

UCA Automated Waitlist User Guide

1 PURPOSE

There are several different ways by which departments who use Waitlists for their courses did so prior to the availability of the Automated WL feature. Each with its own set of challenges and advantages, but all shared the liability of being a manually maintained process that operates outside of the Banner system.

The goal of the Banner Automated Waitlist (WL) process is to use Banner functionality to create a consistent and manageable process for both the departments and the students.

2 PROCESS OVERVIEW

The Automated WL process uses the regular myUCA Self Service Drop/Add screen to allow students to put themselves on Waitlists for courses in which the managing departments have assigned WL seats as well as move themselves into the class when a seat becomes available. Students and their primary advisors receive e-mail notification when a seat is made available instructing them to go onto myUCA and adjust their status to Web Registered if they still want in the class. The student will have 24 hours from the time of notice in which to make that change. During that period no other student will have access to the seat.

Functionality for pre-requisite checking and other registration restrictions will be active for the WL registration status. Meaning that a student who is not eligible to enroll in a course will not be able to WL for it either. Two exceptions being time and duplicate course conflicts. Those exceptions allow the student to go ahead and enroll in alternate courses while WL'ing for a preferred course. If they are given the opportunity to enroll in the preferred course they will have to drop the conflicting course before registering in the available seat. The automated process takes the responsibility of monitoring restrictions and conflicts for students on the list off of the department and puts the ability to craft a best fit schedule back in the hands of the student.

Departments will have the ability to monitor WL'd students, their notifications, and to re-order the list if a special case warrants it. Some best practices from the manual systems will fit well with the new automated system and are discussed later in this guide.

3 STUDENT VIEWS

Students will encounter the WL process when they attempt to register for a class through Self Service Banner with no open and/or available seats that has a WL associated with it. For purposes of WL'ing Open will be used to indicate a section has a seat available but that seat is possibly reserved for a WL'd

student. Available will mean a seat is open and not being held for a WL'd student. So Available is Open but Open is not necessarily available.

Based on the specific circumstances of the class the student will receive one of the following messages when attempting to Web Register for a WL class:

- Course Closed, waitlist is full at this time.
- Open seats reserved for waitlisted students. Waitlist is full at this time.
- Course Closed. To get on the waitlist select Waitlisted from the drop down and submit changes. If a seat opens you will have a limited time to register so check your UCA e-mail daily.
- Open seats reserved for waitlist. To get on the waitlist select Waitlisted form the drop down and submit changes. If a seat opens you will have a limited time to register so check UCA e-mail daily.

Once on the WL, when a seat becomes available for that student they receive a message formatted as follows:

<FIRST_NAME> <LAST_NAME>,

A seat has become available in section <CRN_KEY> of <SUBJ_DESC> <COURSE_NUMBER>
<COURSE_TITLE> which you are currently on the waitlist for.

You will have until <DEADLINE_END_TIME> to log into myUCA and adjust your status in the course from Waitlisted to Web Registered.

Any conflicting or duplicate courses will need to be dropped before you will be able to switch from Waitlisted to Web Registered.

If you do not submit that change before the deadline your seat will go to the next person on the waitlist.

If you have any questions on this notice please contact either the Office of the Registrar or the department of <SUBJ_DESC>.

Thank you for choosing UCA and best of luck with your upcoming courses.

All e-mails are sent to the student's myUCA cub account, which is why when they get the WL registration messages listed above telling them WL is available it states that they should check their UCA E-mail daily. If they fail to adjust their schedule by the deadline the system removes their WL registration for the course and the next student on the list receives a notice with a new deadline.

The WL registration status will be removed from the self-service web menu two weeks before the first day of class, or the first day back from break in the case of Fall-Spring roll over, preventing additional students from adding to the list during that time. The students on the WL at that point will remain on the WL until they are processed through the system or they remove themselves from the list. The early cutoff is intended to keep the lists from overfilling at a time when it is unlikely students will be able to get in the class, while at the same time allowing some room for last minute admits and registrants to build a workable schedule.

Release Date: March 23, 2015

Version: 1.1

4 DEPARTMENT WAITLIST MANAGEMENT

4.1 INITIAL SETUP

In order for a department to establish a WL for a section they will only need to assign available seats to the WL column in SSASECT under the Section Enrollment Information tab. The rest of the set up for the WL process (Notification content, WL restrictions, notification timelines, priorities, etc.) will be done in the Office of the Registrar. Any changes to these base items will be communicated to the campus. It will be at the discretion of the managing department to determine what an appropriate number of WL seats is for their courses.

Figure 1: SSASECT with WL seats assigned.

4.2 PRIORITY MANAGEMENT

Departments will be able to monitor the waitlist using the Waitlist Priority Management screen (SFAWLPR). This will show students status, priority number (the lower the number the higher the priority) and the date/time they registered. Students on a WL will also appear on the SFASLST roster.

In order to move a student to the top of the waitlist you will need to assign them a priority number lower than the top person on the list. If the first position is still priority 1 then adjust all priorities to a greater number, without duplicates, and set the priority student to 1. This is illustrated in the following figures.

Oracle Fusion Middleware Forms Services: Open > SFAWLPR

File Edit Options Block Item Record Query Tools Help

Waitlist Priority Management SFAWLPR 8.5 (TEST)

Term: 201610 Fall 2015 CRN: 19438 Subject: PHYS Course: 1400

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date
B01024763	Melendez, Deborah M.	1	WL	21-MAR-2015 02:46 PM	1.000000	System	CEUBANKS	21-MAR-2015
B00238177	Russell, Twila J.	2	WL	21-MAR-2015 02:46 PM	2.000000	System	CEUBANKS	21-MAR-2015
B00242234	Smallwood, Amanda L.	3	WL	21-MAR-2015 02:47 PM	3.000000	System	CEUBANKS	21-MAR-2015
B00215070	Eubanks, Hugh C.	4	WL	21-MAR-2015 02:47 PM	4.000000	System	CEUBANKS	21-MAR-2015

Figure 2: SFAWLPR showing students currently on the WL for a given section.

Oracle Fusion Middleware Forms Services: Open > SFAWLPR

File Edit Options Block Item Record Query Tools Help

Waitlist Priority Management SFAWLPR 8.5 (TEST)

Term: 201610 Fall 2015 CRN: 19438 Subject: PHYS Course: 1400

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date
B01024763	Melendez, Deborah M.	1	WL	21-MAR-2015 02:46 PM	2.000000	System	CEUBANKS	21-MAR-2015
B00238177	Russell, Twila J.	2	WL	21-MAR-2015 02:46 PM	3.000000	System	CEUBANKS	21-MAR-2015
B00242234	Smallwood, Amanda L.	3	WL	21-MAR-2015 02:47 PM	4.000000	System	CEUBANKS	21-MAR-2015
B00215070	Eubanks, Hugh C.	4	WL	21-MAR-2015 02:47 PM	1.000000	System	CEUBANKS	21-MAR-2015

Figure 3: Adjusting the last student's priority number ahead of the other students on the list will move them to the top position. In this case we have decreased the # for the higher students before assigning the '1' priority to the last student.

Oracle Fusion Middleware Forms Services: Open > SFAWLPR

File Edit Options Block Item Record Query Tools Help

Waitlist Priority Management SFAWLPR 8.5 (TEST)

Term: 201610 Fall 2015 CRN: 19438 Subject: PHYS Course: 1400

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date
B00215070	Eubanks, Hugh C.	4	WL	21-MAR-2015 02:47 PM	1.000000	Manual	CEUBANKS	21-MAR-2015
B01024763	Melendez, Deborah M.	1	WL	21-MAR-2015 02:46 PM	2.000000	Manual	CEUBANKS	21-MAR-2015
B00238177	Russell, Twila J.	2	WL	21-MAR-2015 02:46 PM	3.000000	Manual	CEUBANKS	21-MAR-2015
B00242234	Smallwood, Amanda L.	3	WL	21-MAR-2015 02:47 PM	4.000000	Manual	CEUBANKS	21-MAR-2015

Figure 4: Saving changes and refreshing the form will re-order the students based on the adjusted priorities. Now the adjusted student is at the top of the list.

Oracle Fusion Middleware Forms Services: Open > SFASLST

File Edit Options Block Item Record Query Tools Help

Class Roster SFASLST 8.3.0.2 (TEST)

Term: 201610 Fall 2015 CRN: 19438 PHYS 1400 0 Roll Degree Award Status: Select....

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete	Extension Date	Hours
1	B01024763	Melendez, Deborah M.	WL	21-MAR-2015			S			.000
Rolled <input type="checkbox"/> Grade Comment: <input type="text"/>										
2	B00238177	Russell, Twila J.	WL	21-MAR-2015			S			.000
Rolled <input type="checkbox"/> Grade Comment: <input type="text"/>										
3	B00242234	Smallwood, Amanda L.	WL	21-MAR-2015			S			.000
Rolled <input type="checkbox"/> Grade Comment: <input type="text"/>										
4	B00215070	Eubanks, Hugh C.	WL	21-MAR-2015			S			.000
Rolled <input type="checkbox"/> Grade Comment: <input type="text"/>										

Figure 5: SFASLST listing including students currently listed on the WL.

4.3 NOTIFICATION TRACKING

Once a student receives a notification they are removed from the SFAWLPR list and placed on the Waitlist Notification Query (SFIWLNT) listing. This listing shows when the notice was sent and when their period will expire. It also gives you history on who has registered off of the WL and who was dropped.

You may also need to use the Waitlist Notification Error Query screen (SFIWLNE) to audit claims and requests from students. If they say they never got the notice the combination of the SFIWLNE and the SFIWLNT screens should tell you if that is accurate. In the pilot program we had errors occur as a result of the e-mail change to Google apps, but that issue has been resolved. No other errors were detected.

Oracle Fusion Middleware Forms Services: Open > SFIWLNT

File Edit Options Block Item Record Query Tools Help

Waitlist Notification Query SFIWLNT 8.5.5 (PROD)

Term: 201520 Spring 2015 CRN: 21214 Subject: PHYS Course: 1400

ID	Name	Registration Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires	Notification Status
B01074304	Sharos, Sara K.	34	RW	08-NOV-2014 11:49 AM	1.000000	Registered	07-NOV-2014	08-NOV-2014 04:01 PM	
B01091113	Zhu, Haoyu	35	RW	07-NOV-2014 10:54 PM	1.000000	Registered	07-NOV-2014	08-NOV-2014 10:46 PM	
B01144774	Wang, Zi				1.000000	Dropped	12-NOV-2014	13-NOV-2014 03:15 PM	
B01151097	Columbus, Rachel E.	39	RW	13-NOV-2014 08:09 AM	2.000000	Registered	12-NOV-2014	13-NOV-2014 10:24 PM	
B01154850	Carter, Julia T.				3.000000	Dropped	13-NOV-2014	14-NOV-2014 03:15 PM	
B01113221	Butler, Daiton R.				4.000000	Dropped	14-NOV-2014	15-NOV-2014 03:17 PM	
B01179161	Mayes, Andrew C.				5.000000	Dropped	16-NOV-2014	17-NOV-2014 11:56 PM	
B01174707	Muldoon, Andree N.	47	RW	18-NOV-2014 02:11 PM	9.000000	Registered	17-NOV-2014	18-NOV-2014 11:57 PM	
B01112412	Broussard, Aislinn E.	48	RW	15-DEC-2014 06:43 PM	10.000000	Registered	15-DEC-2014	16-DEC-2014 06:09 PM	
B01177944	Steed, Logan S.				11.000000	Dropped	01-JAN-2015	02-JAN-2015 01:11 PM	
B01160036	Fuell, Elizabeth R.	56	RW	02-JAN-2015 01:47 PM	14.000000	Registered	02-JAN-2015	03-JAN-2015 01:13 PM	
B01159078	Wood, Katelyn S.				18.000000	Dropped	12-JAN-2015	13-JAN-2015 08:49 AM	P
B01156793	Temples, Madison G.				31.000000	Dropped	13-JAN-2015	14-JAN-2015 08:49 AM	
B01153368	Smith, Devyn N.				36.000000	Dropped	14-JAN-2015	14-JAN-2015 09:51 PM	

Figure 6: SFIWLNT shows the students notification date as well as the deadline for their seat and the final status of those recipients.

Oracle Fusion Middleware Forms Services: Open > SFIWLNE

File Edit Options Block Item Record Query Tools Help

Waitlist Notification Error Query SFIWLNE 8.5.5 (PROD)

Term: 201520 Spring 2015 Last Error From Date: 12-DEC-2014 To Date: 14-JAN-2015

☒ Include Successful Notifications

ID	Name	Notification CRN	Status	Last Notification Error Message	Last Error Date-Time	Error Count	Notification Expires	Waitlist Status
B01164392	Pilcher, Everett O.	23677	P	ORA-29279: SMTP permanent error:	06-JAN-2015 10:30 AM	1	07-JAN-2015 10:30 AM	Registered
B01163814	Brown, Denzel B.	21184	P	ORA-29279: SMTP permanent error:	06-JAN-2015 10:49 AM	1	07-JAN-2015 10:49 AM	Registered
B01153733	West, Camielle E.	25398	P	ORA-29279: SMTP permanent error:	06-JAN-2015 10:58 AM	1	07-JAN-2015 10:58 AM	Dropped
B01118732	Brown, Aliyah S.	21638	P	ORA-29279: SMTP permanent error:	06-JAN-2015 11:16 AM	1	07-JAN-2015 11:16 AM	Dropped
B01176565	Sherrod, Anthony A.	20944	P	ORA-29279: SMTP permanent error:	06-JAN-2015 12:33 PM	1	07-JAN-2015 12:33 PM	Dropped
B01035774	Bratton, Jeremy T.	20931	P	ORA-29279: SMTP permanent error:	06-JAN-2015 12:33 PM	1	07-JAN-2015 12:33 PM	Registered
B01168794	Smith, Katie M.	23597	P	ORA-29279: SMTP permanent error:	06-JAN-2015 12:43 PM	1	07-JAN-2015 12:43 PM	Registered
B01161635	Davison, Hannah S.	23605	P	ORA-29279: SMTP permanent error:	06-JAN-2015 03:13 PM	1	07-JAN-2015 03:13 PM	Registered
B01151014	Atkinson, Michael T.	27335	P	ORA-29279: SMTP permanent error:	06-JAN-2015 03:28 PM	1	07-JAN-2015 03:28 PM	Dropped
B01166570	Aleid, Riya A.	27334	P	ORA-29279: SMTP permanent error:	06-JAN-2015 05:32 PM	1	07-JAN-2015 05:32 PM	Dropped
B01175956	Baxley, Taylor N.	20944	P	ORA-29279: SMTP permanent error:	06-JAN-2015 06:23 PM	1	07-JAN-2015 06:23 PM	Dropped
B01055399	Hall, Nicholas B.	26257	P	ORA-29279: SMTP permanent error:	06-JAN-2015 07:33 PM	1	07-JAN-2015 07:33 PM	Dropped
B01179359	Williams, Jasmine M.	23677	P	ORA-29279: SMTP permanent error:	06-JAN-2015 08:23 PM	1	07-JAN-2015 08:23 PM	Dropped
B00234538	Bradley, Melissa A.	20946	P	ORA-29279: SMTP permanent error:	06-JAN-2015 10:03 PM	1	07-JAN-2015 10:03 PM	Dropped

Figure 7: SFIWLNE indicates when an error has occurred with a seat notification. In this instance the Google switch over generated errors with messaging for a short time.

4.4 NECESSARY SCREENS SUMMARY

Departments will use the following screens in the new WL process:

Release Date: March 23, 2015

Version: 1.1

- SSASECT: Create waitlists by section using the Enrollment Details Tab
- SFIWLNT: Monitor notifications to students by section
- SFIWLNE: Review notifications that report errors
- SFAWLPR: Monitor and edit the waitlist by section
- SFASRPO: Establish pre and co requisite overrides by student and class(This is explained further in section 5.3)

4.5 ADDITIONAL RESOURCES

An ARGOS report has also been created to show students with WL activity, their final status and their contact information by term, part of term and subject matter. The report is "Waitlist Tracking" and it is located in the Class Information sub folder of the main Student folder in ARGOS.

Waitlist Tracking.Waitlist Tracking Report

Dashboard Options: **Saved Settings** Report Options: **Waitlist Tracking Report**

3/21/2015 3:15:19 PM
UCA.Student.Class Information.Waitlist Tracking.Waitlist Tracking Report

This report created and maintained by the Registrar's Office

University of Central Arkansas

WaitList Status Report

TERM CODE:

Code	Description
201520	Spring 2015
201530	Summer 2015
201610	Fall 2015
201620	Spring 2016
201630	Summer 2016
201710	Fall 2016
201720	Spring 2017
201730	Summer 2017
201810	Fall 2017
201820	Spring 2018
201830	Summer 2018
201910	Fall 2018

19 items, 1 selected

PART OF TERM CODE:

Code	Description
F	Fall Term
S	Spring Term
W	Winter Inte...
M	May Inters...
10	Ten Week
S1	Summer I
S2	Summer II
AO	Academic O...
1	Full Term
1H	First Half of...
2H	Second Hal...

17 items, 1 selected

SUBJECT CODE:

Code	Description
GSM	Grad Schoo...
H EC	Home Econ...
H ED	Health Edu...
H SC	Health Scie...
HST	CHES Stud...
HIST	History
HONC	Honors Coll...
I ED	Industrial E...
IDSN	Interior De...
IEP	Intensive E...
ILS	Interdiscipl...

151 items, 1 selected

Note:
To select multiple codes either hold CTRL and select individually or hold SHIFT and highlight using the directional arrows or PAGE UP/PAGE DOWN.

Students in position 0 with registration status WL have been notified of their seat and have not yet registered. Students with position >=1 were still on the list for that class at the time the report was run.

TermCode	Par...	CRN	SubjectCode	CrseNo	Stud...	LastName	FirstName	E_Mail	Priority	Registratio...	Registratio...	Instructor_...	Ins
201520	1	26390	HIST	1310	8011...	Jones	Garret	GJONES10...	1	DD	1/12/2015 ...	Tracie	
201520	1	20683	HIST	2301	8011...	Jones	Garret	GJONES10...	0	RE	1/8/2015 7...	Sonia	
201520	1	23677	HIST	2301	8011...	Renfro	Katherine	KRENFR01...	0	RE	12/4/2014 ...	Vaughn	
201520	1	23677	HIST	2301	8011...	Plicher	Everett	EPILCHER1...	0	RE	1/6/2015 2...	Vaughn	
201520	1	23677	HIST	2301	8011...	Wolfram	Ryan	RWOLFRAM...	0	RW	1/8/2015 1...	Vaughn	
201520	1	23677	HIST	2301	8011...	Broadway	Traneka	TBROADW...	0	RW	1/12/2015 ...	Vaughn	
201520	1	23677	HIST	2301	8011...	Warren	Kandice	KWARREN3...	0	W	3/20/2015 ...	Vaughn	
201520	1	26829	HIST	2301	8011...	Butler	Whitney	WBUTLER1...	0	RW	11/18/2014...	Vaughn	
201520	1	27184	HIST	2301	8011...	Quellar Gon...	Alejandra	AQUELLAR...	0	W	3/20/2015 ...	Kristen	
201520	1	27184	HIST	2301	8011...	Marroquin	Mariana	MMARROQ...	0	RW	12/9/2014 ...	Kristen	
201520	1	28355	HIST	2302	8011...	Taylor	Nile	NTAYLOR6...	1	RE	1/7/2015 7...	Buckley	
201520	1	20663	HIST	2320	8011...	Lisko	Shelbey	SLSKO1@...	1	RE	1/6/2015 2...	Kimberly	
201520	1	20696	HIST	2320	8011...	Craun	Victoria	VCRAUN1...	2	RE	1/5/2015 1...	Vaughn	
201520	1	20696	HIST	2320	8011...	Davis	Tuzdey	TDAVIS21...	3	RE	1/7/2015 7...	Vaughn	
201520	1	28360	HIST	4302	8011...	Yeager	Tyler	TYEAGER1...	0	RE	11/12/2014...	Wendy	
201520	1	28360	HIST	4302	8011...	Volaw	Terra	TAQUA1@...	0	RW	12/3/2014 ...	Wendy	
201520	1	23677	HIST	2301	8011...	Kim	Seojin	SKIM3@CU...	0	RW	1/9/2015 8...	Vaughn	
201520	1	23677	HIST	2301	8011...	Walker	Alysha	AWALKER1...	0	RW	1/14/2015 ...	Vaughn	
201520	1	23677	HIST	2301	8011...	Alcala Vasq...	Claret	CALCALAV...	18	DD	1/13/2015 ...	Vaughn	
201520	1	28360	HIST	4302	8011...	Young	Kristen	KYOUNG11...	4	W	1/28/2015 ...	Wendy	
201520	1	28360	HIST	4302	8010...	Rogers	Morgan	MRORGERS1...	5	RE	11/12/2014...	Vaughn	
201520	1	27441	HIST	4328	8011...	Berry	Matt	MBERRY3@...	0	RW	12/3/2014 ...	Lance	
201520	1	20696	HIST	2320	8010...	Ganoung	Jordon	JGANOUNG...	0	RW	11/18/2014...	Vaughn	
201520	1	28360	HIST	4302	8010...	Goulin	Brayley	BGOULIN1...	5	RE	11/17/2014...	Vaughn	

24 items

Figure 8: ARGOS WL Tracking report will give the students status based on SUBJ and TERM who have processed through or are currently on the WL.

5 OTHER PROCESSES AFFECTED BY AUTOMATIC WAITLISTING

5.1 SEATING ADJUSTMENTS

WL'ing will require special attention when managing seating in affected sections. Anytime the remaining number of seats increases above zero another student in the WL will receive a notification. Like all registration restrictions WL'd sections can be overridden on the SFAREGS screen in Internet Native Banner. If a department sees an open seat (that is not available) and overrides the warning the WL student who got the e-mail will not be able to get that seat anymore. To avoid denying a notified student their seat or sending a notice when we shouldn't departments must be careful not to adjust the seating in a way that triggers a notice unless they intend for it to go to the first person on the list. Likewise no one should be overriding the WL registration error message besides the managing department. If that department chooses to do so here are some examples of how to manage those adjustments while minimizing risk of confusion and false notices.

5.1.1 Example 1:

In this case there are students on the WL but no seats available. So no notice should have been sent. If the department wishes to put someone in the class ahead of the WL'd students it is imperative that the Remaining regular seats not go above 0 to avoid a false notice being sent.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5.3.1 (TEST)

Term: 201610 CRN: 19438 Create CRN: Copy CRN: Subject: PHYS Course: 1400 Title: PHYSICAL SCIENCE GEN EDUC

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

Enrollment Details Reserved Seats

Enrollment Details

Maximum:	1	Waitlist Maximum:	5	Projected:	0
Actual:	1	Waitlist Actual:	3	Prior:	17
Remaining:	0	Waitlist Remaining:	2		

Generated Credit Hours: 4.000

Census One

Enrollment Count: 1

Freeze Date: 28-AUG-2015

Census Two

Enrollment Count: 0

Freeze Date:

To do this enroll the student first, overriding the closed course registration error, in SFAREGS.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5.3.1 (TEST)

Term: 201610 CRN: 19438 Create CRN: Copy CRN: Subject: PHYS Course: 1400 Title: PHYSICAL SCIENCE GEN EDUC

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

Enrollment Details Reserved Seats

Enrollment Details

Maximum:	<input type="text" value="1"/>	Waitlist Maximum:	<input type="text" value="5"/>	Projected:	<input type="text" value="0"/>
Actual:	<input type="text" value="2"/>	Waitlist Actual:	<input type="text" value="3"/>	Prior:	<input type="text" value="17"/>
Remaining:	<input type="text" value="-1"/>	Waitlist Remaining:	<input type="text" value="2"/>	<input checked="" type="checkbox"/> Reserved	

Generated Credit Hours:

This will result in a remaining count of a -1.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5.3.1 (TEST)

Term: 201610 CRN: 19438 Create CRN: Copy CRN: Subject: PHYS Course: 1400 Title: PHYSICAL SCIENCE GEN EDUC

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

Enrollment Details Reserved Seats

Enrollment Details

Maximum:	<input type="text" value="2"/>	Waitlist Maximum:	<input type="text" value="5"/>	Projected:	<input type="text" value="0"/>
Actual:	<input type="text" value="2"/>	Waitlist Actual:	<input type="text" value="3"/>	Prior:	<input type="text" value="17"/>
Remaining:	<input type="text" value="0"/>	Waitlist Remaining:	<input type="text" value="2"/>	<input checked="" type="checkbox"/> Reserved	

Generated Credit Hours:

Now the department can adjust the total seating to account for the added student bringing the remaining seats back to zero and successfully avoiding a false notice to a student.

5.1.2 Example 2:

In this instance a notice(s) should have already been sent to WL'd student(s) for the available seat. To add a student ahead of the WL'd students without sending a false notice to the next student on the WL the overrides must be managed so that the Remaining seats do not exceed the # reported when the adjustments were begun. In our example '1'.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5.3.1 (TEST)

Term: 201610 CRN: 19438 Create CRN: Copy CRN: Subject: PHYS Course: 1400 Title: PHYSICAL SCIENCE GEN EDUC

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

Enrollment Details Reserved Seats

Enrollment Details

Maximum:	2	Waitlist Maximum:	5	Projected:	0
Actual:	1	Waitlist Actual:	3	Prior:	17
Remaining:	1	Waitlist Remaining:	2		

Generated Credit Hours: 4.000

To start you would register the student into the course on SFAREGS, overriding the Registration Restriction. Leaving a Remaining seat count of zero.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5.3.1 (TEST)

Term: 201610 CRN: 19438 Create CRN: Copy CRN: Subject: PHYS Course: 1400 Title: PHYSICAL SCIENCE GEN EDUC

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

Enrollment Details Reserved Seats

Enrollment Details

Maximum:	2	Waitlist Maximum:	5	Projected:	0
Actual:	2	Waitlist Actual:	3	Prior:	17
Remaining:	0	Waitlist Remaining:	2		

Generated Credit Hours: 8.000

Now you would increase the available seats in the section by one making a chair available for the notified student only.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5.3.1 (TEST)

Term: 201610 CRN: 19438 Create CRN Copy CRN Subject: PHYS Course: 1400 Title: PHYSICAL SCIENCE GEN EDUC

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

Enrollment Details Reserved Seats

Enrollment Details

Maximum:	3	Waitlist Maximum:	5	Projected:	0
Actual:	2	Waitlist Actual:	3	Prior:	17
Remaining:	1	Waitlist Remaining:	2	<input checked="" type="checkbox"/> Reserved	

Generated Credit Hours: 8.000

While the remaining seats are set to zero the notified student will not be able to add themselves to the course so be sure that the seat is added back to the section as quickly as possible. It is advised that you check the notification deadline for the pending notice before making these sorts of adjustments to be sure no notices will be expiring while you make the changes.

5.2 STUDENT HOLDS

Certain holds that may come up during the course of a term will prevent students from adjusting their schedules. Leading up to the beginning of the term it will be critical for students on the WL to monitor their holds. If they receive a UCAPD hold, for example, at the end of the week for a parking ticket and get a notice on Saturday that their seat is available then they have just lost their chance to register as well as their place on the WL if they cannot get the hold resolved before the deadline is up on Sunday. It is the student's responsibility to monitor their holds and access, but it is important for departments to understand how this affects the process as well.

5.3 PRE-REQUISITES

Pre and Co requisites errors will prevent both Waitlisting and Web Registering through myUCA self service. If a student has been approved to enroll in a class but does not meet the prerequisites in Banner SFASRPO can be used to establish a standing exception for the student during the term. It can be used for either a specific CRN or for a SUBJ and Course # combination. Once an exception is established on SFASRPO it will allow the student to freely adjust their schedule for the designated CRN or Course without having to be overridden by the department manually.

Oracle Fusion Middleware Forms Services: Open > SFASRPO

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Student Registration Permit-Override SFASRPO 8.4.0.1 (TEST)

ID: B00215070 Eubanks, Hugh C. Term: 201610 Fall 2015

Student Permits and Overrides

Permit		CRN	Subject	Course Number	Section	User	Activity Date
PREREQ	Override Pre-requisites		BIOL	2407		CEUBANKS	21-MAR-2015
PREREQ	Override Pre-requisites	10693	ECON	4320	0	CEUBANKS	21-MAR-2015

Student Schedule

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
19438	1	PHYS	1400	0	1	3								1730	1845
19438	1	PHYS	1400	0	1	3								0925	1040

Figure 9: In this case the student will be allowed to web WL and Register for a specific section of ECON 4320(10693) and any section of BIOL 2407.

5.4 FYS COURSES/RESERVED SEATING

FYS designated courses are utilizing the Reserved Seating function beginning in Fall of 2015. The use of this function has yet to be fully tested with the WL feature, so FYS courses in the Fall and other courses using the reserved seating function should NOT be assigned WL seats. We will continue to test these two features together as time goes on. If it becomes possible or advantageous to combine the two in the future adjusted instructions will be distributed.

6 BEST PRACTICES FOR DEPARTMENTS

These are some practices and procedures that, if executed by the department, can help to ensure the effectiveness of the WL for their areas and their students.

6.1 DEPARTMENT FOLLOW UP

It is advised that departments use the ARGOS contact listing (referenced in section [4.5 Additional Resources](#) of this document) to send notifications to their students as the first day of class approaches to confirm that they are still needing the course. This will help departments use the numbers provided by the WL process to know whether a new section could be filled as well as help students further down the list get a chance over students who no longer need the course but have failed to remove themselves from the WL.

6.2 LIMITED SCOPE

In the case of freshman and sophomore level courses (1000 and 2000 level courses), it is recommended that no more than 30% of sections of a given course participate in the automated Waitlisting. This standard was developed at the recommendation of the Advising Center and other parties in an effort to allow for competitive scheduling for incoming freshman and transfer students. It was further requested that the courses without Waitlists not be grouped in a single part of the day.

6.3 NOTATION OF EXCEPTIONS AND ADJUSTMENTS

Departments should document exceptions in SPACMNT. If a student is placed at a higher priority position on the list for an administrative reason it is important to document that exception. If there are questions or concerns raised later by other listed students and the person(s) who made the decision is not available these notes can help to manage the concerns of the other students on the list.

6.4 IN THE EVENT OF UNIVERSITY ERROR

In instances of University error, such as registration or hold errors made by departments or administrators beyond the control of the student, managing departments are encouraged to work with the student within the parameters of the new process. Student trust in this process is critical to its success and accommodating for University errors will go a long way to earning that trust.