



UNIVERSITY
OF MANITOBA

Registrar's Office

Aurora

Class Scheduling Quick Tips Waitlist

Scope: Banner Academic Schedulers

Purpose: To provide reference for all schedulers who are adding the waitlist option to a section.

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

In the SSASECT screen, select the Section Enrollment Information tab, Enrollment Details screen. To activate the waitlist option, enter **999** in the Waitlist Maximum field.

Schedule SSASECT 8.5.3.1 (BANPROD)

Term: 201090 CRN: 11427 Create CRN: Copy CRN: Subject: PSYC Course: 2410 Title: SOCIAL PSYCH 1

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

Enrollment Details | Reserved Seats

Enrollment Details

Maximum: 500 **Waitlist Maximum: 0** Projected: 0
 Actual: 56 Waitlist Actual: 0 Prior: 57
 Remaining: 444 Waitlist Remaining: 0 Reserved

Generated Credit Hours: 168.000

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.

Schedule SSASECT 8.5.3.1 (BANPROD)

Term: 201690 CRN: 13256 Create CRN: Copy CRN: Subject: MECH Course: 4452 Title: AIRCRAFT PERFORMANCE

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

Enrollment Details | **Reserved Seats**

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class Attribute	Cohort	
Admission Term:		Matriculation Term:		Graduation Term:		User ID:	JUDY	Activity Date:	14-APR-2016		
<input type="checkbox"/> Overflow	Reserved Maximum:	25	Actual:	0	Remaining:	25	Waitlist Maximum: 0	Actual:	0	Remaining:	0
									05		
Admission Term:		Matriculation Term:		Graduation Term:		User ID:	JUDY	Activity Date:	14-APR-2016		
<input type="checkbox"/> Overflow	Reserved Maximum:	5	Actual:	0	Remaining:	5	Waitlist Maximum: 0	Actual:	0	Remaining:	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. *(ie. 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)*

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Admission Term:	<input type="text"/>	Matriculation Term:	<input type="text"/>	Graduation Term:	<input type="text"/>	User ID:	JUDY	Active	<input type="text"/>		
<input type="checkbox"/> Overflow	Reserved Maximum:	25	Actual:	0	Remaining:	25	Waitlist Maximum:	0	Actual:	0	Rema
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	05		
Admission Term:	<input type="text"/>	Matriculation Term:	<input type="text"/>	Graduation Term:	<input type="text"/>	User ID:	JUDY	Active	<input type="text"/>		
<input type="checkbox"/> Overflow	Reserved Maximum:	5	Actual:	0	Remaining:	5	Waitlist Maximum:	0	Actual:	0	Rema

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.