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.

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

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

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.”

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.
3. 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.
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.

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

Explanation of columns on the SFAWLPR form

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

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
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

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.

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.