

## Waitlisting Query Forms on Banner

The Banner waitlist function is managed by the Office of the Registrar. The process is basically as follows:

1. Student attempts to enroll for a course that has a waitlist; they are offered the opportunity to add their name to the waitlist for that course.
2. If they do so, the course is added to their schedule with an enrollment status of **WL**; this means they are on the waitlist, **NOT enrolled in the course**.
3. If/when a spot opens in the course, the first student on the waitlist will receive an email (can only be sent to their @shockers.wichita.edu address) informing them that they have 47 hours to take this spot. No other student can enroll in the open spot except the student offered the seat (although all can see it exists on schedule/registration page).
4. The student can either enroll for the course or drop it OR they can do nothing, and their time expires. Once their 47 hours expires, the student can no longer take the spot.
5. Notifications of open spots are generated by a batch process that is run at 10:00 am every day except Saturday. Students receive email notifications at around 10am and have until 9am two days later to act on the opening. The batch process will not run over extended holiday weekends or closedown.

Other notes:

- Closed-class overrides should **not** be given for waitlisted courses. This jumps students over everyone on the waitlist.
- Students cannot waitlist for more than one section of the same course.
- Students can waitlist a lecture that has a lab without waitlisting the lab. When they enroll in the lecture, they are required to enroll in the lab, but that requirement is not true for waitlisting. Students cannot enroll in one course of a co-requisite pair (ie, lecture and lab) and waitlist the other.

The following are forms departments can view if they are utilizing waitlisting.

### SFAWLPR – View who is on the waitlist for a particular section:

| Waitlist Priority Management SFAWLPR 9.3.7 (PROD)                                         |           |          |        |                        |                   |  |
|-------------------------------------------------------------------------------------------|-----------|----------|--------|------------------------|-------------------|--|
| Term: 202030 Summer 2020 CRN: 32556 Subject: MATH Course: 511 Class Title: Linear Algebra |           |          |        |                        |                   |  |
| WAITLIST PRIORITY MANAGEMENT                                                              |           |          |        |                        |                   |  |
| ID                                                                                        | Name      | Sequence | Status | Registration Date-Time | Waitlist Priority |  |
|                                                                                           | Ortiz, A  | 37       | WL     | 05/16/2020 19:31       |                   |  |
|                                                                                           | Daise, A  | 39       | WL     | 05/17/2020 12:46       | 3.000000          |  |
|                                                                                           | Pine, D   | 43       | WL     | 05/18/2020 09:22       | 4.000000          |  |
|                                                                                           | Alramo, T | 51       | WL     | 05/18/2020 22:14       | 6.000000          |  |
|                                                                                           | Enam, S   | 52       | WL     | 05/19/2020 12:29       | 7.000000          |  |
|                                                                                           | Panda, S  | 54       | WL     | 05/20/2020 14:45       | 8.000000          |  |

These students have **NOT** been notified of any available space. Sometimes the priority numbers will not start with 1; that is not a problem as long as the numbers are in ascending order based on the date the student joined the waitlist (Registration Date-Time).

**SFAXWLP – Same as SFAWLPR except for cross-listed sections. Be aware that waitlisting sometimes has problems with crosslisting.**

**SFIWLNT – View who has been notified of an open space in the course and what their status is:**

| Waitlist Notification Query SFIWLNT 9.3.7 (PROD)                                          |        |          |                     |                        |                   |                 |                        |                      |  |
|-------------------------------------------------------------------------------------------|--------|----------|---------------------|------------------------|-------------------|-----------------|------------------------|----------------------|--|
| Term: 202030 Summer 2020 CRN: 32556 Subject: MATH Course: 511 Class Title: Linear Algebra |        |          |                     |                        |                   |                 |                        |                      |  |
| WAITLIST NOTIFICATION QUERY                                                               |        |          |                     |                        |                   |                 |                        |                      |  |
| ID                                                                                        | Name   | Sequence | Registration Status | Registration Date-Time | Waitlist Priority | Waitlist Status | Waitlist Notified Date | Notification Expires |  |
| 05/18/2020                                                                                | Bhakti | 40       | RW                  | 05/18/2020             | 0.500000          | Registered      | 05/18/2020 10:00:03    | 05/20/2020 09:00:03  |  |
| 05/14/2020                                                                                | Hantl  | 42       | WL                  | 05/14/2020             | 0.875000          | Pending         | 05/20/2020 10:00:04    | 05/22/2020 09:00:04  |  |

Waitlist Status definitions:

--Registered: Student was notified and registered for the course

--Pending: Student was notified and action is pending\*

--Dropped: Student time expired and the process dropped them from the waitlist

--Expired: Student was notified and dropped himself from the course waitlist before next process ran

Notice there is also a “Status” column. This refers to the registration status code on that course for that student.

WL = Waitlisted

RW = Web Registered

RE = Registered by RO

DD = Drop/Delete

DW = Web Drop

\*A student is sometimes listed with a drop status still “pending” in Waitlist Status. The “Waitlist Status” will not update from “Pending” until the next time the batch notification process is run. This would include students who take no action and time expires. Even after their 47 hours is up at 9am, this form will still say “Pending” until the process runs at 10am. However, the student *cannot* register after the 47 hours has expired.

The last date a student can put their name on a waitlist for a *full-term* course is the Tuesday of the first week. The last batch process will run that Wednesday. The batch process will continue to run for smaller/later POTs but all WL processing for any later course ends before that class begins. A process is run to clear all waitlists after the POT begins; removed students will receive an email informing them that they did not get a spot and that waitlisting has “ended.”

**Please contact Allie Paredes at x5394 or email [registration@wichita.edu](mailto:registration@wichita.edu) with questions regarding waitlisting.**