

MU WAITLIST TUTORIAL

For Staff/Faculty

What is Waitlisting?

How does Waitlisting work? (Students)

- Students who attempt to register for a class that is full may put themselves on a waiting list.
- Seniors will be given priority on a wait list – all other classes will be first-come-first-served.
- Students cannot see their position on waitlists.
- When an open seat becomes available, an email will be sent to the Marauder email account of the student at the top of the list.
- The student will have a finite time to go online and add the class. The open seat will be reserved for that student and no other student may login and register for that seat during the time period mentioned in the notification email. If the student does not respond, the next student on the list will be notified of the available seat.

How does Waitlisting work? (Students Cont.)

- Course restrictions and any required co/pre-requisites as well as registration holds can prevent students from being able to waitlist for a course or from registering from a waitlist.
- Students will be unable to waitlist for two different sections of the same course or for a section of course they are already registered for.
- Students can opt to receive mobile phone text messages sent to them when they have received a waitlist notification email to their Marauder account.

How does Waitlisting work? (Faculty/Staff)

- When a student on the waitlist receives an email, the primary

How does Waitlisting work? (Faculty/Staff Cont.)



Sample Student Notification Letter

Dear XXX ,

You have been moved to the top of the waitlist for the Fall 2010 class HIST 105 , CRN 5145 and there is now an open space. You must register within 24 hours from the time this message was sent to secure your space in this class. Failure to do so will cause you to be removed from the waitlist.

If you wish to register, follow these steps:

1. Go to <https://my5.millersville.edu/> (MyVille Login)
2. Log in to MAX.
3. Go to Student Services - Registration - Add/Drop Classes
4. Select Term and click on Submit
5. Select "Register" in the Action Box
6. Click on the "Submit Changes" button

For more information, go to MAX and click on the waitlist FAQ link.

If you do not want to register for this class, follow these steps:

1. Go to <https://my5.millersville.edu/> (MyVille Login)
2. Log in to MAX
3. Go to Student Services - Registration - Add/Drop Classes
4. Select Term and click on Submit
5. Select "Drop Class" in the Action box for this CRN
6. Click on the "Submit Changes" button

Do not reply to this automated email. If you have questions or concerns about your course registration, please contact the registrar's office at registrar@millersville.edu

Sample Faculty Notification Letter

Dear Professor XXXXXXXXXXXX ,

A student has been invited to register from the waitlist for the following Fall 2010 course:

HIST 105 Section 02F CRN 5145

The student has 24 hours from the time they received the waitlist notification to register for this course.

Name: XXX XXXX

Student ID: M00XXXXXXXX

Major: Social Work

Class Standing: Sophomore

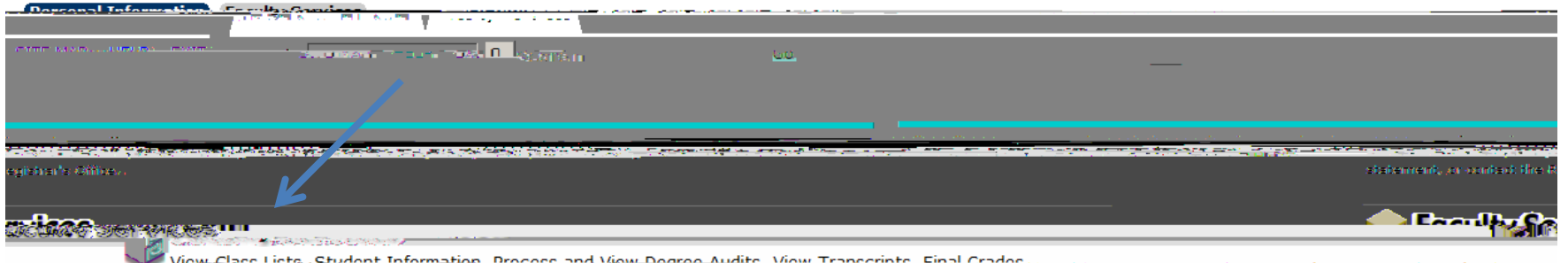
Email Address: XXX.XXXX@millersville.edu

Viewing Class Waitlists on MAX

- Log onto the myVille Portal.
(<http://www.millersville.edu/logins/>)
- Click on **MAX**.



- Click on Faculty Services




Faculty Services

Personal Information
Change your PIN; View your own address(es) and phone number(s)

Marauder Gold (formerly MAP)
Make Marauder Gold (MAP) deposits by online payment. Please refer to MyVille for Flex and Marauder Gold (MAP) balance and transaction information.

In House Development
Homegrown Web Pages

- Click on Instructor Menu



Advisor Menu
Process and view a student's degree audit

Instructor Menu
For teaching faculty only: view your own

Student Menu
Display student information; View a student's schedule; View a student's address & phone.

Professional Education Unit Menu

Assessment Entry, Dispositions (notice, remediation, assessment), PEU Reports, PEU System Administration

Administrative Tools that includes Department Web Schedule Search

- Click on Faculty Detail Schedule

Instructor Menu

with grades.

orms.

View or download your class rosters.

Term Selection

Select a term to view or change to a different course, using the CRN (course reference number).

Select a course to view, or change to a different course, using the CRN (course reference number).

Select a course to view, or change to a different course, using the CRN (course reference number).

Faculty Schedule by Day and Time

Overview of your weekly teaching schedule, in matrix format. Option to view previous/future weeks.

Faculty Detail Schedule

Lists course title & credits, meeting time/place, enrollment for each of your courses in selected term.

- Select the Term

Select Term

Select the Term for processing then press the 'Submit' button.

Select a Term:

Fall 2018

Summer 2 2018

Submit

Summer 1 2018

Spring 2018

The Faculty Detail Schedule page lists all of the courses the instructor is scheduled to teach for the term.

- Select “Wait List” under the Enrollment Counts for a class

The screenshot shows a web application interface with a dark blue header. Below the header, there are several sections of text and a table. A blue arrow points from the top left towards the 'Wait List' link in the enrollment counts table.

Course Information:

- Term: Mar 30, 2010 - Feb 18, 2011
- School: School of Hum/Social Sciences
- Department: History
- Available for Registration: [checkbox]
- College: [dropdown]
- Department: [dropdown]

Enrollment Counts Table:

Maximum	Actual	Remaining	Enrollment
27	26	1	Enrollment
50	4	46	Wait List:
0	0	0	Cross List:

Meeting Times Table:

Days	Where	Date Range	Schedule Type	Instructors	Time
Mon	100	10:00-11:00	100	[redacted]	10:00-11:00

Banner Screens - SFASRPO

Banner Screens - SFAWLPR

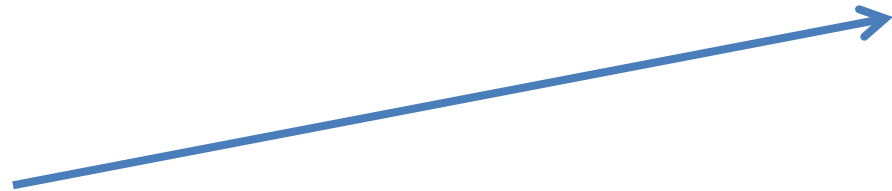
SFAWLPR allows Department Chairs to alter the priority of students on the waitlist for a non-cross-listed course by altering the numbers in the Waitlist Priority Column

Term: 2024000 Fall 2024... Course: 494 Class Title: Cultural Anthropology

Student 1

Student 2

Student 3



The numbers in the Waitlist Priority column can be adjusted to manually move students up or down the waitlist priority list. Whole numbers as well as decimal numbers can be used. So, if Student 3 needs to be slotted in the first position on the waitlist for this section, their number in the Waitlist Priority could be changed to any number under 5 (including 4.9, if desired!)



Remember to
SAVE changes
on Banner!

Banner Screens - SFAXWLP

SFAXWLP shows the students that are waitlisted for a group of cross-listed courses by Term and Cross List Group ID that have not yet received any notification about an open seat in any of the cross-listed courses that part of the group



Term: 201860, Fall 2018, Cross List Group Identifier: A0

Student ID	Name	Course/CRN	Waitlist Priority
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]

SFAXWLP is similar to the SFAWLPR screen except that it will show the Course/CRN within the Cross List group each student is wait-listed for

Waitlist Priority is handled in the same fashion as the SFAWLPR screen



Remember to SAVE changes on Banner!

Banner Screens – SFIWLNT

SFIWLNT tracks the students previously on the waitlist who took the open seat when made available OR did not respond to the email notification OR removed themselves from the waitlist.

Term: 201860 Fall 2018 CRN: 5140 Subject: ANTH Course: 121 Class Title: Cultural Anthropology

WAITLIST NOTIFICATION QUERY									Insert
ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires	
M01044316	Prestianne, Catherine E.	12	RE	04/18/2018	1.000000	Registered	04/18/2018 17:51:38	04/20/2018 17:51:38	
M009406	Moyer Sydney L.				3.000000	Pending			07/28/2018 10:45:52
M01066585	Seals, Donnell C.	16	RE	07/26/2018	4.000000	Registered	07/26/2018 15:17:22	07/28/2018 15:17:22	

Registered = Student registered from the Wait List

Pending = Student has been notified they can register from the Wait List (When their 'notification expires' date and time passes, they are dropped).

Dropped = Student dropped themselves from the Wait List.

Expired = Student's notification date and time have expired.

Summary

- Waitlisting will be an active, automatic process students can use to attempt to register for closed courses.
- Faculty can view their waitlists via MAX Web.
- Waitlisting will still help track the demand for certain courses and better manage curriculum offerings.
- Department Chairs have options using Banner and Hyperion to view and manipulate Wait L9sbMCID -3(s)-1(.

Questions?

Registrar's Office

Email: Registrar@millersville.edu

Phone: 717-871-5005

Fax: 717-871-7894

Hours: Mon. - Fri. 8am to 5pm