When entering the information for the Class Schedule each semester, go to SSASECT:

1. Enter Term, CRN (course reference number), Click GO

2. Click the Section Enrollment Information tab

Once in Enrollment Details, go to Waitlist Maximum; the University standard is a maximum of 25 students.

In this example, 25 students will be allowed to be placed on the waitlist after a section is full.

Enabling Waitlists when Co-requisites are involved

For courses/sections that are co-requisites, it must be determined which section will serve as the "parent" section, and which is the "child" section. Once determined, the parent section should have the waitlist employed; the child section should not. Because the two courses are tied together through their co-req requirements, employing the waitlist on the parent course will, in effect, be placing the waitlist on the child course, because the student will not be able to register for the parent *or* the child course until they receive waitlist priority to register for an open seat via the parent course waitlist.

In any co-requisite course pairings where the enrollment capacity is incongruent (e.g., large lecture, small lab), **the smaller course/section(s) MUST serve as the parent for waitlisting functionality to properly work.**

Rev. 9.18.2020

Example: If a there is a lecture section with 100 seats, and a co-require lab with 10 sections with 10 seats each, the 10 lab sections must serve as the parent section and each have the waitlist employed. The lecture should *not* have the waitlist employed.

Enabling Waitlists on Cross-listed Sections

Use the Cross-List Waitlist Priority Management Page (SFAXWLP) to view and manage the priorities of waitlisted students who have not yet been notified of available seats in cross-listed courses. Waitlists for cross-listed courses are combined into a single queue viewed on this page.

    a.   To view cross-listed course sections, enter the term and cross-list group code for waitlisted records you wish to view

    b.   If you don't know the cross-list group code, view one course section in SSASECT (see below). The code will appear in the Cross List field. You can also use SFAWLPR (see below) to tell you the group identifier at the bottom of the screen.
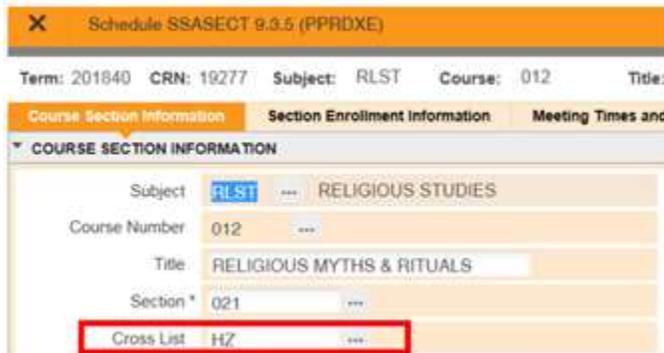
    c.   Go to the Schedule Cross-List Definition page (SSAXLST) to view all cross-listed partners associated with a Cross List Group Identifier code. Use the horizontal scroll bar at the bottom right to view enrolled and waitlisted seat numbers. In order for a student to enroll in a cross-listed CRN, there must be at least one available seat for the CRN and the cross-listed group.

Scroll right to see all Enrollment and Waitlist information for the sections:

Banner accounts for cross-listed seating capacities when determining if a seat is available for immediate registration, or if a student needs to be placed on the waitlist. The overall cross-list group capacity is first checked, if a seat is available, the system then checks to see if there is a spot in either for the student to directly register into a course section or if they can be added to the waitlist.

Example 1: Cross-List Group A1 consists of two sections. Section A has a capacity of 15 students with a maximum waitlist capacity of 5 students. Section B has a capacity of 25 students and a maximum waitlist capacity of 10 students. Section A currently has no available seats for registration but has 3 seats available on the waitlist. Section B has no seats available for either registration or waitlisting. In this example, cross-list group A1 has no seats available for registration, but has three waitlist spots in Section A.

> **Scenario 1:** Student attempts to register for Section A
>
> The system determines that the cross-list group has no available seats for registration, but does has waitlist seats open. The system will now evaluate whether or not the section the student is attempting to register for has available seats. In this case, there are no seats for registration, but the student can waitlist themselves for Section A.
>
> **Scenario 2:** Student attempts to register for Section B
>
> In this scenario the system will determine there are waitlist spots open in the cross-list group and will check the specific section for available seats. In this case, there are no seats for either registration or waitlist. As a result, the student will not be allowed to add the course to their schedule.

Example 2: Cross-list Group 2B consists of two sections.   Section C has a capacity of 10 students with 5 waitlist spots.   Section D has a capacity of 20 students with 15 waitlist spots.   Section C has no registration seats available and 1 waitlist spot available. Section D has registration spots available and no one on the waitlist. In this example, cross-list Group 2B has both registration and waitlist spots available.

> **Scenario 1:** Student attempts to register for Section C. The system determines the cross-list group has both available registration and waitlist seats available. The system will now evaluate the Course C, specifically, and determines the student can waitlist for the section.

Scenario 2: Student attempts to register for Section D. The system determines the cross-list group has both available registration and waitlist spots. The system will now evaluate Section D , specifically, and determines the student can register into the course.

Viewing Waitlisted Students by Section

Academic departments may view the list of students and their priority on the waitlists, as well as view students who are being offered a seat on the waitlist.

Waitlist Notification Query (SFIWLNT)

This screen will display the notifications of open seats that have been sent and when the notification expires. It's possible for multiple students to be notified of open seats if more than one seat becomes available within a 24 hours period.

Included on this list will be the date and expiration status of expired notifications.

The following demonstrates how to use SFIWLNT:

1. Enter the Term.
2. Enter the CRN
3. Click Go to view the list of students on the waitlist

4. The waitlist will display the student ID and name as well as the waitlist status. There are three types of waitlist status
   a. **_Registered_**: The student has registered for the seat.
   b. **_Dropped_**: The student was dropped from the waitlist because the notification expired
   c. **_Pending:_** The student has been notified of an available seat and has until the expired date and time to register for the seat