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.
3. Next block

4. Click on the Section Enrollment Information tab.
5. This will display the Enrollment Details and Reserved Seats tabs.
6. 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 must be managed with the assistance of the Registrar’s Office.

1. Go to SFAWLPR (Waitlist Priority Management) NEW!!
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 press the tab key on your keyboard.

3. Next block
4. This will bring you a list of students who are on the Waitlist for this section.

![Image of a form showing student information]

**Explanation of columns on the SFAWLPR form**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Sequence</th>
<th>Status</th>
<th>Registration Date-Time</th>
<th>Waitlist Priority</th>
<th>Waitlist Origin</th>
<th>User</th>
<th>Activity Date</th>
</tr>
</thead>
</table>

5. **Screen print this form** 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 your Faculty & Advisor Tools tab
3. In the Faculty Advisor Toolbox, click on the FlashFAST link under the For Advisor
4. Click on the Advisor and Faculty Advisor Menus link
5. Click on ID Selection
6. You will have to choose a term, e.g., Spring 2010
7. On the Student and Advisee ID Selection page enter the student’s Banner ID from the SFAWLPR form screen print

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

11. If so, click on the Submit button
12. This will take you back to the main menu
13. Click on the Add or Drop Classes for a Student link
14. This will take you to the Student PIN page
   a. If you currently do not have access to this information, contact your security administrator.

15. Enter your PIN number which allows you to Add and Drop the student
16. Click on the Submit button
17. This will take you to the Add or Drop Classes page
18. Scroll down to the waitlisted course

19. In the Action column click on the drop down arrow, choose the Web Drop
20. Click on the Submit Changes at the bottom of the page
21. The page will refresh and the course will no longer appear on the page
22. 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 icon in the upper left-hand corner

3. Notify the student that they now have the override to register for the closed/waitlisted course.

   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.
Waitlist Management Beginning Second Week of the Semester

Beginning the second week of the semester, waitlists must be managed with the assistance of the Registrar’s Office so the student can be dropped at the proper refund percentage.

1. Email sectionmaint@kent.edu with the words – Waitlist Maintenance – as the Subject of the email. Include:
   a. The term
   b. The student’s Banner ID
   c. The CRN number of the waitlisted course
2. The Registrar’s Office staff will drop the student from the waitlist
3. Once the student has been dropped, the Registrar’s Office staff will return the email with notification that the drop has been completed so the department can proceed with steps 4 and 5.
4. Process a capacity override for the student
5. Notify the student they can now register for the course