

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

QUICK LINKS

BROWSE BY CATEGORY

Academic Resources

Administrative Services

All

Dining

Faculty Resources

Featured



















Financial Aid & Billing

Governance & Documents

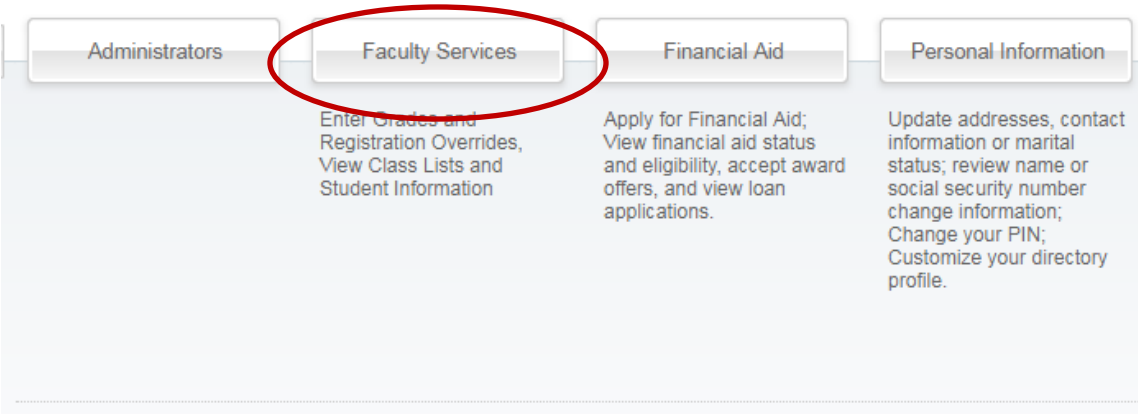
KEYWORD SEARCH

SEARCH QUICK LINKS



 Email 	 Google Calendar 	 Google Drive 
 Moodle Courses 	 Faculty & Staff Directory 	 Library 
 Banner 	 DegreeWorks 	 Self Service 

Step 2: Click on Faculty Services



A horizontal navigation menu with four buttons: Administrators, Faculty Services, Financial Aid, and Personal Information. The 'Faculty Services' button is circled in red. Below each button is a list of available actions.

Administrators	Faculty Services	Financial Aid	Personal Information
	Enter Grades and Registration Overrides, View Class Lists and Student Information	Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.	Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Click on Summary Class List

Term Selection	CRN Selection	Faculty Detail Schedule	Faculty Schedule
Detail Class List	Photo ID Class Roster Use this link to view a class roster with a photo ID. Available for the current term only.	Summary Class List Please use Chrome to submit the class roster.	Print-Friendly Class Roster

Step 3: Select Term and click Submit

Select Term

← | [Home](#) > [Faculty and Advisors](#) > [Term Selection](#)

Select a Term:

Select a CRN and click Submit

Select a CRN

CRN:

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

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

IMPORTANT: If there is a student sitting in on your class who is **not registered** or does not appear on this class list, please [e-mail the Registrar's Office](#). Please provide the student's name, ID, school, and class level.

[Submit List](#)

[Return to Previous](#)

[Term Selection](#) ■ [CRN Selection](#) ■ [Detail Class List](#) ■ [Mid Term Grades](#) ■ [Final Grades](#) ■ [Faculty Detail Schedule](#) ■ [Detail Wait List](#) ■ [Summary Wait List](#)

-OR-

Click on “Wait List” on the top of the page:

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	25	25	0
Wait List :	15	1	14
Cross List:	0	0	0

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

	Maximum	Actual	Remaining
Enrollment:	25	25	0
Wait List:	15	1	14
Cross List:	0	0	0

Summary Wait List

Waitlist Position	Student Name	ID	Reg Status	Class Level	Program	Major(s)	N
1	Student, John		Wait Listed	UM - FR	BN BS MGMT	MGMT	

[Return to Dashboard](#)

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.