

Course Waitlist Process

Setting Up CRNs for Waitlisting

Effective Winter 2019, persons authorized to create Course Reference Numbers (CRNs) may use the Banner Course Registration Waitlist option on a CRN by entering a “Waitlist Maximum” number on Banner page Schedule SSASECT. **Please do not use the waitlist feature for crosslisted courses until further notice.**

Schedule SSASECT 9.3.11 (PROD)			
Term: 201920	CRN: 22399	Subject: LAW	Course: 1062 Title: Interviewing & Counseling
Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences
Enrollment Details	Reserved Seats		
▼ ENROLLMENT DETAILS			
Maximum *	20	Waitlist Maximum	10
Actual	19	Waitlist Actual	0
Remaining	1	Waitlist Remaining	10
☐ Authorization Codes Active for Section		Generated Credit Hours 38.000	

The following rules apply:

- Students may register for one section of a course and place themselves on the waitlist for multiple sections of the same course.
- Students may place themselves on the waitlist for a course with a pre-requisite if
 - they have already completed the pre-requisite
 - they registered or waitlisted for the pre-requisite in an earlier semester or part-of-term
- Students may place themselves on the waitlist for a course with a co-requisite if
 - they have already completed the co-requisite
 - they registered or waitlisted for the co-requisite in an earlier semester/part-of-term or the same semester/part-of-term
- Students may not place themselves on the waitlist for a course that is offered at the same time as a course for which they have already registered or waitlisted.

Entering a waitlist maximum number will trigger Course Wizard to display that a waitlist is available, when the course reaches its maximum capacity.

NSU – ESS

Course Wizard (Student View) Example

rch

Show

10

Rows

15 Course Sections found on Tuesday, Wednesday, Thursday and Saturday in all sessions.

ACT 2020 Foundations of Accounting 1

Description:

This course integrates the accounting decision making process with the planning, coordinating, and control functions of the organization. Topics include strategic, tax and decision making, responsibility accounting, and performance control measures. Prerequisites: MATH 1030 or higher. Frequency: Every Fall and Winter.

Learning Outcomes:

Upon successful completion of the course, students should be able to:

1. Explain the global strategic planning process.
2. Explain how decisions are made using cost accounting measures.
3. Describe the activity based costing process.
4. Describe the budget making process.
5. Apply different types of performance measurement to the responsibility accounting process.
6. Use professional communication skills in an organizational context.
7. Apply ethical guidelines to management accounting processes.

Waitlist Available

CRN: 32202 Sec: DA1 Cr: 3.0

Faculty: Morris, Judith

Book

Day	Date	Time	Location	Build
Tu/Th	01/09/2018 - 02/23/2018	10:45 AM - 12:00 PM	Fr Lauderdale/Davis Campus / (1MC)	

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There is no need to be concerned about the “Registration Add Errors” message on top of the Add Classes WorkSheet. This merely displays because the class is closed. The Worksheet also displays how many students are currently waitlisted (one in this example.)


Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 1 Waitlisted	None ▼	31208	LAW	0091	L01	Law	3.000	Shepard Broad Law Ctr	Information Privacy Law

[Add Classes Worksheet](#)

CRNs

Students can then select “Wait Listed” from the “Action” drop down menu and hit “Submit Changes” to add themselves to the waitlist.

Registration Add Errors

Status	Action	CRN	Subj	Crse
Closed - 1 Waitlisted	None ▼ None Wait Listed	31208	LAW	0091

[Add Classes Worksheet](#)

The student's course status changes to Wait Listed and shows the date:

Current Schedule for

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Wait Listed on 03/07/2018	None ▾	51598	LAW	0821	L01	Day Program - Law	0.000	Shepard Broad Law Ctr	Judicial Field Placement Class

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: 03/07/2018 01:08 pm

Add Classes Worksheet

CRNs

If a student attempts to waitlist for a course with a full waitlist, the following will display:

Registration Add Errors								
Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - Waitlist Full	31208	LAW	0091	L01	Law	3.000	Shepard Broad Law Ctr	Information Privacy Law

Students may view their waitlist position on the Student Detail Schedule:

Total Credit Hours: 0.000

Judicial Field Placement Class - LAW 0821 - L01

Associated Term:	Summer I 2018
CRN:	51598
Status:	Wait Listed on 03/07/2018
Waitlist Position:	1
Notification Expires:	
Assigned Instructor:	Gerardo Lopez 
Grade Mode:	Shepard Broad Law Ctr
Credits:	0.000
Level:	Day Program - Law
Campus:	Ft Lauderdale/Davie Campus

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	6:00 pm - 8:00 pm	W	Shepard Broad College of Law L316	05/07/2018 - 07/01/2018	Lecture	Gerardo Lopez (P) 

When a seat becomes available in the course, the first student on the waitlist receives an email notification immediately. The student's Student Detail Schedule will now display a waitlist position of 0 and the date and time by which the student must register in order to secure the seat. If the student does not register by this time, the student is removed from the waitlist, and the next student is notified.

Total Credit Hours: 0.000

Judicial Field Placement Class - LAW 0821 - L01

Associated Term:	Summer I 2018
CRN:	51598
Status:	Wait Listed on 03/07/2018
Waitlist Position:	0
Notification Expires:	03/09/2018 02:05 pm
Assigned Instructor:	Gerardo Lopez 
Grade Mode:	Shepard Broad Law Ctr
Credits:	0.000
Level:	Day Program - Law
Campus:	Ft Lauderdale/Davie Campus

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	6:00 pm - 8:00 pm	W	Shepard Broad College of Law L316	05/07/2018 - 07/01/2018	Lecture	Gerardo Lopez (P) 

[Return to Previous](#)

Select Term ■ **Add/Drop Classes** ■ Change Class Options ■ View Fee Assessment

At the bottom of the Student Detail Schedule, students click "Add/Drop Classes", which opens the wait listed course in the Add/Drop menu. Here students may register for the course (Web Registration) or drop from the Waitlist (Web Drop) if they are no longer interested. Students with holds on their account that prevent registration will not be able to register.

Current Schedule for

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Wait Listed on 03/07/2018	None Web Drop Web Registration	51598	LAW	0821	L01	Day Program - Law	0.000	Shepard Broad Law Ctr	Judicial Field Placement Class

Total Credit Hours: 0.000
 Billing Hours: 0.000
 Minimum Hours: 0.000
 Maximum Hours: 999999.999
 Date: 03/08/2018 02:16 pm

If a student other than the currently notified student attempts to register for the course, a “Reserved for Waitlist” message displays. If there are seats remaining on the waitlist, the student may add him- or herself to the waitlist.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Open - Reserved for Wait List	None	31208	LAW	0091	L01	Law	3.000	Shepard Broad Law Ctr	Information Privacy Law

Registration via SFAREGS

Staff can add students to a course waitlist using the registration code “WL” in SFAREGS.

When attempting to register a student for a course that currently has seats being held for waitlisted students, the following error will appear in SFAREGS. Staff can add students to a course waitlist by changing the default registration code “RE” to “WL.”

Student Course Registration SFAREGS 9.3.10 (CAMP0727)

Term: 201930 ID: N01622782 Test-ESS, Test12 Date: 10/22/2018 Holds: View Current/Active Curricula: Print Bill: Print Schedule: ☒

Student schedule has errors. Correct or delete to continue.

Registration Student Term Curricula Study Path Time Status

ENROLLMENT INFORMATION

Status * EL ... Eligible to Register Status Date 10/22/2018 Minimum * 0.000 ... Source MHSR
 Reason ... Maximum * 999999.999 ... Source MHSR
 Process Block ☐ Delete All CRNs
 Acceptance ☐ Confirmed ☒ None ☐ Accepted

COURSE INFORMATION

Section Detail View Detailed Results

CRN	Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override
31208	LAW	0091	L01	Open - Reserved for Wait List	1	3.000	3.000	3.000	3.000	RE	L1	☐	

Error Flag Fatal error
 Status Type In Progress
 Message Open - Reserved for Wait List

Record 1 of 1

Waitlisted courses do not currently show up in student's Sharklink schedule. (*Future Enhancement*):

The screenshot displays the NSU Sharklink student portal interface. On the left is a dark sidebar with navigation links: My Account, My Academics, My Financial Aid, Student Resources, University Resources, Regional Campuses, Applications, Libraries, Bookstore, Alumni, Help Center, NOVA.EDU, Temp dev, and rasha. The main content area is titled 'MY SITES' and features a table of student information:

GPA:	0.00
Level:	Day Program - Law
Block Code:	
Midterm Exam No.:	TBA
Final Exam No.:	TBA
Admit Term:	Fall 2014
Catalog Term:	Fall 2015
Academic Advisor:	Jennifer Harris jharris@nova.edu

Below the table, it states: 'You are NOT registered for Winter 2018. You are NOT registered for Spring 2018.' A blue button labeled 'VIEW OFFICIAL GRADE REPORT' is visible. To the right, under 'Academics', there is a list of links: Registration - Add/Drop/SEA, View Course Offerings, View Course Descriptions, Order Text Books Online, Course Evaluations, View Holds, and View Loan Deferments & Enrollment Verification. Below that, under 'Transcripts/Capp Degree Evaluation', is a link for Order Official Transcripts. The 'MY SCHEDULE' section at the bottom shows a message: 'You are not currently registered for the term.' and a blue button labeled 'SCHEDULE AND REGISTRATION INFORMATION (WEBSTAR)'.

Student notification are sent from nsuwaitlist@nova.edu to students' @mysu.nova.edu email addresses.

The screenshot shows an email notification from 'NW' (Nova Southeastern University) dated 'Tue 10/2/2018 4:16 PM'. The subject is 'Waitlist, NSU <nsuwaitlist@nova.edu>' and the body text reads: 'Waitlist Notification for 31208'. The email is addressed to 'To: NSU Waitlist'.

Hello Test6 :

You previously placed yourself on the waitlist for LAW - Law 0091 , Information Privacy Law , course reference number (CRN): 31208 for Winter 2019 . A seat has now opened, and you are eligible to register, provided your student account is free from holds.

Please login to <https://sharklink.nova.edu/> and select "My Academics." At the bottom, click on "Schedule and Registration Information (WebSTAR)" and select "Student Detail Schedule." Click "Add/Drop Classes" at the bottom of the screen in order to open the waitlisted course where you will be able to register for this course or drop it if you are no longer interested. You must clear any hold, if applicable, and register for this course before 02-OCT-2018 05:16 PM .

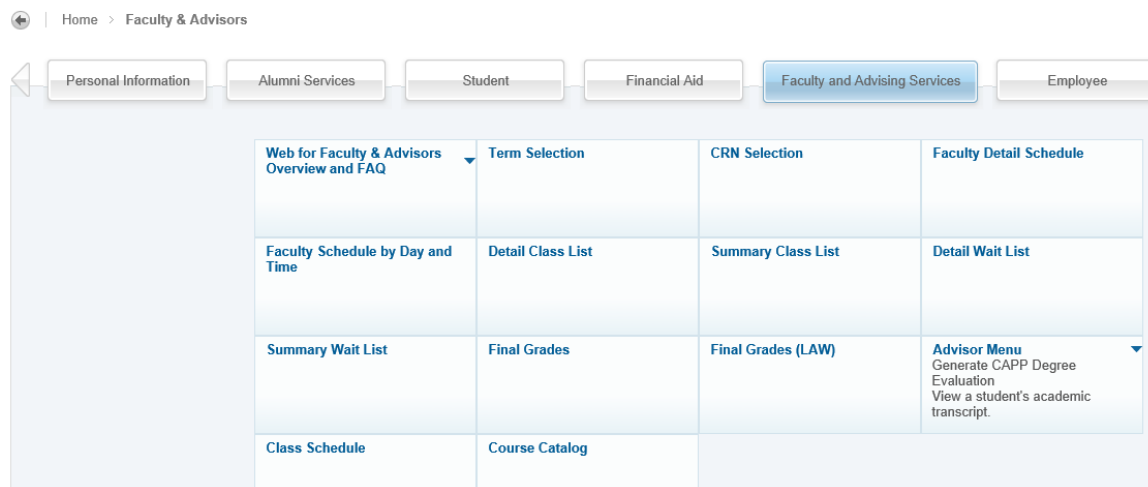
If you do not register for this course by the date and time listed above, you will be removed from the waitlist.

Thank you,
Nova Southeastern University
Office of the University Registrar

If there is an error sending the email to the student, the email is forwarded to nsuwaitlist@nova.edu with the subject line "Not Sent." This email inbox is monitored by ESS staff.

Faculty and Advising Services Views in Banner Self Service (WebStar)

When faculty log in to WebStar, they now see new options: (1) Detail Wait List and (2) Summary Wait List. These work the same as the “Summary” and “Detail Class Lists.”



Viewing the Waitlist in Banner

Banner Class Roster (SFASLST) will show waitlisted students in a particular CRN with a WL (wait listed) status instead of an RE (registered) or RW (web registered). **Waitlisted students are not registered, cannot access Canvas, and cannot receive grades.**

Class Roster SFASLST 9.3.4 (CAMP0727)													
Term: 201920 Fall 2018 CRN: 22399 LAW 1062 L01 Roll: ☐ Degree Award Status: Select...													
Registration status prevents grading this section for student.													
CLASS ROSTER													
Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours	Rolls	Grade Comment	Grade Comment
40	N01173061	Test-ESS, Test4 C.	WL	08/04/2018			1			0.000	☐		

Waitlist notifications can be viewed in SFIWLNT for specific CRNs. The date the notification was sent, the date it expired, and the student's final status in the course will show in the list.

Waitlist Notification Query SFIWLNT 9.3.7 (CAMP0727)										
Term: 201920 Fall 2018 CRN: 22399 Subject: LAW Course: 1062 Class Title: Interviewing & Counseling										
Start Over										
WAITLIST NOTIFICATION QUERY										
ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires	Notifi	
N01173061	Test-ESS, Test4 C.	40	WL	08/04/2018	1.000000	Dropped	08/14/2018 09:15:32	08/14/2018 10:15:32		
		31	RW	07/26/2018	1.000000	Registered	07/26/2018 16:39:11	07/27/2018 16:39:11		
		26	RW	05/10/2018	1.000000	Registered	05/09/2018 22:58:10	05/10/2018 22:58:10		
N01233077	Test-ESS, Test5 M.				2.000000	Dropped	08/14/2018 10:20:21	08/14/2018 11:20:21		
					3.000000	Dropped	07/19/2018 16:34:39	07/20/2018 16:34:39		

For questions regarding the waitlist feature, please email nsuwaitlist@nova.edu.