

Overview:

Starting in Fall 2010, automated waitlists are available as an option on all sections. The Automated waitlist process provides the students the ability to:

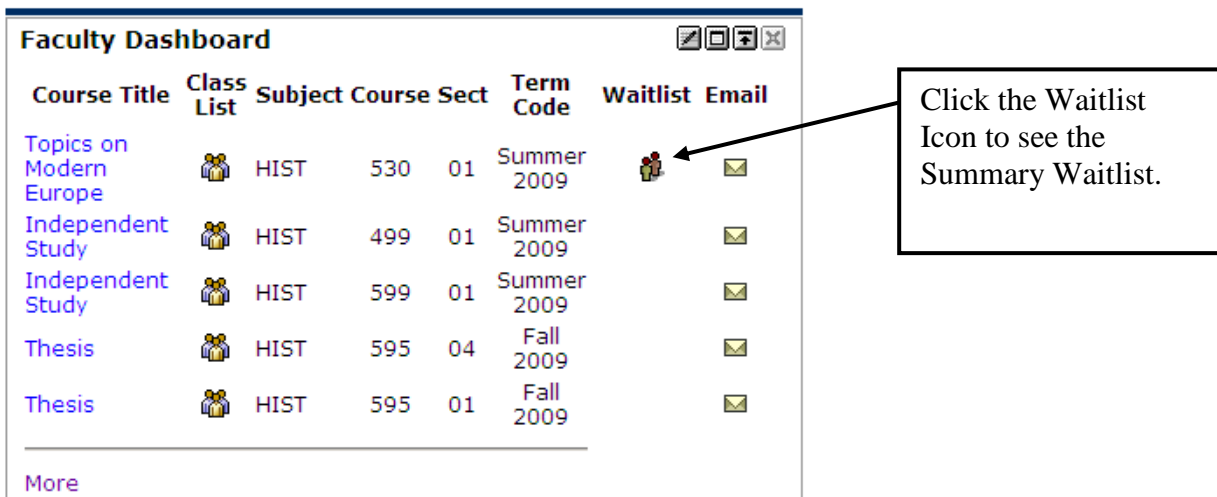
- Add themselves to an electronic wait list for a section,
- Students will be able to see their priority placement on the waitlist (they will not be able to see which other students are on the list only their position on the list),
- Be notified by e-mail when an opening becomes available, (open seats could occur because of another student drops out of the section or because you increase the capacity of the section.).

The Faculty have the ability to:

- Request an automated waitlist be established by the Academic Scheduler for your School (you may want to check with your Department Chair or Dean regarding waitlist policies within your department or school).
- View the waitlist for a class through the Faculty Dashboard on the Teach/Advise tab of MySanDiego.edu or using the Banner Self-Service Channel to select the Summary Waitlist or the Detail Waitlist view.
- Faculty teaching undergraduate, graduate and doctoral courses only: If you approve a student to ‘crash’ a class for which a waitlist exists or request the registrar to change a student’s waitlist priority, any questions from students about their change (increase) in waitlist status will be referred to you.

Viewing the Waitlist rosters:

Using the MySanDiego portal Teach/Advise tab, there are two views of waitlists. The Summary Waitlist may be accessed from either the Faculty Dashboard channel icon:



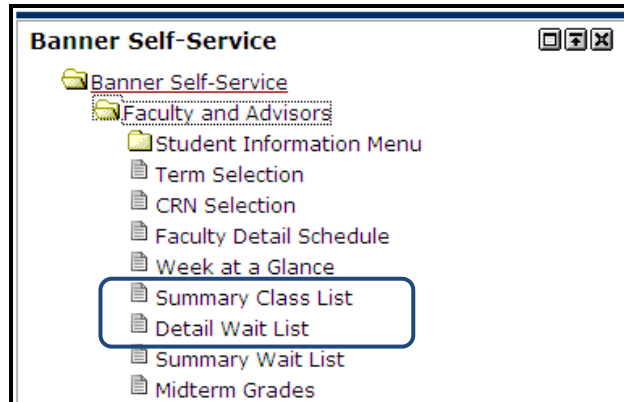
Course Title	Class List	Subject	Course	Sect	Term Code	Waitlist	Email
Topics on Modern Europe		HIST	530	01	Summer 2009		
Independent Study		HIST	499	01	Summer 2009		
Independent Study		HIST	599	01	Summer 2009		
Thesis		HIST	595	04	Fall 2009		
Thesis		HIST	595	01	Fall 2009		

More

Click the Waitlist Icon to see the Summary Waitlist.

Waitlist Procedures for Faculty

Or from the Banner Self Service Channel link. Open the 'Banner Self-Service folder then the 'Faculty and Advisor Folder:



Either will display the Summary Waitlist page:

008117552 Faculty Test
Fall 2009
Nov 11, 2009 12:55 pm

Summary Wait List

Course Information
Composition and Literature - ENGL 121 44
CRN: 3093
Duration: Sep 02, 2009 - Dec 22, 2009
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	3	2	1
Wait List:	4	3	1
Cross List:	0	0	0

Summary Wait List

Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Notification Expires	
0	Husted, Michelle M.	008039558	Wait List	Undergraduate	0.000	Oct 08, 2009 12:19 pm	
1	Flynn-Ryan, Anna L.	008036185	Wait List	Undergraduate	0.000		
2	Graham, Anthony R.	008065150	Wait List	Undergraduate	0.000		

[Email wait listed students](#)

You may also view the Detail Waitlist using the link in the Banner Self-Service Channel. The Detail page provides you with more information on each student who is on the waitlist. You see each student's program of study, Class Standing, and earned hours.

Waitlist Procedures for Faculty

Detail Wait List
008117552 Faculty Test
Fall 2009
Nov 11, 2009 12:56 pm


Course Information

Composition and Literature - ENGL 121 44
CRN: 3093
Duration: Sep 02, 2009 - Dec 22, 2009
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	3	2	1
Wait List:	4	3	1
Cross List:	0	0	0

Detail Wait List

Student Name	ID	Registration Status	Waitlist Position	Notification Expires	Registration Number
Hustedt, Michelle M.	008039558	Wait List	0	Oct 08, 2009 12:19 pm 7	

Current Program

Bachelor of Arts

Level: Undergraduate
Program: Bachelor of Arts
Admit Term: Fall 2008
Admit Type: Early Action
Catalog Term: Fall 2008
College: College of Arts & Sciences
Campus: Main Campus
Major: Undeclared

Class: Freshman
Credits: 0.000

Note that if the student's position on the waitlist is 0 (zero), then the student has been notified of an open seat and is in their 24 hour notification period. If the student registers for the section they move off the waitlist onto your class list, if the student fails to register within the 24 hour notification period or drops themselves from the waitlist they are removed from the list.

Starting on the next page you can also see the information which is available to the student regarding the processing of Waitlist requests.

The students have been given the following instructions:

Overview:

Automated waitlists are available on some course sections. Placing yourself on an automated waitlist allows you to reserve a place in line for the next available seat in the section. When a seat opens (due to another student dropping or because the capacity of the section has been increased by the department) the first student on the waitlist will be eligible to register in the section.

Some important things to know about the automated waitlist process:

- Not all course sections will have an automated waitlist. The availability of an automated waitlist is at the discretion of the instructor and department.
- Placing yourself on a waitlist does NOT guarantee that you will eventually be able to enroll in the section.
- Open seats are offered based on your position on the waitlist. First person who signs up for the waitlist is the first person offered an opening.
- Notifications of an open seat are sent by e-mail to your @sandiego.edu account only so check your USD email frequently if you are on a waitlist.
- You have 24 hours from the time of notification to register for the section. If you do not register in that time period, you are dropped from the waitlist and the next person on the waitlist is offered the open seat.
- THERE ARE NO EXCEPTIONS TO THE 24-HOUR RULE.
- To be added to a waitlist you must meet all the pre-requisite, restrictions and required approvals just as though you were registering for the course. If you obtain an override for a restriction/approval so that you may be added to a waitlist that override will carry over to your actual registration.
- You may add yourself to the waitlist for a different section of a course in which you are already enrolled. Be aware that in this case if you are offered an open seat, you will need to drop the existing section and resolve any time conflicts with other registrations. You must drop yourself from the other section before moving from waitlisted to registered status in your designated class.
- You may waitlist for more than one section of the same course.
- Once you drop that class, if it has a waitlist, you will not be allowed to add it again. You will have to add yourself to the waitlist. Be sure you want to make the change because you cannot reverse the drop after the 'Submit Changes' button is clicked, as a result of changing your mind or making a mistake.

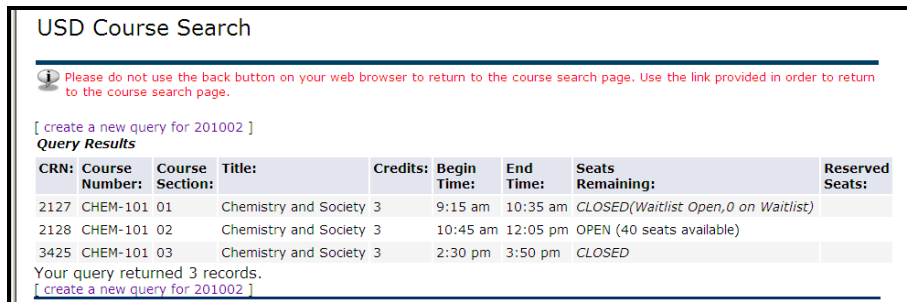
Waitlist Procedures for Faculty

Details of the Process:

You can see that a waitlist is available on a section from ‘Look Up Classes’ (USD Course Search) utility which can be found on the One-Stop or Law Student tab of the portal. If a section has an open waitlist the ‘Seats Remaining:’ message will be:

CLOSED (Waitlist Open, n on Waitlist)

Where n will be the number of students currently on the waitlist. If there is no waitlist for the section or if the waitlist for the section is full, the message in the ‘Seats Remaining’ column will be ‘CLOSED’.



USD Course Search

Please do not use the back button on your web browser to return to the course search page. Use the link provided in order to return to the course search page.

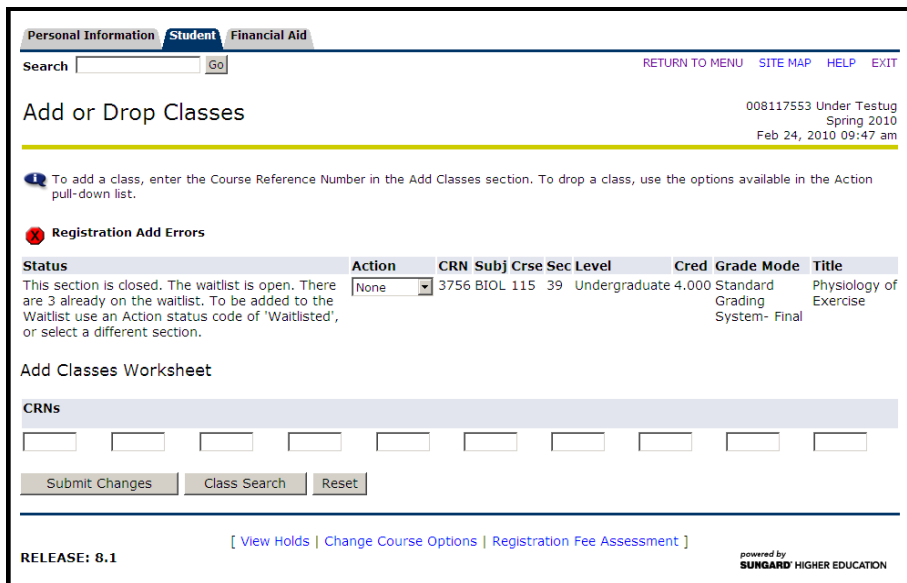
[create a new query for 201002]

Query Results

CRN:	Course Number:	Course Section:	Title:	Credits:	Begin Time:	End Time:	Seats Remaining:	Reserved Seats:
2127	CHEM-101	01	Chemistry and Society	3	9:15 am	10:35 am	CLOSED(Waitlist Open,0 on Waitlist)	
2128	CHEM-101	02	Chemistry and Society	3	10:45 am	12:05 pm	OPEN (40 seats available)	
3425	CHEM-101	03	Chemistry and Society	3	2:30 pm	3:50 pm	CLOSED	

Your query returned 3 records.
[create a new query for 201002]

When attempting to register for a section which is closed but has an open waitlist you will receive the following message in the ‘Add or Drop Classes’ web page:



Personal Information | **Student** | Financial Aid

Search Go RETURN TO MENU | SITE MAP | HELP | EXIT

Add or Drop Classes 008117553 Under Testug
Spring 2010
Feb 24, 2010 09:47 am

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
This section is closed. The waitlist is open. There are 3 already on the waitlist. To be added to the Waitlist use an Action status code of 'Waitlisted', or select a different section.	[None]	3756	BIOL	115	39	Undergraduate	4.000	Standard Grading System- Final	Physiology of Exercise

Add Classes Worksheet

CRNs

Submit Changes | Class Search | Reset

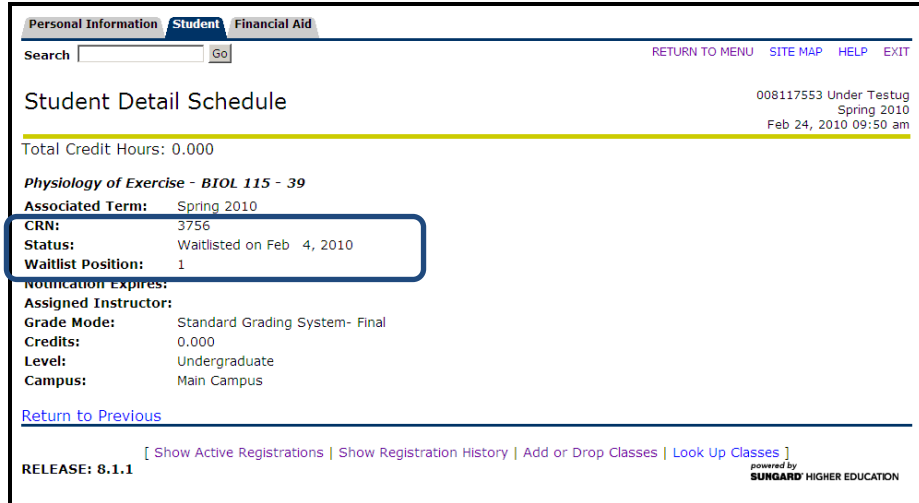
RELEASE: 8.1 [View Holds | Change Course Options | Registration Fee Assessment]

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To be added to the waitlist, select ‘Wait List’ from the Action dropdown menu, then click ‘Submit Changes’.

Waitlist Procedures for Faculty

You may view your position on the waitlist using the 'Detail Student Schedule' option in the Registration Tools channel which can be found on the One-Stop or Law Student tab of the portal:



Personal Information Student Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Student Detail Schedule

008117553 Under Testug
Spring 2010
Feb 24, 2010 09:50 am

Total Credit Hours: 0.000

Physiology of Exercise - BIOL 115 - 39

Associated Term: Spring 2010

CRN: 3756

Status: Waitlisted on Feb 4, 2010

Waitlist Position: 1

Notification Expires:

Assigned Instructor:

Grade Mode: Standard Grading System- Final

Credits: 0.000

Level: Undergraduate

Campus: Main Campus

[Return to Previous](#)

[[Show Active Registrations](#) | [Show Registration History](#) | [Add or Drop Classes](#) | [Look Up Classes](#)]

RELEASE: 8.1.1

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When an open seat is available and you are in position 1 on the waitlist, you will receive a notification to your @sandiego.edu e-mail account of the available seat and the 'Notification Expires' date and time will be set on the Detail Schedule page of Self-Service:

E-mail Notice from the Registrar, University of San Diego:

Subject: Waitlist Notification for 3756

A seat is now available in the following section for which you placed yourself on the waitlist:

3756 BIOL 115 39 Physiology of Exercise

You are the first person on the waitlist, so you may now register for this section. Use the 'Add or Drop Classes' link in the MySanDiego Portal (One Stop Services or Law Student Tab) and select '** Web Registered **' from the Action options.

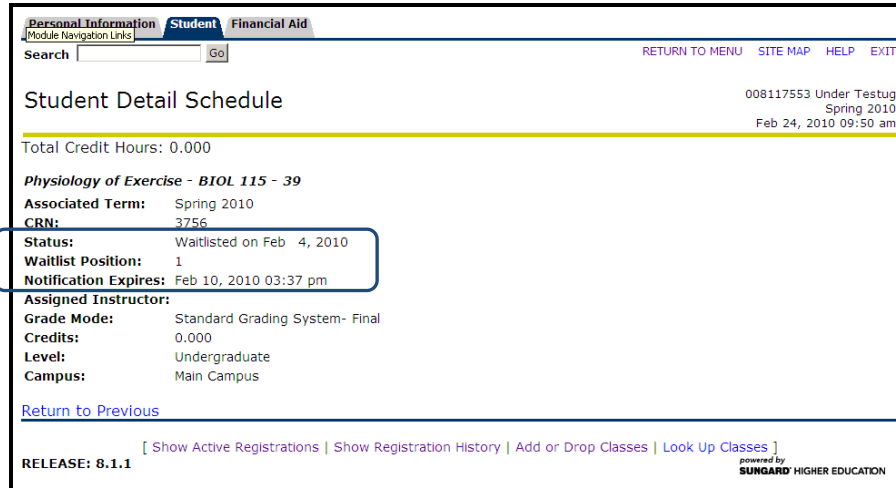
You have Twenty four (24) hours from the time this message was sent to do so. If you do not enroll in this section within 24 hours you will be dropped from the waitlist and this seat will be offered to the next person on the waitlist.

If you no longer need this seat, please logon to My.SanDiego.edu and use the 'Add/Drop Classes' Link in the Registration Tools channel and change the 'Action' for this section to 'Web Drop' so the next person on the waitlist may be notified.

THERE WILL BE NO EXCEPTIONS TO THE 24 HOUR RULE.

Waitlist Procedures for Faculty

The updated page of your Detail Schedule will now include the ‘Notification Expires’ value:



Personal Information | **Student** | Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Student Detail Schedule 008117553 Under Testug
Spring 2010
Feb 24, 2010 09:50 am

Total Credit Hours: 0.000

Physiology of Exercise - BIOL 115 - 39

Associated Term: Spring 2010
 CRN: 3756

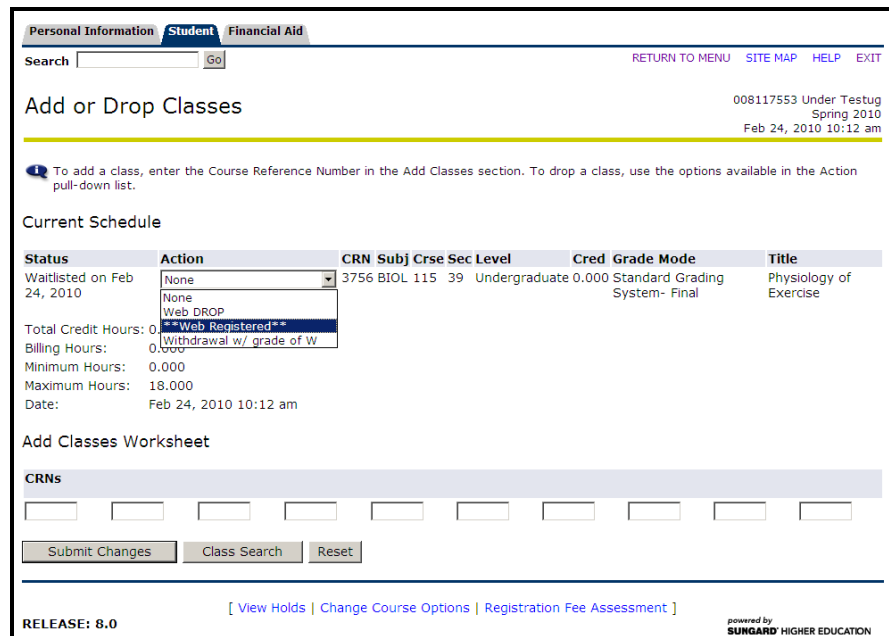
Status: Waitlisted on Feb 4, 2010
Waitlist Position: 1
Notification Expires: Feb 10, 2010 03:37 pm

Assigned Instructor:
 Grade Mode: Standard Grading System- Final
 Credits: 0.000
 Level: Undergraduate
 Campus: Main Campus

[Return to Previous](#)

RELEASE: 8.1.1 [Show Active Registrations | Show Registration History | Add or Drop Classes | Look Up Classes]
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To register for the course, return to the ‘Add or Drop Classes’, link on the One-Stop or Law Student tab of the portal and select Web Registered from the Action dropdown menu and click the ‘Submit Changes’ button:



Personal Information | **Student** | Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Add or Drop Classes 008117553 Under Testug
Spring 2010
Feb 24, 2010 10:12 am

i To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Waitlisted on Feb 24, 2010	<input type="text" value="None"/> None Web DROP **Web Registered** Withdrawal w/ grade of W	3756	BIOL	115	39	Undergraduate	0.000	Standard Grading System- Final	Physiology of Exercise

Total Credit Hours: 0
 Billing Hours: 0.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Feb 24, 2010 10:12 am

Add Classes Worksheet

CRNs

RELEASE: 8.0 [View Holds | Change Course Options | Registration Fee Assessment]
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Your status changes to Registered:

Waitlist Procedures for Faculty

Personal Information **Student** Financial Aid

Search
[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Add or Drop Classes

008117553 Under Testug
Spring 2010
Feb 24, 2010 10:14 am

i To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Feb 24, 2010	None <input type="button" value="v"/>	3756	BIOL	115	39	Undergraduate	4.000	Standard	Grading System- Final	Physiology of Exercise

Total Credit Hours: 4.000
Billing Hours: 4.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Feb 24, 2010 10:14 am

Add Classes Worksheet

CRNs

RELEASE: 8.1
[\[View Holds | Change Course Options | Registration Fee Assessment \]](#)

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