for departmental sections:

SFAWLPR – Allows you to view and adjust waitlist priority for individual CRNs (not cross-listed sections)

SFAXWLP – Allows you to view and adjust waitlist priority for cross-listed groups of classes

SFIWLNT – Allows you to review which students have received waitlist notifications and their actions towards these (Pending, Dropped, etc.)

Please see the Tutorial for Faculty/Staff for more detail on these screens and how to utilize them.

Contact the registrar's office at X5005 or registrar@millersville.edu for more information regarding these screens.