WAITLIST ENHANCEMENTS

Waitlist processing is now automated!!

1. When a seat becomes available in a section (either someone drops or the capacity is increased), the first student on the waitlist will be sent an e-mail early in the morning and granted permission to add this course section. (The status of the section will be 'P' for permission to register.) Check your VU e-mail regularly – keep your mailbox cleaned out so that you won't miss messages from exceeding quota!!

2. Students will be given 1 day to add the course (specified in the e-mail) during the registration period, 7 days over the summer, 1 day when confirmation begins in August.

3. If a student does not register or drop from the waitlist within the specified time period, the student will be removed from the waitlist and the next person will be notified of the seat opening.

4. Registration rules are enforced before students are placed on waitlists and before students are registered off waitlists (prerequisites, corequisites, class level, other course restrictions).

5. Conflict checking has been removed when adding a waitlist section (so you can add an alternate course that meets at the same time as the waitlisted section).

6. Students can waitlist for multiples sections of the same course for the same term.

7. Students can register from a waitlisted section and drop another section at the same time on the 'Manage My Waitlist' screen on DataVU.

8. The number of students on a waitlist and the student's waitlist rank will be shown on 'Manage My Waitlists' option for students.

9. Waitlist priorities might be set for some law courses.

10. A student's rank can change in either direction - up (if a student drops out) or down (if a student with a higher priority is waitlisted after you are).

11. Waitlist status codes are as follows:
    A   Active
    E   Enrolled
    D   Dropped
    P   Permission to Register
    X   Expired permission
    C   Course Cancelled
    L   Waitlist closed
    OS Other section enrollment

12. Remember that waitlists are dynamic (constantly changing) as students move in and out of classes.

REGISTRATION ENHANCEMENTS

1.   'Register for Sections' option has 5 choices:
        a.   Search and Register for Sections
        Use this option if you would like to look for sections and register for them.
        b.   Express Registration
        Use this option if you know the exact subject, course number, and section of the sections for which you wish to register. (Example, ENGL 200 A).
        c.   Register for Previously Selected Sections
        Use this option if you have already placed section on your preferred list and would like to register now (see #7 below).
        d.   Drop Sections
        Use this option if you would like to drop a section. (The other choices also allow you to drop a section or register for another).
        e.   Manage My Waitlist
        Use this option if you would like to register or remove sections for which you are currently waitlisted.

2.   After choosing courses, there is a new intermediate screen that requires you to choose an action for either all of your selected sections or individually for some (all sections will be listed). If it is your registration time, you would choose the 'register' action. If it is before your registration time, you would choose the 'preferred section' option.

3.   If one part of the transaction fails, the whole request fails. The student can decide what to do (e.g., change the request and resubmit for individual sections, etc.).

4.   Students can do a drop and add transaction at the same time in the same session (not just from the 'Drop Sections' option).

5.   Registration is not complete until the status of the section is 'Registered for this section'.

6.   Results (e.g., class schedule) will consistently display descriptions rather than codes (e.g., days of week – Monday instead of M).

7.   Preferred sections.

        Students can now select course sections ahead of their registration time to put on a 'preferred section' listing.   This is like making a list on the computer before you can place your order. Then when it is the student's registration time, the student can go to the 'previously selected sections' option and select the 'register' action to actually register for the courses. This will save typing time at the student's registration time. This step is **not** required – it is not necessary to do it, but is added only as a matter of convenience.