

What is Automated Waitlisting?

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 a class **in URSA**. (5th day of classes) The waitlists are then purged and the regular late add procedures will apply to all courses.
[Course Add Procedures](#)
- Only full semester courses are eligible to have a waitlist; not all of these courses will have a waitlist.
- Faculty can access waitlist information in their Faculty Dashboard, and also in Banner Self-Service under Faculty Detail Schedule, in the waitlist rosters for individual courses.

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 “InstConsentExcludingCapacity”. **If the override “InstConsentIncludingCapacity” 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.**

How it Works

Students will only be able to waitlist for courses by entering the CRN number for the course in the registration boxes on their worksheet - there will not be an option through the Class Search to waitlist.

When they enter the course number and select Accept/Submit, they will see a screen similar to this if the course is full. They can then select "Waitlisted" from the drop down and Accept/Submit to be added to the waitlist.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec
Closed - 1 Waitlisted	None	10003	PSY	255	001

Add Classes Worksheet

CRNs

Accept/Submit Class Search Reset

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec
Closed - 1 Waitlisted	Waitlisted	10003	PSY	255	001

Add Classes Worksheet

CRNs

Accept/Submit Class Search Reset

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 "Student First Name"

A seat has become available in a waitlisted course for Fall 2015, CRN: 10006, FILM 121 - 001. You must log in to Ursa to register within 24 hours, before 17-FEB-2015 02:40 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.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec
Waitlisted on Mar 03, 2015	Registered-Web	10003	PSY	255	001

Shows what a student would select in order to register, once notified of a seat.

