

OFFICE OF THE UNIVERSITY REGISTRAR FACT SHEET

ON-LINE WAITLISTING

DEPARTMENTS

A. WAITLISTED SECTIONS

1. Sections of all courses numbered below 6000, except the following, will be automatically waitlisted.
 - a. Held sections
 - b. Linked sections
 - c. Permission of department sections
 - d. Sections of variable credit courses
 - e. Sections of courses that can be repeated for credit
 - f. Residential College sections
 - g. VETM courses
2. Permission of Instructor (PI) sections are waitlisted.
3. If departments do not want to waitlist sections, they can reset the “WL Sec” field on the Update-Section Waitlist (UWLT) Screen. See item B, 3, below.
4. The number of students allowed to a waitlist (WL) is 100 per section. Departments can lower this limit, but cannot raise it.
5. A section must be full before students can WL.
6. Departments may “opt-in” to WL graduate level courses.

B. VIEW/UPDATE WAITLIST (U/VWLT) SCREENS

1. Staff with access to the VSEC and/or USEC Screens, have automatically been granted access to the VWLT and/or UWLT Screens.
2. Update-Section Waitlist (UWLT) Screen (see Attachment #1).
 - a. *Departments can temporarily “freeze” WL sections by setting the “WL Interrupt” field to “Y” on UWLT Screen. During the freeze students **will** come off the list if seats open up, but no students will be able to join the list. Departments may need to freeze a list to check the eligibility of students on the list.*

- b. Departments may add and delete students from WL sections using this screen.
 - c. Departments can use the modify function on this screen to reset the “WL Sec” field (see item 3 above).
 - d. Departments cannot use the modify function to change a student’s position on the WL.
 - e. Departments can override students onto WL, even if the students do not satisfy prerequisites, by utilizing the UWLT screen. A reason code of “P” must be used to override prerequisites. Additionally, the reason codes of “O” (for other) and “D” (for duplicate) may be used to override other issues that prevent students from adding courses, just as they are utilized on USRQ.
 - f. Departments cannot add a student to two WL sections if the meeting times of the sections conflict.
 - g. Departments may view courses individual students have waitlisted via the Update-Student Schedule Request (USRQ) Screen (see Attachment #2).
3. If departments do not want to waitlist sections, they can reset the “WL Sec” field on the Update-Section Waitlist (UWLT) Screen to “N” (See Attachment #1). They must do so, however, **before** students join the waitlists.
 4. Departments and instructors can view WL’s using the View-Section Waitlist (VWLT) Screen (see Attachment #3).

C. OVERRIDING STUDENTS INTO FULL SECTIONS & ENROLLMENT MAXES

1. Departments can override students into WL courses. If departments override students into courses they wait listed, we will automatically delete the students from the lists.
2. If a department raises a WL section’s Enrollment Max after students join the WL, the students on the list will have the course added to their schedules before non-waitlisted students can add the section.

D. INTERRUPTING WAITLISTS, SHUTTING OFF WAITLIST AND CANCELLING SECTIONS

1. Once students join a WL, departments cannot shut off the WL unless they contact the Office of the University Registrar.
2. If a department is allowed to shut off a WL, the department must notify the students that were left on the WL.

3. If a department cancels a WL course, the students who scheduled the course, and the students who were on the WL automatically receive an e-mail notifying them of the change in their schedules.
4. Departments may request reports of the names of students who were on a WL and did not get into the course.

E. HELD SECTIONS

1. If departments want to hold sections, they should set the "Sec Status" field on the USEC Screen to "H." **Departments should not set section enrollment maxes to blank or 1.** These sections are considered "full" and students will be able to waitlist them.
2. When a department removes a hold, the WL is activated as soon as the batch program runs, unless the department sets the "WL Sec" field on the Update-Section Waitlist (UWLT) Screen to "N" before removing the hold.

F. MOODLE

When we move students off WL's and into sections, we will update MOODLE just like we do anytime students add courses.

G. LOGGING WAITLIST TRANSACTIONS

1. We log and store department and student WL transactions the same as we do any other ACM and SRR data base transactions.
2. We display on the SRR data base VLOG screen when students are added to WL's, removed from waitlists and moved from WL's into classes.
3. The log indicates when a scheduled class is automatically dropped because a time conflict would have resulted when we add a WL course to a student's schedule.
4. We log the WL enabling and disabling functions updated on the UWLT Screen.
5. When a student is skipped on the waitlist, we log the occurrence on the VLOG screen with a reason code that explains the hold-up. The reason codes in use are as follows:

WH	Skipped on Waitlist for Credit Hour Max
WP	Skipped on Waitlist for lack of Prerequisites
WT	Skipped on Waitlist due to Time Conflict
WO	Skipped on Waitlist for Other Reason

STUDENTS

A. GENERAL

1. Students may join one WL per course.
2. Students can join a maximum of three waitlists per term.
3. Students can WL a course if they have not scheduled a class.
4. Edits (e.g., MJ, on-line prerequisite checking, etc.) will prevent students from joining a WL.
5. Students cannot join waitlists for courses they have scheduled.
6. Students cannot join waitlists for sections that create time conflicts between the WL sections.
7. WL courses are not used to determine if students have reached their credit hour maxes.
8. WL courses are not used to assess fees.

B. MYLSU WAITLIST APPLICATION

1. Students will use the Schedule Request Link on their myLSU desktops to WL sections.
2. When students join a WL, they receive the following message via myLSU.

You have been added to the waitlist. Please remember that joining a waitlist does not guarantee that you will get the class. You will be notified, via e-mail, when we move you off of a waitlist and into a class. **Check your e-mail regularly. Check your position on waitlists regularly. If you are not moving up on a waitlist, you need to find an alternative course.**

3. Students can indicate that they want the system to automatically drop a class that would cause a time conflict if we attempt to add a WL course to the student's schedule. The students may choose this option when they join a WL, but now also have the ability to invoke this option at a later time by selecting the WD button on their existing waitlist request(s).
NOTE: The student will not designate a specific course to be dropped.
4. Using the Schedule Request Link on their myLSU desktops, students can check their placement on WL's, but cannot view waitlists.

5. Students can see how many students are on a WL before they join the list.
6. Using the Schedule Request Link on their myLSU desktops, students can remove themselves from waitlists.

C. WHEN WAITLISTING IS AVAILABLE FOR STUDENTS

1. Students will begin waitlisting when they begin scheduling for the upcoming term.
2. We will allow students to join WL's through 12:00 midnight, the calendar day before the last day to drop classes without receiving W grades. This is the same deadline as the final date we move students off of waitlists and into classes.
3. We will move students off waitlists and into classes through 12:00 midnight, the calendar day before the last day to drop classes without receiving W grades each semester or term.
4. When myLSU and USRQ are interrupted, the system will not attempt to add courses to students' schedules via the WL. Once the screens and applications are brought back up, the system will resume its process of three daily batch jobs to move students into classes.
5. During the time prior to the beginning of classes when we block registered students from changing their schedules, we will continue to move these students off of waitlists and add the courses to their schedules.
6. When student athletes are not permitted to adjust their schedules via myLSU, they cannot join or remove themselves from WL sections.

D. MOVING STUDENTS OFF WAITLISTS AND INTO COURSES

1. **Moving students off waitlists and into courses is not interactive.** This is done through a batch job that is run at 5:30 a.m., 12:00 noon and 10:00 p.m., each calendar day. Therefore, if departments add seats to sections for which waitlists exists, the VSEC and VCST screens will show the sections are full because the waitlisted students will take seats the next time the batch program runs.
2. The first student on a WL is the first student scheduled, unless adding a student to a course is prevented by edits. If edits prevent moving a student from a WL, we will "skip" the student, but we will not delete the student from the list.

3. At the time we move students off waitlists and into a class, we will automatically send the students e-mail messages informing them that we added the classes to their schedules.
4. If a student's credit hour max allows adding one course, spaces in two WL courses open, and the student is number one on both lists, we will add the course that the student first wait listed.
5. If a student is at his credit hour max (or has a time conflict, prerequisite deficiency, etc.) and he moves to the top of the WL, the program that moves students off the list and into the course will skip the student. The student is not moved to the bottom of the list. However, the student will be sent an email explaining that they have been skipped and they must alleviate the problem. As the email explains, if a student is skipped three times on any waitlist, they will be removed from the list. The email also details specifically why the student was skipped on the waitlist (whether it is a prerequisite deficiency, credit hour max issue, or a time conflict). This "skip" process and the subsequent emails are sent in an effort to prevent a few students from "clogging" the system and making courses with seats appear full.
6. When student athletes can no longer adjust their schedules via myLSU, departments can add the students to WL sections.
7. If a department raises a section's enrollment max by 10 and three students are currently waitlisted, up to seven non-waitlisted students will be able to add the section to their schedules immediately. The system will hold the other three seats and move the waitlisted students into the course the next time the batch job runs.

E. PURGES

1. Students will be deleted from waitlists if they are scholastically dropped.
2. Students will be deleted from waitlists if their courses are purged by a no-pay purge. If the students subsequently register, we cannot put the students back in their previous positions on waitlists.
3. If a student is allowed to WL a prerequisite checked course because the student is currently enrolled in the prerequisite, the student will be deleted from the WL if (at the conclusion of the semester) the student fails to satisfy the prerequisite.
4. If a student waitlists a section and adds a different section of the same course, we automatically remove the student from the WL.