

# **Managing Enrollment using Waitlisting**

## Automated Waitlisting

Departments determine which of their courses/CRNs utilize waitlisting simply by entering a WL max greater than zero on Banner SSASECT. If a course utilizing waitlisting fills up, students trying to enroll in it are given the option of being added to the waitlist. When a space opens up, the first student on the waitlist is sent an email to their @shockers.wichita.edu address and given 47 hours to enroll in the class. No one else can take that space in the meantime. If the first student doesn't respond in time, or if he chooses to drop rather than enroll, he will be removed from the waitlist and the next student will be notified, and so on. Students no longer have to hope they register for a course at the right time when a space happens to be available.

The above process is all automatic. The department can monitor the waitlist via Banner forms. Spaces can open up either because an enrolled student drops the course or because the department raises the quota. The email notification process is run at about 10:00 a.m. daily, Sunday through Friday. Waitlisting is first-come, first-served, although the department can have the Registrar's Office move a particular student to a different spot on the waitlist.

Waitlisting is by CRN (section). The system prevents a student from being enrolled in one section of a course and being waitlisted in another section of the same course or from being waitlisted in more than one section of a course. It is being used as a management tool for departments, not a tool for students to shop for a more convenient section of a course.

The size of the waitlist for each CRN is determined by the department. The size chosen could be small, as a reasonable estimate of the number of students who might drop the course within the waitlist period, or large, as the number of students needed to justify opening another section. There is no harm in allowing many students on a waitlist as there is no guarantee even the first student will get a spot.

To utilize waitlisting for a course, the department would build the section as usual and enter a waitlist maximum on the Enrollment Information tab on SSASECT. Questions regarding waitlisting can be sent via email to [schedulebuilding@wichita.edu](mailto:schedulebuilding@wichita.edu).