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.

- Waitlisting will be advantageous to instructors by removing the need for them to manually sign students into a class, unless the add takes place after the first week of the semester.

- Waitlisting 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?

- Instructors 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.
- Instructors who want to manage their own waiting lists should opt out of the Waitlisting feature.
- Instructors who have traditionally signed students into a full class above and beyond the course capacity 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 after the first week of classes
  3) Opt out of the Waitlisting feature
- Instructors will be able to view their class lists and the associated waiting lists in Banner.
How does a faculty member opt in or opt out or change a Wait List capacity?

- Individual instructors who choose to: (1) opt out of Waitlisting for undergraduate courses, or (2) to opt in for graduate courses, or (3) to have the waiting list capacity changed for a course, should send an e-mail to schedule@usu.edu for Main Campus courses or kevin.shanley@usu.edu for courses offered through RCDE. Please be sure to include the CRN (course reference number) and the term for the applicable courses.
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 “preferred e-mail address” of the student at the top of the waiting list.

- 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 that 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.
Log Into Access Banner using your A-number and Password

User Login

A-number:  
Password:  
Login  I cannot access my account.

Announcements:

Before you register for classes, you need to verify that your mailing address and email address in Access are current. These must be verified once a semester for timely refund checks and other critical communication.

Updated October 1, 2010

You are entering a secure information area. Access to Utah State University information is subject to the Family Educational Rights and Privacy Act (FERPA) as well as other Federal and University regulations. It is the user's responsibility to understand and comply with those regulations. Unless otherwise noted, any information you enter or change will be effective immediately. You are responsible for any changes made using your ID. Do not share your ID or PIN with others.

When you are finished, please Exit and close your browser to protect your privacy.
- Click on Faculty & Advisors

- Click on Summary Class List
- Select a Term
- Click Submit

- Select a CRN
- Click Submit
Scroll to the bottom of the “Summary Class List” page and select “Summary Wait List”
You will now be able to view all the waitlisted students for your class

Summary Wait List

An asterisk will appear next to the appropriate field if any of the following conditions exist:

1. The student has more than one major or department in the primary or secondary curriculum.
2. The student has a program, level, college, or degree in the secondary curriculum that is different from that in the primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Introduction to Writing: Academic Prose - ENGL 1010 035
CRN: 40737
Duration: Aug 30, 2010 - Dec 17, 2010
Status: Active

Enrollment Counts

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<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
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</thead>
<tbody>
<tr>
<td>Enrollment: 8</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>Wait List: 40</td>
<td>4</td>
<td>36</td>
</tr>
<tr>
<td>Cross List: 0</td>
<td>0</td>
<td>0</td>
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</table>

Summary Wait List

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<tr>
<th>Waitlist Position</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Notification Expires</th>
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<tbody>
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<td>Waitlist</td>
<td>Undergraduate</td>
<td>0.000</td>
<td></td>
</tr>
</tbody>
</table>

Return to Previous
Summary

- Waitlisting will remove the need for instructors to manually sign students into a class, unless the add takes place after the first week of the semester.

- Faculty can view their waitlists via Access Banner

- Faculty 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.