Banner 9 - Automated Waitlisting
Revised 4/27/2021

Automated Waitlisting (waitlisting) in Banner 9 is a process that automatically sends an email notification to a student that a seat has opened in the section for which they have waitlisted. They then have 24 hours to register for that section before their notification expires and the next person on the waitlist is notified.

Departmental users responsible for Schedule Maintenance will control waitlisting seat availability on the Section Enrollment tab in SSASECT (Schedule).

Students will be able to register with a Waitlisting status as applicable.

Departmental users can view and manually change the waitlisting priority on SFAWLPR (Waitlist Priority Management, by Term, CRN)

An email notification will be sent to the student once a waitlist seat opens. The status of the notifications can be viewed on SFIWLNT (Waitlist Notification Query, by Term, CRN)

The student will have 24 hours to register for the section. That slot is held for the entire 24-hour period. The student could register, drop and re-register in that time period.

A batch job will run periodically to clean up expired notifications and send an email to the next person on the priority list.

Waitlisting will be turned off prior on the seventh day (Sunday after week one) of the term.

A batch job will be run to purge any expired and unfulfilled waitlist registrations. A notification is sent to students to let them know that waitlisting has ended.
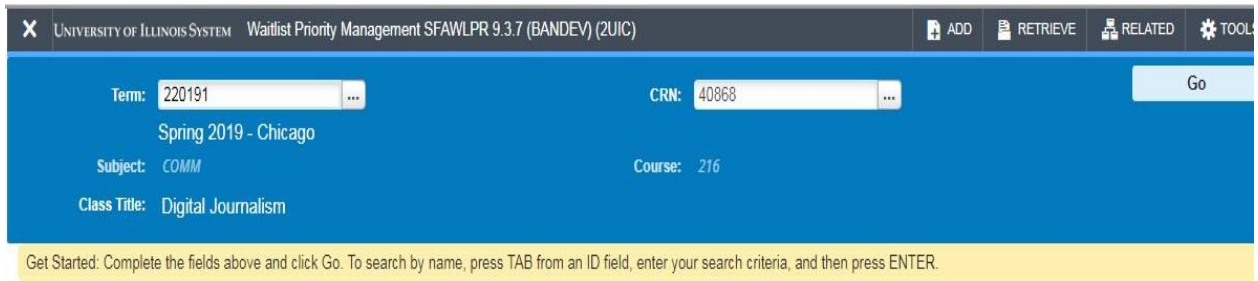
Currently, waitlisting works with simple sections only e.g. - combined lecture/discussion sections.

Waitlisting does not work with Linked Sections with one lecture and multiple labs. Waitlisting will work when there is only one lecture and one lab.

Waitlisting does work with cross-listed sections.

Managing the Priority List

Open SFAWLPR (Waitlist Priority Management) – Term and CRN are required

NOTE: The lower the Waitlist Priority number, the higher the priority

Michael Tith has the highest priority

Click in the Waitlist Priority field and manually change the priority and Save the record. Gomez now has a highter priority and will receive the first notification.

View the Notification Status on SFIWLNT (Waitlist Notification Query)

A seat has opened up, Gomez has been sent an email notification and has 24 hours to register.

Waitlist Emails

Waitlist Notification Email

Dear John Test ,

An open seat is available for you in LAW 437 , CRN 43881 , for the Spring 2021 - Chicago term. You have 24 hours from 16-JAN-2021 02:00 PM or by 11:00 AM the Sunday after classes begin, whichever is earlier, to claim your reserved seat before it is offered to the next student on the waitlist.

To register for the section listed above, log into my.uic.edu, click on Banner XE Registration and register for the class.

NOTE: If you do not claim your reserved seat within the time frame listed above you can add yourself back to the bottom of the waitlist up until the Saturday after classes begin.

If you have any questions, please contact the department offering the course.

Thank you,
Office of the Registrar

UIN - 653313287

Cancelation Email

Subject UIC - Waitlist Notification

UIN: 676999999

Dear John:

Waitlisting has ended for the Spring 2021 term. Your name has been removed from the waitlist for the course(s) listed below. You can no longer waitlist a class for this term. If you need a class to complete your schedule, the deadline for adding a class is Friday, January 22nd.

CRN	Subj	Course

99999 ENGL 161
88888 SPAN   104

Thanks!
Chris Sayre
Associate Registrar
Office of Registration and Records

Waitlisting Agreement

The departments have certain roles and responsibilities when using wait listing. This agreement will outline the department, Office of Course Management and Academic Space Scheduling (CMASS), Registrar's Office and Office of Student Systems Services roles and responsibilities. Any department must agree to the terms in this document for waitlisting sections. We no longer require a signature. When a department request security access, a copy of the agreement will be sent to the person being granted access. The section below will outline what sections can be waitlisted, roles and responsibilities by area.

Department:

1. Most linked course sections cannot be waitlisted. Linked courses are lecture and breakdown courses. For example: Biological Sciences 101. Linked courses with one lecture and one lab/discussion can be linked. However, the counts in both the lecture and the lab/discussion must match.

2. Cross listed classes can be waitlisted.

3. The department will maintain where a student is on the waitlist. This can be done manually.

4. The department is responsible for all maintenance on SFAWLPR (Waitlist Priority Management).

5. The department will mediate all student disputes about wait listing including what place a student is on the list. All questions will be referred to the departmental contact. Note: the student cannot see where they are on the waitlist.

6. Wait listing will end on the seventh day (Sunday) after the start of the term. This will allow students to find alternatives, so they are registered full time for Financial Aid.

Office of Course Management and Academic Space Scheduling (CMASS)/Registrar's Office:

1. CMASS will monitor all sections and make sure only appropriate sections are waitlisted.

2. CMASS will remove wait listing from all linked sections.   Approved link courses (i.e.

one lecture and one discussion sections) will not be removed.

3. Registrar's Office maintains the templates for the email communications to students about wait listing. The template is the same for all colleges. Therefore, email communication cannot be tailored to a specific department. The Registrar's office receives a copy of the email. Any questions about a student not receiving an email should be referred to the Registrar's Office (Chris Sayre).

Office of Student Systems Services (OSSS):

1. OSSS will manage and schedule all of the batch jobs that clean up the waitlist and purge students after seventh day.
2. OSSS will answer any technical questions regarding wait listing.

3. Security Requests for Waitlisting will be approved. The person who has been granted access will be sent this document.

4. Documentation for waitlisting processes is on OSSS website (https://osss.uic.edu).