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:
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:

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.
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.
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’.

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:

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

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

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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:

Your status changes to Registered:
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