

# WAITLIST PROCESSING

Revised 10/11/2018

## Adding Waitlist Controls to a Section



NOTE: Waitlist cannot be used with open learning sections.

1. Go to **SSASECT**
2. Enter the term in the TERM field and the CRN in the CRN field. Click the Go button to proceed.

Schedule SSASECT 9.3.11 (eQA)

Term: 201810 CRN: 12233 Go

Subject: COMM Course: 26501 Copy CRN

Title: INTRO TO HEALTH COMMUNICAT Create CRN

3. Click on the Section Enrollment Information tab. This will display the Enrollment Details and Reserved Seats tabs.

Term: 201810 CRN: 12233 Subject: COMM Course: 26501 Title: INTRO TO HEALTH COMMUNICAT Saved successfully (1 rows saved)

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

ENROLLMENT DETAILS

Maximum *	28	Waitlist Maximum *	10	Projected *	0
Actual	28	Waitlist Actual	0	Prior	0
Remaining	0	Waitlist Remaining	10	<input type="checkbox"/> Reserved	

Authorization Codes Active for Section Generated Credit Hours 84.000

4. Add the waitlist maximum in the Waitlist Maximum field.

Term: 201810 CRN: 12233 Subject: COMM Course: 26501 Title: INTRO TO HEALTH COMMUNICAT Saved successfully (1 rows saved)

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

ENROLLMENT DETAILS

Maximum *	28	Waitlist Maximum *	10	Projected *	0
Actual	28	Waitlist Actual	0	Prior	0
Remaining	0	Waitlist Remaining	10	<input type="checkbox"/> Reserved	

Authorization Codes Active for Section Generated Credit Hours 84.000

This section is closed but now has an active waitlist.

## Student Adding Section to the Waitlist

1. Students who attempt to register for a closed class that has waitlist functionality will receive a Registration Add Error message with a message of: "This section has an open waitlist. To be added to the waitlist, select the web waitlist option in the Registration Add errors section. Contact the dept/school/campus of course for waitlist status."

The screenshot shows a web browser window titled "Add or Drop Classes - Microsoft Internet Explorer provided by Kent State University". The address bar shows a URL from the Kent State University test environment. The page content includes a "Current Schedule" table with one row for a "Web Registered on Jan 11, 2010" class (CRN 19660 BSCI 20001 001 Undergraduate 4.000 Standard Letter ZOOLOGICAL FOUNDATIONS OF MEDICINE). Below this is a "Registration Add Errors" section with a table containing one row for a class with an error (CRN 10183 AMST 40096 001 Undergraduate 1.000 Standard Letter INDIVIDUAL INVESTIGATION). The "Action" dropdown menu for this row is open, showing options: "None", "None", and "Web Wait Listed". A red arrow points from the first "None" option to the "Web Wait Listed" option. Below the error table is an "Add Classes Worksheet" section with a "CRNs" input field.

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title	
Web Registered on Jan 11, 2010	None	19660	BSCI	20001	001	Undergraduate	4.000	Standard Letter	ZOOLOGICAL FOUNDATIONS OF MEDICINE

Total Credit Hours: 4.000  
Billing Hours: 4.000  
Minimum Hours: 0.000  
Maximum Hours: 30.000  
Date: Jan 18, 2010 07:08 pm

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title	
This section has an open waitlist. To be added to the waitlist, select the web waitlist option in the Registration Add Errors section. Contact the dept/school/campus of course for waitlist status.	None None Web Wait Listed	10183	AMST	40096	001	Undergraduate	1.000	Standard Letter	INDIVIDUAL INVESTIGATION

Add Classes Worksheet

CRNs

2. The student may add themselves to the waitlist by selecting Web Wait Listed from the Action drop down list and clicking the Submit Changes button.

- After the changes have been submitted, the student will see the section on their Add or Drop Classes page and the status of the course will be Web Wait Listed with the date it was processed.

course. View your Registration Status page for registration permits and overrides received.

**To Wait List a Class:** If the section has been set up as approved for wait listing, you may put yourself on the wait list by selecting the Web Wait listed option under the Action box in the Registration ADD Errors section. Contact the department/school/campus regarding your wait list status.

**Students who are not officially registered for a course by published University deadlines should not be attending classes and will not receive credit or a grade for the course.**

If you would like to look up any errors you have encountered please [Click Here](#)

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Jan 11, 2010	None	19660	BSCI	20001 001	Undergraduate	4.000	Standard Letter	ZOOLOGICAL FOUNDATIONS OF MEDICINE
Web Wait Listed on Jan 17, 2010	None	10183	AMST	40096 001	Undergraduate	0.000	Standard Letter	INDIVIDUAL INVESTIGATION

Total Credit Hours: 4.000  
 Billing Hours: 4.000  
 Minimum Hours: 0.000  
 Maximum Hours: 30.000  
 Date: Jan 17, 2010 06:43 pm

### Add Classes Worksheet

CRNs

Submit Changes | Class Search | Reset

## Allowing a Student into a Section from a Waitlist



**NOTE:** Your waitlists must be managed within the first week of the semester. After the first week waitlists will be cleared by the Registrar's Office.

1. Go to SFAWLPR (Waitlist Priority Management)
2. Enter the term in the TERM field and CRN in the CRN field. The course information will automatically be brought into context when you click the Go button.

The screenshot shows the SFAWLPR 9.3.7 (eQA) web application. At the top, there is a navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below this, there are search fields: 'Term' with the value '201810', 'CRN' with the value '12233', 'Subject' with the value 'COMM', and 'Course' with the value '26501'. A 'Go' button is located to the right of the search fields. The interface also shows 'Spring 2018' and 'Class Title:' fields.

3. This will bring you a list of students who are on the waitlist for this section.

Explanation of columns on the SFAWLPR form

<b>ID</b>	Student's Kent State ID number
<b>Name</b>	Student's name
<b>Sequence</b>	Represents the sequence number in which the student was enrolled or waitlisted into the section
<b>Status</b>	WL – Web Wait Listed through self service LL – Wait Listed through INB
<b>Registration Date-Time</b>	Date and time the student was placed on the waitlist
<b>Waitlist Priority</b>	Represents the system generated priority for the students on the waitlist based on the registration date and time
<b>Waitlist Origin</b>	The origin of the entry, System or Manual
<b>User</b>	The user who waitlisted the student.
<b>Activity Date</b>	The activity date of the entry

4. **Screen print this page** so you will have the student information when you go to Advisor self service.

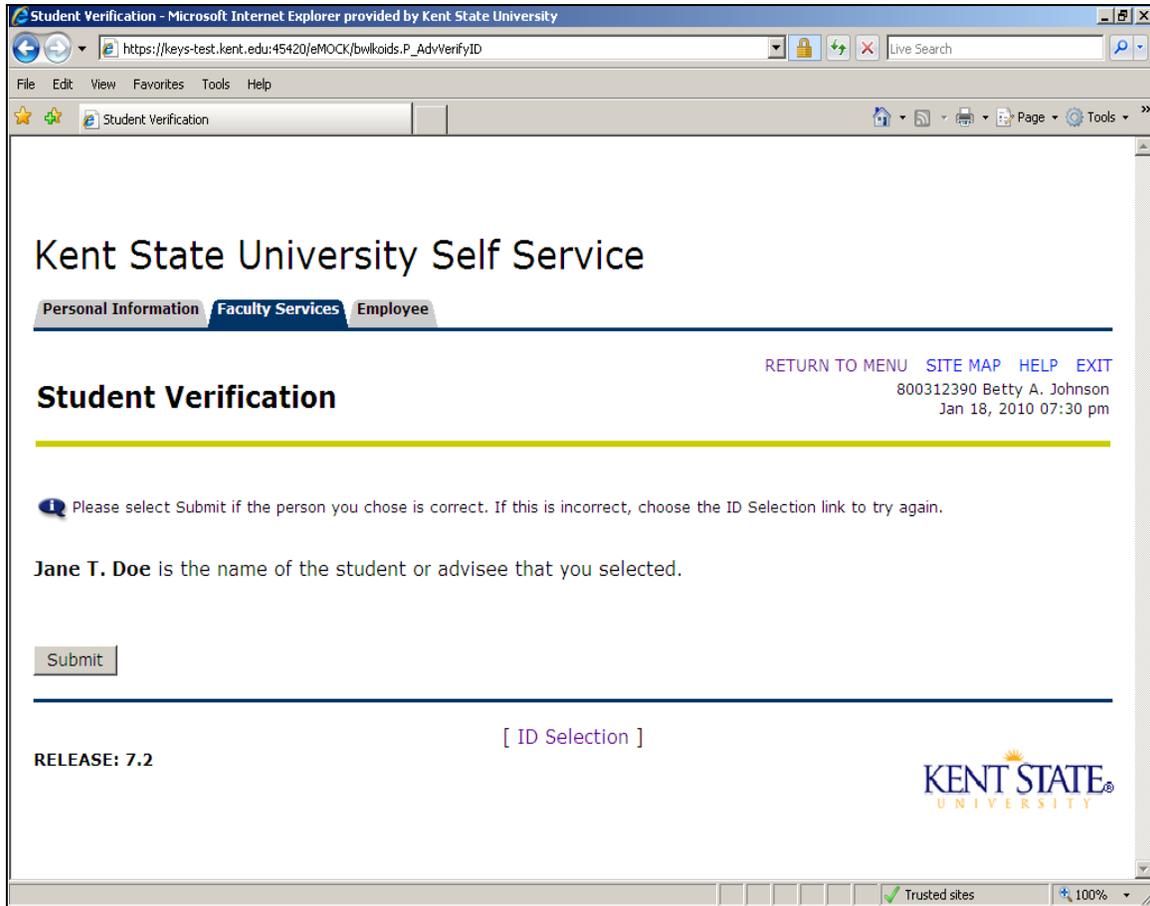
## Dropping the Student off the Waitlist

1. Login to FlashLine
2. Click on Faculty & Advisors, then click Advisor Dashboard. Select FlashFAST for Advisors from the navigation pane on the right.
3. Click on the Advisor and Faculty Advisor Menus link
4. Click on ID Selection
5. You will have to choose a term, e.g., Spring 2018
6. On the Student and Advisee ID Selection page enter the student's Banner ID from the SFAWLPR form screen print

The screenshot shows a web browser window titled "Student and Advisee ID Selection - Microsoft Internet Explorer provided by Kent State University". The address bar shows the URL "https://keys-test.kent.edu:45420/eMOCK/bwkwoids.P\_AdvIDSel". The page content includes a header with the title "Student and Advisee ID Selection" and user information: "800312390 Betty A. Johnson", "Spring 2010", and "Jan 18, 2010 07:25 pm". Below the header, there is an information icon and the text "You may enter:". This is followed by two numbered instructions: "1. The ID of the Student or Advisee you want to process, or" and "2. Partial names, a student search type, or a combination of both. Then select Submit." There are three input options: "Student ID:" with a text box containing "810160849", "OR", "Flashline ID:" with an empty text box, "OR", and "Student and Advisee Query" with "Last Name:" and "First Name:" text boxes. Below these is a "Search Type:" section with radio buttons for "Students", "Advisees", "Both", and "All" (which is selected). At the bottom, there are "Submit" and "Reset" buttons.

7. Click on the submit button

8. This will bring you to the Student Verification page
9. Verify this is the student you need to drop off the waitlist



10. If so, click on the Submit button

11. This will take you back to the main menu
12. Click on the Add or Drop Classes for a Student link
  - a. If you currently do not have access to this information, contact your security administrator.
13. This will take you to the Add or Drop Classes page
14. Scroll down to the waitlisted course

**To wait list a class:** If the section has been set up as approved for wait listing, you may put yourself on the wait list by selecting the web wait listed option under the Action box in the Registration ADD Errors section. Contact the department/school/campus regarding your wait list status.

**Students who are not officially registered for a course by published University deadlines should not be attending classes and will not receive credit or a grade for the course.**

If you would like to look up any errors you have encountered please [Click Here](#)

**Note to Advisor:** You may register a student from here.

Information for [Jane T. Doe](#)  
 Student Banner Id: **810160849**

Current Schedule

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Web Drop -80% on Jan 20, 2010	None	19660	BSCI 20001 001	Undergraduate	0.000	Standard Letter	ZOOLOGICAL FOUNDATIONS OF MEDICINE
Web Wait Listed on Jan 18, 2010	None Web Drop Audit Option-No Credit Awarded	10183	AMST 40096 001	Undergraduate	0.000	Standard Letter	INDIVIDUAL INVESTIGATION

Total Credit Hours: 0.000  
 Billing Hours: 4.000  
 Minimum Hours: 0.000  
 Maximum Hours: 30.000  
 Date: Jan 27, 2010 10:13 am

Add Classes Worksheet

15. In the Action column click on the drop down arrow, choose the Web Drop
16. Click on the Submit Changes at the bottom of the page
17. The page will refresh and the course will no longer appear on the page
18. The student is now dropped from the course

## Giving the Student a Capacity Override

1. Go to **SFASRPO** and give the student a Capacity Override for the course
  - a. For Additional information see instruction – Placing an Override on a Student
2. Click the Save button in the lower right hand corner of the page.

STUDENT PERMITS AND OVERRIDES						Insert	Delete	Copy	Filter
Permit *	Permit Description	CRN	Subject	Course Number	Section				
PREREQS	Prerequisite Override	12234	COMM	26501	600				

1 of 1 | 5 Per Page | Record 1 of 1

3. Notify the student that they now have the override to register for the closed/waitlisted course. Give the student a deadline for adding the course so you can move on to the next student if necessary.



Note: This override does not override any prerequisites, corequisites, or restrictions.



Note: Students may view their permits and overrides on their Registration Status page in FlashFAST.



Note: Waitlists are no longer maintained after the first week of classes. Students will be removed from waitlists by the Registrar's Office at this time.