Waitlisting Tutorial for Faculty
Advantages of Waitlisting

Waitlisting is the process by which students may sign up for a waiting list for a class that is full.

Waitlisting may provide many advantages to students, instructors, and administrators.

- The biggest advantage to students is that they will be notified when a seat becomes available on a first-come, first-served basis.

- The advantage to the chairs/directors is that it removes the need for them to manually sign students into a class unless the add takes place after the waitlisting end date and the last day of the first week of the semester.

- Waitlist will also be helpful to administrators by allowing them to track the demand for certain courses and better manage curriculum offerings.
What does Waitlisting mean for faculty?

• Chairs/directors who take advantage of the Waitlisting feature may not sign students into classes but should refer students to go online to get on a waiting list.

• Chairs/directors who want to manage their own waiting lists should opt out of the Waitlisting feature.

• Chairs/directors who have traditionally signed students into a full class should do one of the following:
  1. Increase the course capacity for the course, if they want to allow more students into a course through Waitlisting
  2. Wait to add students into class between the January 6 end date and the last day of the first week of the spring semester.
  3. Opt out of the Waitlisting feature

• Instructors will be able to view their class lists and waiting lists in Self-Service
How Does Waitlisting Work?

• Students who attempt to register for a class that is full may put themselves on a waiting list on a first-come, first-served basis.

• When an open seat becomes available, an e-mail will be sent to the student on the top of the waiting list through the JasperNet e-mail account.

• The student will have 24 hours to go online and add the class. The open seat will be reserved for that student and no other student may login and register for that seat during the 24 hour time period. If the student does not respond, the next student on the list will be notified and have 24 hours to respond.
Step 1: Log Into Self-Service using your Jaspernet ID/Password
Step 2: Click on Faculty Services

Click on Summary Class List

<table>
<thead>
<tr>
<th>Term Selection</th>
<th>CRN Selection</th>
<th>Faculty Detail Schedule</th>
<th>Faculty Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail Class List</td>
<td>Photo ID Class Roster</td>
<td>Summary Class List</td>
<td>Print-Friendly Class Roster</td>
</tr>
<tr>
<td>Use this link to view a class roster with a photo ID. Available for the current term only.</td>
<td>Please use Chrome to submit the class roster.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 3: Select Term and click Submit

Select Term

Select a Term: Fall 2017

Submit

Select a CRN and click Submit

Select a CRN

CRN:
- ROOTS: PHILOSOPHY - 10495
- ROOTS: PHILOSOPHY - 10495
- INDEPENDENT STUDY - 10553
- NIETZSCHE - 20055
- CHINESE/JAPANESE PHIL - 20057
- PHIL ON RACE, CLASS & GENDER - 20058

Submit
Step 3: Scroll to the bottom of the “Summary Class List” page and select “Summary Wait List”

-OR-
Click on “Wait List” on the top of the page:
You will now be able to view all the waitlisted students for your class

Course Information
Catholic Social Teaching - RELS 254 01
CRN: 5066
Duration: Aug 26, 2013 - Dec 14, 2013
Status: Active
Primary Instructor: Error getting Instructor Name
Other Instructor(s):

Enrollment Counts

<table>
<thead>
<tr>
<th></th>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>25</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Wait List</td>
<td>15</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>Cross List</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

Summary Wait List

<table>
<thead>
<tr>
<th>Waitlist Position</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Class Level</th>
<th>Program</th>
<th>Major(s)</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student, John</td>
<td></td>
<td>Wait Listed</td>
<td>UM - FR</td>
<td>BN BS MGMT</td>
<td>MGMT</td>
<td></td>
</tr>
</tbody>
</table>
Summary

• Waitlisting will remove the need for chairs/directors to manually sign students into a class, unless the add takes place after the January 6 end date and the last day of the first week of the spring semester.

• Faculty can view their waitlists via Self-Service.

• Chairs/directors cannot sign students into a class if they have a waitlist until the waitlist period has ended.

• Waitlisting will help track the demand for certain courses and better manage curriculum offerings.

• If you have any questions, please contact the Registrar’s Office at (718) 862-7914.