AUTOMATED WAITLISTING FOR FACULTY

What is Automated Waitlist?

Automated Waitlisting is a feature which allows students to add themselves to a waitlist on a class that has met its maximum enrollment limit. The waitlist will record the time and date that the student placed his/her name on the waitlist. Students will be notified via BearMail, in the order listed on the waitlist, if a space becomes available.
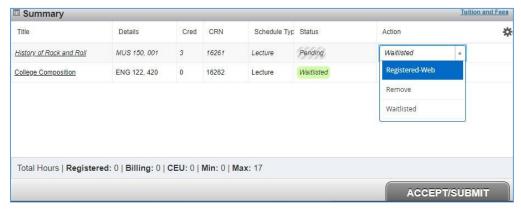
General Waitlist Guidelines

- Waitlist is based on a first-come, first-served basis
- Waitlist holds a spot in line should a seat become available – **it does not guarantee a seat** in the class
- The student in the first position will receive an automatic notification via BearMail once a seat becomes available
- The student has a 24 hour time limit after email notification to register - students **are not automatically enrolled in the course**
- If registration does not take place within 24 hours from the notification, the student will be dropped from the waitlist and the next student notified.
- Waitlist is available up to the last day to add the class **in URSA.** The waitlist is then purged and the regular late add procedures will apply.
- Faculty can access waitlist information in Banner Self-Service under Faculty Detail Schedule in the course enrollment information or on their Class Roster report.

Limitations for Waitlist

- Students can only waitlist for one section of a course. Likewise, if they are already registered for a course, they cannot waitlist for a section of the same course.
- Registration Restrictions, such as holds, pre-requisites, co-requisites, cohorts, instructor consent, etc. will prevent a student from adding themselves to a waitlist. If an instructor chooses to give permission to override a restriction so a student can waitlist, they should use the override "InstConsent**Excluding**Capacity". If the override "InstConsent**Including**Capacity" is given to the student instead, it will allow the student to register for the class, regardless of a waitlist. Students already on the waitlist will be able to see that the course is now over capacity and they are still at the same spot on the waitlist. Any questions regarding why this has occurred will be referred to the instructor of the course.

Students can waitlist using their URSA account if a course is full and has a waitlist option. If a course has a waitlist option, it will show in the course schedule as FULL under status, with information about waitlist below:

Students can click Add on the course – it will show in their course Summary as *Pending.* They will then need to select Waitlisted in the dropdown menu next to the course and then Accept/Submit to be added to the waitlist.

If a seat in the course becomes available, an email from waitlist@unco.edu will be sent to the first student on the waitlist. Sample email below:

Dear Andrea :

A seat has become available in a waitlisted course, CRN: 22941 , MBA 605 - 971 .
You must log in to Ursa to register within 24 hours, before 10-MAR-2022 12:57 PM (Mountain Time), otherwise the open seat will be offered to the next student on the waitlist.
    No exceptions will be made for students who do not register before this notification expires, or the last day to register, whichever comes first
DO NOT REPLY TO THIS EMAIL. FOR REGISTRATION ASSISTANCE PLEASE EMAIL REGISTRAR@UNCO.EDU

Even though a seat will show as available on URSA, other students will not be able to register, as that seat will be held for students on the waitlist. The student will then have 24 hours to log in to URSA and register for the course. They will select Registered-Web, then Accept/Submit to register for the course. If the student does not register within the 24 hours, they will be removed from the waitlist and the next student will be notified.

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