

# 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.

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# 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  $\text{reg\_num} < \text{max\_reg}$  and  $\text{wait\_num} = 0$ , can add students to waiting list when  $\text{wait\_num} < \text{max\_wait}$

**Advanced permission:** can add students to class or waiting list even when class is full, when  $\text{reg\_num} \geq \text{max\_reg}$  and/or  $\text{Wait\_num} \geq \text{max\_wait}$ . Registrar'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.

**Class List**  
Integrated Studies in Gerontology  
Instructor: Kannenberg  
Thu Nov 15 11:31:03 CST 2018

Session	Course Number	Section	Meeting Times	Cross-listed Courses
Fall Semester 2018	GERN 6000	W1	----- 00:00a-00:00a ONL1	

[Send Email to Class](#)

**Students Currently Enrolled**

Course Name	ID	Email	Prog	Phone	Cl	Major	Grad	Grdg	Grd	Date	Hrs
Jahvraika		Email		Home Work		GR Gerontology		GR		05/29/2018	3.00
Nathalie President		Email		Home Work		GR Gerontology		GR		08/14/2018	3.00
Halee Nicole		Email		Home Work		GR Gerontology		GR		04/15/2018	3.00
Donna M.		Email		Home Work		GR Management & Leadership		GR		//	3.00
Kimberly		Email		Home Work		GR Gerontology		GR		05/08/2018	3.00
Nakelva D.		Email		Home Work		GR Gerontology		GR		07/24/2018	3.00
Hope Lynn		Email		Home Work		GR Gerontology		GR		04/19/2018	3.00
Terri Smith		Email		Home Work		GR Gerontology		GR		07/25/2018	3.00
<b>Total: 8</b>											

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.

**Registration Entry**  
Student ID: [REDACTED]  
FA - 2018

**PAYMENT OPTIONS**  
Please indicate your payment method. You may choose up to three options from the list. NOTE: You will be unable to register without choosing at least one payment option. You only have to do this once per semester.

Payment Option 1: TR  
Payment Option 2: TR  
Payment Option 3:

**REGISTRATION**  
To ADD: Enter course and section number, then click Add.  
Example: Course Number: COSC 1000 Section: 01  
To look up a course, enter the prefix of the course (e.g. MATH, COSC), then click the ? button.  
To look up a section, leave the section box blank and click the ? button next to it.  
To DROP or WITHDRAW: Mark course to drop, then click Drop.  
A Drop will be performed if the Drop/Withdraw button is selected within the appropriate dates for dropping a course.  
A withdrawal will be performed if this is selected during the appropriate dates for withdrawing.  
When finished, close browser or click other option to perform other activities.

Effective Date: 11/15/2018

Course Number: [REDACTED] Section: [REDACTED] ? Add

**You have been added to course EDUC 2110.**

Drop/Withdraw	Course	Sec	Trm	Title	Hours	Days	Beg	End	Bldg	Room	Total Hours:	-1.00
<input type="radio"/>	EDUC 2110	02	FA	Communicatio - WAIT LISTED -	3.00	--T--	10:00a	11:20a	WEBH	204		

**Current Option Settings**  
Program: UNDG Session: FA Year: 2018  
[Set Options](#)

- 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.

**Registration Entry**  
 [Redacted] - ID: [Redacted]  
 FA - 2018

**PAYMENT OPTIONS**  
 Please indicate your payment method. You may choose up to three options from the list. **NOTE: You will be unable to register without least one payment option.** You only have to do this once per semester.

Payment Option 1:    
 Payment Option 2:    
 Payment Option 3:

**REGISTRATION**

To ADD: Enter course and section number, then click **Add**.  
 Example: Course Number: COSC 1000 Section: 01  
 To look up a course, enter the prefix of the course (e.g. MATH, COSC), then click the ? button.  
 To look up a section, leave the section box blank and click the ? button next to it.  
 To DROP or WITHDRAW: Mark course to drop, then click **Drop**.  
 A Drop will be performed if the Drop/Withdraw button is selected within the appropriate dates for dropping a course.  
 A withdrawal will be performed if this is selected during the appropriate dates for withdrawing.  
 When finished, close browser or click other option to perform other activities.

Effective Date:

Course Number:  ?  Section:  ?

Ready for entry. Total Hours: -

Drop/Withdraw	Course	Sec	Trm	Title	Hours	Days	Beg	End
<input checked="" type="radio"/>	EDUC 2110	02	FA	Communicatio - WAIT LISTED -	3.00	--T-R--	10:00a	11:20a

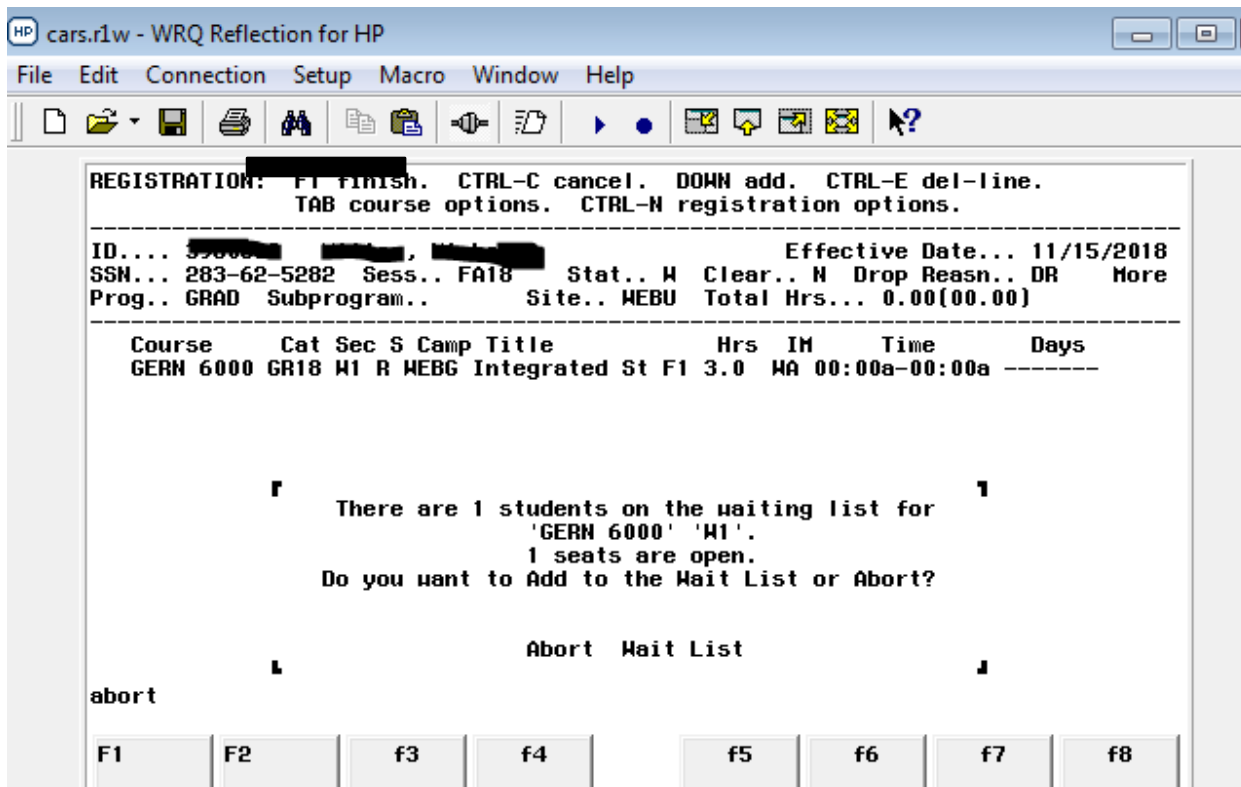
**Current Option Settings**

Program	Session	Year
UNDG	FA	2018

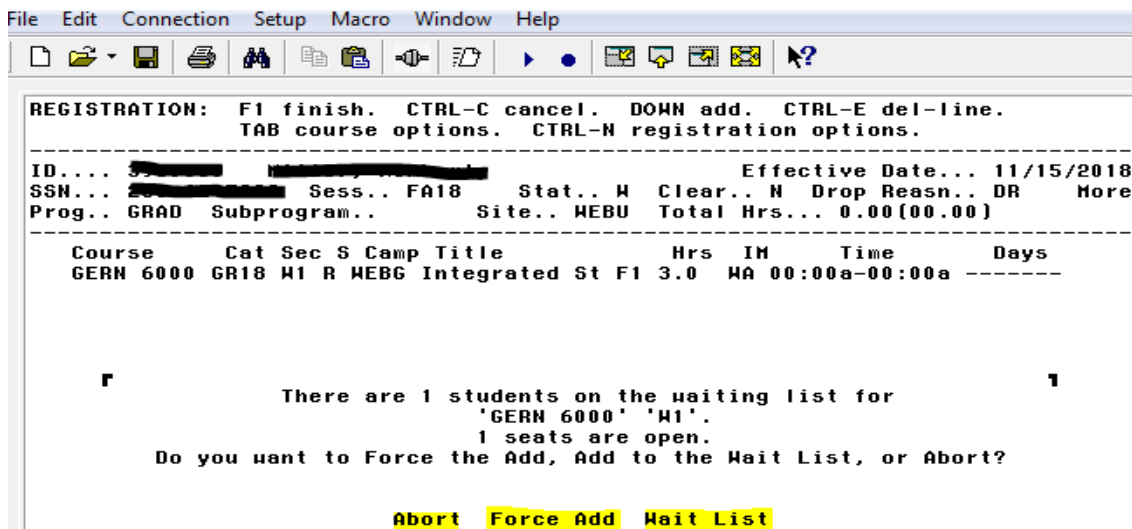
- If a seat becomes available, and there are students on the waitlist for this course, in order to add a student from the waitlist to the class, faculty with advanced permission can first “Drop/Withdraw” this student from class, and then force add back the student to class.

## 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”





## **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 Address
[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

```

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          48
                                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

*****

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  [REDACTED] [REDACTED]
GERN 6000 W1  11/15/18  14:06  [REDACTED] [REDACTED]

```

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.

```

1

YR|SESS|COURSE  NUMBER|SEC|MAXREG|REGNUM|MAXWAIT|WAITNUM|ID NO|SYS DATE|TIME
2018|FA|EDUC 2110|02| 18| 18| 31| 1| [REDACTED]|10/18/18|14:10|
2018|FA|GERN 6000|W1| 7| 6| 31| 2| [REDACTED]|10/18/18|14:08|
2018|FA|GERN 6000|W1| 7| 6| 31| 2| [REDACTED]|11/15/18|14:06|
2018|FA|MEDC 4100|02| 12| 12| 31| 1| [REDACTED]|10/18/18|14:11|
2018|FA|MNGT 5590|03| 8| 8| 31| 1| [REDACTED]|10/18/18| 9:30|
<RETURN> to continue

```