



UNIVERSITY  
OF MANITOBA

Registrar's Office

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# Class Scheduling Quick Tips – Waitlist

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Revised April 2018

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## Information on Waitlists

Units now have the option of adding a registration waitlist for high demand courses. Once a course section is filled, students may choose to be placed on a waitlist and will be notified when a seat becomes available. Your unit should determine in advance of registration opening which sections will use a waitlist. Waitlist Maximum and Actual information is included on the Full and Active Schedule Reports.

## Scheduling the Waitlist Option

1. In the SSASECT page, enter the term and CRN; click GO.

Screenshot of the SSASECT scheduling interface for course SSASECT 9.3.10 (BANUAT1). The interface shows input fields for Term, CRN, Subject, Course, and Title. The Term and CRN fields are highlighted with red boxes. A green 'Go' button is also highlighted with a red box.

2. Select the Section Enrollment Information tab → Enrollment Details screen. To activate the waitlist option, enter **999** in the Waitlist Maximum field. SAVE.

Screenshot of the Section Enrollment Information screen for course SSASECT 9.3.6 (BANDVL1). The screen shows enrollment details for the section, including Maximum (50), Actual (0), Remaining (50), Waitlist Maximum (999), Waitlist Actual (0), and Waitlist Remaining (999). The Waitlist Maximum field is highlighted with a red box. The screen also shows census information and authorization codes.

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preference
Term: 201790 CRN: 17087 Subject: ACC Course: 1100 Title: INTRO FIN ACCTG			
Enrollment Details	Reserved Seats		
ENROLLMENT DETAILS			
Maximum *	50	Waitlist Maximum *	999
Actual	0	Waitlist Actual	0
Remaining	50	Waitlist Remaining	999
<input checked="" type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours	0.000
Census One			
Enrollment Count	0	Freeze Date	09/07/2017
Census Two			
Enrollment Count	0	Freeze Date	09/20/2017
Add Authorization Registration Dates			
Calculated Section Start Date	09/07/2017	Add Authorization Start Date	Waitlist Start Date

## Scheduling the Waitlists Option on Sections with Reserves

When setting up Waitlist on sections with Reserves, it is also important to ensure that the Waitlist Maximum is set to 999 on the Reserved Seats tab, in each the general pool of seats AND each set of reserves.

1. In SSASECT, go to Section Enrollment Information tab → Reserved Seats.
2. Click in the first line of the Waitlist Maximum field and change it to “999”.
3. Repeat Step 2 for all Reserved Sections.
4. SAVE.

Schedule SSASECT 9.3.6 (BANDVL1)

Term: 201790 CRN: 17087 Subject: ACC Course: 1100 Title: INTRO FIN ACCTG

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

Enrollment Details Reserved Seats

RESERVED SEATS DETAILS

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Col															
		02																								
<table border="1"> <thead> <tr> <th>Overflow</th> <th>Reserved Maximum *</th> <th>Reserved Actual</th> <th>Reserved Remaining</th> <th>Waitlist Maximum *</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>30</td> <td>0</td> <td>30</td> <td>999</td> </tr> <tr> <td><input type="checkbox"/></td> <td>20</td> <td>0</td> <td>20</td> <td>999</td> </tr> </tbody> </table>												Overflow	Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *	<input type="checkbox"/>	30	0	30	999	<input type="checkbox"/>	20	0	20	999
Overflow	Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *																						
<input type="checkbox"/>	30	0	30	999																						
<input type="checkbox"/>	20	0	20	999																						

RESERVED SEAT TOTALS

Delete Reserved Data

	Maximum	Actual
Total Reserved	50	50
Total Waitlist	1998	0

Student waitlists will be maintained by the system for each group individually (general pool and reserve groups). When reserves are lifted in August, all students remaining will be merged onto one waitlist, the priority determined by the date and time they first opted in.

Reminder – when setting reserves, you should:

- **Uncheck the Overflow box** if you want to reserve and cap the number of spaces for a select group. *(ie. 5 spaces and only 5 spaces for year 5 students)*
- **Check the Overflow box** if the group that you are reserving spaces for may also register in any remaining, unreserved spaces. *(i.e. a minimum of 5 spaces reserved for year 5 students, therefore a sixth student in year 5 may register if there is still space in the general pool)*

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

Enrollment Details Reserved Seats

RESERVED SEATS DETAILS

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RESERVED SEAT TOTALS

Delete Reserved Data

	Maximum	Actual
Total Reserved	50	50
Total Waitlist	1998	0

## Linked Lab and Lecture Sections

Where linked lab and lecture sections exist, only the lab sections can be set up with a waitlist. The lecture max must also exactly match the total of all linked lab sections including B99's if applicable. Do not over inflate the lecture section maximum where B99 lab exemption sections exist.

## Spanned Courses

At this time, the wait listing option is not available to spanned courses.