User Guide for Waitlist Features

Dec 1, 2018

Waitlist is a feature in Jenzabar CX that allows students, faculty and staff to put students on waitlists when classes become full. This feature will help department chairs monitor which courses are in greater demand, and new sections may be added. In addition, this will allow faculty or staff to register students on waitlists according to special priorities. For example, a senior student may have higher priority to get into a class than a junior student, etc.

Vocabulary Key

Reg_num: actual number of students who are registered

Max_reg: maximum number of students who may register

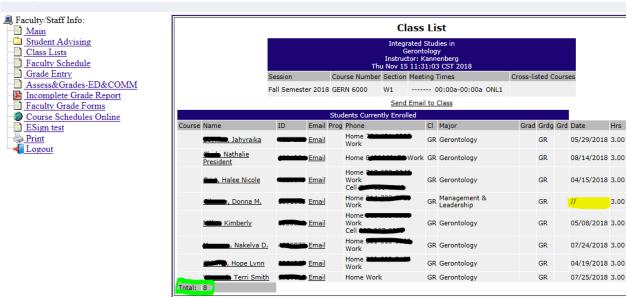**Wait_num**: actual number of students on waitlist

Max_wait: max number of students allowed on the waitlist for a specific section

Regular permission: can add students to class when reg_num < max_reg and wait_num = 0, can add students to waiting list when wait_num < max_wait
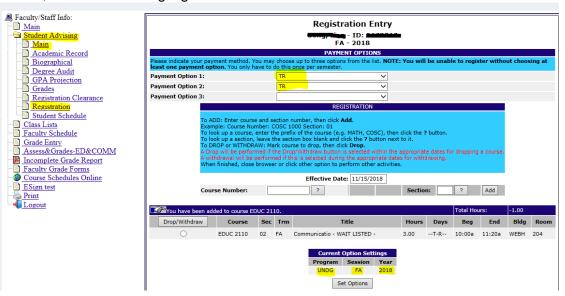
Advanced permission: can add students to class or waiting list even when class is full, when reg_num >= max_reg and/or Wait_num>=max_wait. Registar's office will decide who will have advanced permission.

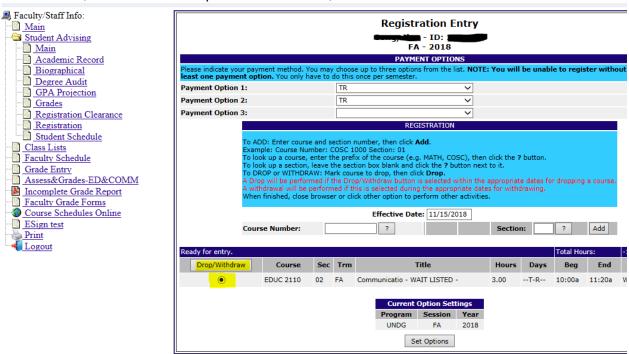# Waitlist feature for faculty and staff in connections FAS (Faculty Academic Services)

1. Log in to Faculty Academic Service within Connections

2. Go to Class Lists, bring up a course to view who is on the waitlist, the students whose date column as "//" (shown in highlighted area) are on the waitlist. The total number of registrations on the left bottom includes waitlisted students. We will work on a better way to show who is waitlisted and total number of waitlisted, total reg_num, max_rec, and max_wait on this page in next phase.

3. To put a student on a waitlist for a full class or waitlisted class, go to Student Advising on left side, go to Main, then input student ID and click on "Get Name" button, to get student's name, make sure "Current Option Settings" section is correctly set.

4. Go to Registration on left side, now you will see Registration Entry, select Payment Option, then put in course number, section number, click on "Add" button, and the student is added to the waitlist, shown below. Highlighted areas need attention or action.
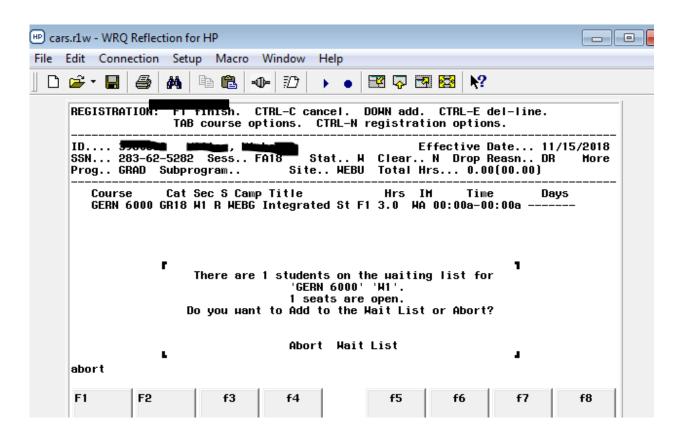
5. To remove a student from the waitlist, go to "Student Advising" on the left side, then go to Main, and bring up the student, then go to Registration, select the course that you need to remove the student from, then click on "Drop/Withdraw" button, the student will be taken off the waitlist.

6. If a seat becomes available, and there are students on the waitlist for this course, in order to add a student from the waitlist to the class, faculty with advanced permission can first "Drop/Withdraw" this student from class, and then force add back the student to class.
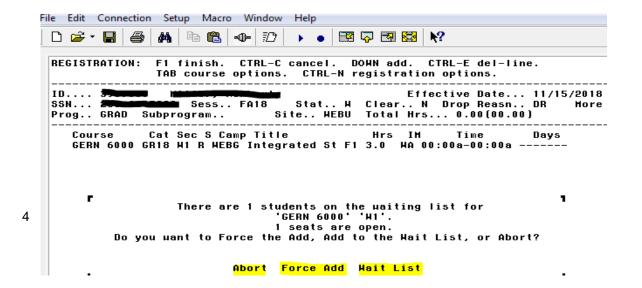
Waitlist feature for faculty and staff in CX

1. Login to CX, and then from your own menu, go to the online registration screen. To add a student to waitlist, just register student as usual, and if the class is full or there is waitlist, and if you have regular permission, you will be asked to either "Abort" or "Wait List" this registration. Choose "W" for "Wait List" to put student on waitlist
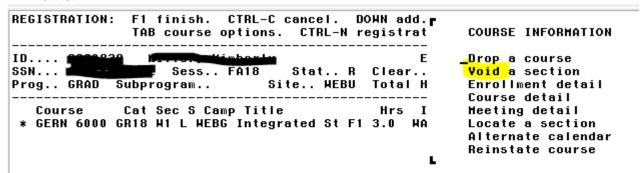

2. If you have Advanced permission, you will have 3 options, Abort, Force Add, Wait List, you can choose F for "Force Add" to register the student anyway, immediately, or W for "Wait List"

3. To remove student from waitlist, bring up the courses, and move cursor to the course, press Tab key to bring up "Course Information", press V for "Void a section" to remove student from waitlist.

```
REGISTRATION:  F1 finish.  CTRL-C cancel.  DOWN add.┌
               TAB course options.  CTRL-N registrat      COURSE INFORMATION
-------------------------------------------------
ID....  ████████  ███████████████          E      _Drop a course
SSN...  ████  -  -  █   Sess.. FA18    Stat.. R  Clear..  Void a section
Prog.. GRAD  Subprogram..      Site.. WEBU  Total H      Enrollment detail
-------------------------------------------------        Course detail
   Course      Cat Sec S Camp Title        Hrs  I        Meeting detail
 * GERN 6000 GR18 W1 L WEBG Integrated St F1 3.0  WA      Locate a section
                                                         Alternate calendar
                                                         Reinstate course
                                                 L
```

Waitlist feature for students in Connections

1. To add self to wait list, just login to connections, go to student academic services (SAS), and go to registration, register class as usual, and student will be automatically put on waitlist if the class is full or class is waitlisted.

2. In order for a student on the waitlist to register the class when it becomes available, if the student is the only one on the waitlist, the student will just "Drop/Withdraw" this course and immediately register the course. If the student is not the only student on the waitlist, then the student has to contact faculty or staff to register.

3. To remove self from waitlist, just click "Drop/Withdraw".

Waitlist reports in CX

In CX go to Student Management, then Registrar, then class list menu, then you will see two reports for waitlist

```
                          Registrar: Class Lists Menu

        [a] Display A Class List            [g] Class List - With Addres
        [b] Print Classes/Sections          [h] MAT Verification Forms
        [c] Class List with Phone No        [i] UG Verification Forms
        [d] Class List for Attendance       [j] GR Verification Forms
        [e] Instructor By Student           [k] Wait List Report
        [f] Print Classes With Grades       [l] Wait List Rpt Delimited



    [E] Exit                    [O] Output Screen          [T] Tasks
    [H] Help                    [P] Parent                 [U] Utility Menu
    [L] Lock Screen             [Q] Printer Lists          [W] Word Processing
    [M] Mail   You Have Mail    [R] Report History         [Y] Your Menu
    [N] News                    [S] Sched Progs
```

The first report [k] Wait List Report will show waitlist students by course, it will show the reg_num/max_reg, wait_num/max_wait, and the time the student was put on waitlist. Students will be listed in time order.

```
Thu Nov 15 2018             Webster University                      Page
14:45                        WAIT LIST REPORT                        wa
                               For FA 2018

EDUC 2110 02    reg: 18/18    wait: 1/3

Crs No   Sec   Begin Dt   Time    ID        Student Name
-----------   --------   -----   --------   --------------------------
EDUC 2110 02   10/18/18   14:10   4070755   Morris, Ryan Andrew

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******************************************************************
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GERN 6000 W1    reg: 6/7     wait: 2/3

Crs No   Sec   Begin Dt   Time    ID        Student Name
-----------   --------   -----   --------   --------------------------
GERN 6000 W1   10/18/18   14:08   ███████   ████████████████

GERN 6000 W1   11/15/18   14:06   ███████   ████████████████
```

The second report[l] Wait List Report Delimited will show similar information in a delimited file format so it will be easier to view in Excel spreadsheet later.

```
YR|SESS|COURSE   NUMBER|SEC|MAXREG|REGNUM|MAXWAIT|WAITNUM|ID NO|SYS DATE|TI
  2018|FA|EDUC 2110|02|    18|    18|    3|      1|4███████|10/18/18|14:10|
  2018|FA|GERN 6000|W1|     7|     6|    3|      2|████████|10/18/18|14:08|
  2018|FA|GERN 6000|W1|     7|     6|    3|      2|████████|11/15/18|14:06|
  2018|FA|MEDC 4100|02|    12|    12|    3|      1|4███████|10/18/18|14:11|
  2018|FA|MNGT 5590|03|     8|     8|    3|      1|████████|10/18/18| 9:30|
<RETURN> to continue
```