Aurora

Class Scheduling Quick Tips
Waitlist

Created April 19, 2016
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.

Scheduling the Waitlist 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.
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)*

### 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.