

# Waitlisting from the Employee Side

## THE BULLETS

- Waitlists reserve a spot in line for students waiting for an open seat in a closed class. The line is prioritized on a first-come, first-served basis.
- Students will be presented with the option to waitlist when they attempt to register for a closed class. They are not automatically added to the waitlist.
- An e-mail will be sent to their Kalamazoo Valley e-mail account when a seat opens for the student.
- Students will have 24 hours to register when offered a seat.
- Authorization for Registration Exception (ARE) forms will not be processed while waitlists are active. Once the semester begins, ARE forms will be available for registration exception authorizations.
- Faculty can view the list of students waitlisted for their class inside Banner Self-Service. Simply login to My Valley to view either a summary or detailed waitlist.

<input type="checkbox"/> Registration Add Errors	
Status	Action
Closed - Waitlist Available	<input type="button" value="None"/> <input type="button" value="Waitlist"/>

## THE BASICS

### What is waitlisting?

Waitlisting is an electronic option for waiting in line until a seat opens in a closed (full) class. The system sequentially numbers students as they add to the waitlist and open seats are offered to the person next in line. We'll e-mail students when it is their turn to register. They don't need to worry about being the first one to grab the open seat.

### How do students get on a waitlist?

When they attempt to register for a class that is closed, the system will let the student know if a waitlist seat is available. They simply choose the Waitlist action menu item and submit. Done.

If using the Look-up Classes to Add or Course Search feature, a student must make note of the CRN for a class that is closed. Then click Add to Worksheet and enter the CRN in one of the boxes. Submit the changes and the system will let them know if a waitlist seat is available.

### How does the process work when a seat opens?

As soon as a seat becomes available, a notification e-mail will be sent to the Kalamazoo Valley e-mail account of the first person in line. They will have 24 hours to register or drop the class. When the \*24 hours expires, the seat will be offered to the next person in line. It is very important that students check their e-mail account frequently.

### Are students automatically registered from the waitlist?

No, they must login to My Valley before the \*24 hour notification period expires to register. If they no longer want the course, they need to drop themselves from the waitlist. They will be automatically removed after the \*24 hour period expires. Also, remind students to drop from any other waitlists they may be on for the same course.

### What can a student do if they miss their \*24 hour window to register?

They can add themselves back to the waitlist. Unfortunately, they will now be at the end of the line.

### Should a student drop from the waitlist if they no longer want or can't take a class?

Yes. First, this will help other students waiting in line which is especially important near the start of classes. Second, waitlists may be monitored for a need to add additional classes. Numbers will be inflated if students who won't be registering remain on the waitlists.

## THE DETAILS

### Can students monitor their position in line?

Yes. They can login to My Valley and click My Schedule. Their detailed class schedule will tell them their course status (registered or waitlisted). It also shows their number in the waitlist line and the notification deadline if they have been offered a seat.

### What does a waitlist position of 0 mean?

Zero is the lucky number all waitlist students are hoping for as it means there is a seat available for them. They should check the notification deadline right below the lucky number zero to be sure they still have time to register. Then click Add/Drop Classes at the bottom of the page and get registered.

Medical Transcription I - BUS 222 - 0	
<b>Associated Term:</b>	Summer 2016
<b>CRN:</b>	30500
<b>Status:</b>	Waitlist on Mar 09, 2016
<b>Waitlist Position:</b>	0
<b>Notification Expires:</b>	Mar 13, 2016 04:27 pm

### Can a waitlist close?

Yes. There is a maximum number of waitlist seats available for each class. The number of waitlist seats is 50% of the enrollment maximum. If students are told the waitlist is full, they will need to check back later to see if a waitlist spot has opened up so they can add themselves to the waitlist.

Registration Add Errors	
Status	CRN
Closed - Waitlist Full	30509

### Can a student not on the waitlist register for an open seat?

The open seat has been reserved for the next person on the waitlist. The computer will not allow them to take the open seat. However, they can add themselves to the waitlist if a spot is available.

Registration Add Errors	
Status	Action
Open, Seat Reserved for Waitlist - Waitlist Available	<input type="button" value="None"/> <input type="button" value="Waitlist"/>

### Do all classes offer the waitlist option?

No. There are some classes that require admission into a program, have special restrictions or require permission to enroll. These classes, such as those for health careers programs, will not have a waitlist.

### Is there a limit to how many classes a student can waitlist, or how many of the same class?

No limit. Students can waitlist multiple courses even several meeting times for the same class.

### Can students waitlist one class and be registered for another that is a time conflict?

Yes. Time conflicts are not enforced for waitlisted courses. However, if a seat becomes available in their preferred course, the time conflict will be enforced when they register for the waitlisted class. Students will need to drop the other class first. They should be careful, though, that they don't unintentionally waitlist a course that has a time conflict with a registered course they want to keep.

### Are prerequisites and other restrictions enforced with waitlisting?

Absolutely. We don't want students to spend time waiting to register for a class only to be told they don't qualify, so we let them know right up front if there is a special requirement so they can take care of it. The only error that is not enforced is a time conflict. This allows students to play it safe and register for another class that meets at the same time as their preferred choice that they had to waitlist. Students will want to be sure they don't waitlist a class that has a time conflict with a course they want to keep.

### Can students get help getting on a waitlist?

Of course! They can stop by the Admissions, Registration and Records Office, Room 9140 on the Texas Township Campus or the Student Service Center in Anna Whitten Hall on the Arcadia Commons Campus. We'll either put them on the waitlist ourselves or show them how to do it online. Their choice.

### Is there a deadline for waitlists and a chance to register for the class?

Yes. Waitlisting will end on the last business day before a semester begins, typically a Friday at 5:00pm. Students offered an open seat on the last day will have 24 hours to register. When that 24-hour period ends, typically on Saturday at 5:00 pm, seats will become available on a first-come, first-served basis. Waitlisting will not be available for classes that start later in the semester, once the semester begins.

### Can students contact the instructor for permission to enter the closed class?

Waitlists eliminate the need to track down an instructor for permission to register prior to the start of the semester. Authorization for Registration Exception (ARE) forms will be made available to faculty once the semester begins.

### Do students on a waitlist really have a chance of registering, even if they are far down the list?

It would be wise for them to register for an alternate class to make sure they have a full schedule and can keep making progress toward their degree. They can always exchange the classes if a seat opens up in their preferred class.

That said, you would be surprised at the amount of drop/add activity that takes place throughout the registration period. Realistically, students lucky enough to get a seat in a popular class work hard to keep that seat. But life has a way of interfering, people change their minds, or maybe they got an opportunity to take another class, and seats inevitably open up. There are instances where 60 students have dropped a class after it filled. (Yes, we said 60!) Check out the sequence numbers of students enrolled in a class sometime. They can vary from the 1<sup>st</sup> student registered to number 99, so not all hope is lost if a student is number 12 on the list.

### Can I see who or how many are on a waitlist?

Faculty can log into My Valley and review summary or detailed waitlists for their classes in Banner Faculty Self-service. Staff who have access to SSASECT, SSASECQ, SFASLST and SFAALST will be able to see waitlist numbers and students. Everyone should get in the habit of checking the registration status code when looking at a class list or a student's class schedule. Following are the codes to know:

RE, RW	Registered	DD	Dropped	SP	Waitlisted (Seat Pending)
WC, W9	Withdrawn	AU	Auditing		

KVCC Custom class roster example:



Status: Waitlisted  
Status Date: 30-AUG-17

### Can a student forward their Kalamazoo Valley e-mail to their personal account?

Yes. However, Kalamazoo Valley will not be responsible if there is a problem with the transfer, or their personal account that prevents them from getting the notification before the \*24 hours expires.

### Do waitlist course credits count toward a student's semester credits or financial aid eligibility?

There are no credits for a waitlisted course. Students are not actually registered for the class yet and there is no guarantee they will get in. If they need to be registered for a minimum number of credits for a semester, students should be sure to register for other classes to meet their requirement.

### Do students have to pay to be waitlisted for a class?

Students only need to pay if a seat opens and they register for the class.

\*For the majority of the registration period, students will have 24 hours to register once they are notified that an open seat is available. There is one exception. This time frame will be adjusted to fairly accommodate the period when we shut down registration to perform cancellations for nonpayment after early registration. Because students offered a seat on the date deferred payment is due and registration shuts down will not have 24 hours to register, these students will be offered another 24 hour period in which to enroll when registration opens again.

For additional help, contact:

Admissions, Registration and Records  
269.488.4281, [arr@kvcc.edu](mailto:arr@kvcc.edu)