

Registration Waitlisting for Undergraduate Classes

Information for Students

What is waitlisting?

Waitlisting gives students the choice to ‘get in line’ for a closed undergraduate section and be notified if a seat becomes available. If you waitlist, you will not automatically be registered. If notified of an available seat you must **take action** and register. If you don’t register by the ‘take action’ deadline, indicated in the notification email, you will be dropped from the waitlist.

How does waitlisting benefit me?

- If a class that you need or want is closed, you will be able to get on a waitlist through Self Service Banner (SSB) rather than seeking a green card, special permission, or sending emails to the instructors or department managers.
- You will be **automatically notified via email if a seat becomes** available in a class that you have waitlisted. You will not need to keep checking the class schedule to see if someone dropped.

What do I need to know?

- **Waitlisting is not registration** nor is it a guarantee for future registration. You should use priority registration to get courses you need and want. And attempt to register for open sections rather than waitlisting for closed sections, using waitlisting only to revise or optimize your schedule. Full-time students should be reminded to register for a full course load as registration waitlisting is neither a “credit-bearing registration” nor a guarantee for future registration. If a seat becomes available via waitlisting you can revise your schedule accordingly.
- You need to meet the **same requirements to waitlist for a section as you would to register** for that section. You will not be able to waitlist for a class if you have not met the pre-requisites or co-requisites (or if you do not have them in progress). You will not be able to waitlist if you do not meet the registration requirements or special authorization permissions; please check with your advisor if you are presented with a registration error.
- You can waitlist for a section after having registered for the maximum allowable credits for a semester. If notified of an available seat you will have to drop a registered section before attempting to register for the waitlisted section if your credit total is above the allowable limit.
- You cannot waitlist for a section of a course when you are already registered or waitlisted for another section of that course (i.e. **duplicate course**).

- You cannot waitlist for a section which is in **time conflict** with another section for which you have registered or waitlisted.
- You cannot waitlist for a second section of a course for which you have **already taken twice**. You may contact your advisor to discuss if an override, to take the classes for a third time, is appropriate. This override would be needed to waitlist for the section.
- Your placement on the waitlist and the notification of available seats will be on a **first-come, first-served basis** except when, based on special circumstances, schools/colleges choose to manipulate a student's place on the list.
- Once notified of an available seat you will have a deadline, typically 72 hours (and 24 hours during the last week of waitlisting), for which you need to **take action** and register or drop yourself from the waitlist. If you don't take action by this 'take action' deadline **you will be dropped from the waitlist**. This deadline will be indicated in the notification email sent to your TU email account. A sample notification email is below. **Check your email often!**
- If you are no longer interested in registering for a section for which you have waitlisted **drop yourself from the waitlist right away**. This will free up the available seat and the next student on the waitlist will be notified. You can drop yourself from a waitlist anytime and are encouraged to do so if no longer interested in the class.
- If you can't self-register or need you further assistance once notified of an available seat, **contact your advising center right away**. Remember, if you do not register by the deadline, you will be dropped from the waitlist and lose your place 'in line'.
- During the waitlisting period, **no special permissions or green cards for closed classes!** Instead you are able to 'get in line' for available seats in a class and be notified when a seat becomes available.
- Waitlisting will **end the weekday prior to the start of classes**. After waitlisting has ended it will be 'business as usual,' including the use of capacity overrides, during the first two weeks of classes. Temple Japan will have a slightly different waitlist phase out schedule. These schedules will be made available closer to the start of a semester.

How does waitlisting work?

1. Viewing available seats/waitlisted seats on the SSB 'Look Up Classes' page:

- a) **WAITLIST ACTUAL (WL ACT)** indicates the number of student currently on the waitlist and **WAITLIST REMAINING (WL REM)** indicates the number of seats remaining on the waitlist.

If a section is closed, and there are seats remaining on the waitlist ($WL\ REM > 0$), you can attempt to join the waitlist.

Sections Found

Mathematics																
SELECT	CRN	SUBJ	CRSE	SEC	CMP	CRED	TITLE	DAYS	TIME	CAP	ACT	REM	WL CAP	WL ACT	WL REM	INS
<input checked="" type="checkbox"/>	1740	MATH	1041	001	MN	4.000	Calculus I	MWF	10:40 am-11:50 am	35	35	0	100	1	99	Maria E. L Farzana C

- b) If a section is open ($REM > 0$) and there are students on the waitlist ($WL\ ACT > 0$) you can attempt to register by selecting the check box under the 'Select' column and click 'Register' and the bottom of the page.

You will be prompted with the option to join the waitlist if the number of available seats ($REM \leq$) is less than or equal to the number of students on the waitlist ($WL\ ACT$) and the waitlist is not full. The available seats are first offered to students on the waitlist.

If the number of available seats is greater than the number of students on the waitlist you will be able to directly register for the section.

SELECT	CRN	SUBJ	CRSE	SEC	CMP	CRED	TITLE	DAYS	TIME	CAP	ACT	REM	WL CAP	WL ACT	WL REM	INS
<input type="checkbox"/>	8867	ANTH	0834	101	AMB	3.000	Representing Race	TR	03:30 pm-04:50 pm	9	8	1	100	3	97	Gina (P)

2. Making a selection from the SSB 'Look Up Classes' page:

- a) If the section is closed and you want to join the waitlist, find the CRN of the class you wish to waitlist for - remember it or write it down.
- b) And then select 'Register'

C	17067	ADV	1196	006	MN	3.000	Persuasive Writing	TR	08:00 pm 09:30 am-10:50 am
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- c) Enter the CRN in the Worksheet on the 'Add or Drop Classes' page and then click 'Submit Changes'.

CRNs

1125

- d) If there are no registration restrictions presented, select 'Waitlisted' from the 'Action' dropdown box and click 'Submit Changes'.

Registration Add Errors

STATUS	ACTION	CRN	SUBJ	CRSE	SEC	LEVEL	CRED	GRADE MODE	TITLE
This section is closed, but has a waitlist. To attempt to waitlist, select 'Waitlisted' in the 'Action' drop down box. If on the waitlist you will be notified when seat is available [WAIT1]	<input type="button" value="None"/> <input type="button" value="None"/> <input type="button" value="Waitlisted"/>	1122	CHEM	2203	009	Undergraduate	1.000	Standard Letter Grade	Organic Chemistry Laboratory I

- e) You are now successfully waitlisted and 'in line' for an available seat this class!

STATUS	ACTION	CRN	CAMPUS	SUBJ	CRSE	SEC	LEVEL	CRED	GRADE MODE	TITLE
Registered on Feb 11, 2013	<input type="button" value="None"/>	1125	MN	CHEM	2203	012	Undergraduate	1.000	Standard Letter Grade	Organic Chemistry Laboratory
Registered on Feb 11, 2013	<input type="button" value="None"/>	2225	MN	KINS	1026	014	Undergraduate	2.000	Standard Letter Grade	Karate I
Registered on Feb 11, 2013	<input type="button" value="None"/>	6320	MN	PHYS	0847	001	Undergraduate	3.000	Standard Letter Grade	How Things Work: The Phys
Waitlist on Mar 01, 2013	<input type="button" value="None"/>	18129	MN	AAS	0834	004	Undergraduate	0.000	Standard Letter Grade	Representing Race
Waitlist on Mar 01, 2013	<input type="button" value="None"/>	3615	MN	ADV	1101	003	Undergraduate	0.000	Standard Letter Grade	Introduction to Media and Sc
Waitlist on Mar 05, 2013	<input type="button" value="None"/>	1111	MN	CHEM	2202	004	Undergraduate	0.000	Standard Letter Grade	Organic Chemistry II

3. **Check your email regularly! for an email with the subject 'Waitlist Notification for...'** . See a sample notification email below.

When you are notified of an available seat, **take action** as soon as possible.

Go to the SSB 'Add or Drop Classes' page, find the waitlisted section and in the 'Action' drop-down box, select 'Registered Web' (or 'Drop Web' if you are no longer interested in the class.) and click 'Submit Changes'. If you can't self-register or need additional assistance, contact your academic advising unit **right away**.

STATUS	ACTION	CRN	CAMPUS	SUBJ	CRSE	SEC	LEVEL	CRED	GRADE MODE	TITLE
Registered on Feb 11, 2013	None	1125	MN	CHEM	2203	012	Undergraduate	1.000	Standard Letter Grade	Organic Chemistry Laboratory I
Registered on Feb 11, 2013	None	2225	MN	KINS	1026	014	Undergraduate	2.000	Standard Letter Grade	Karate I
Registered on Feb 11, 2013	None	6320	MN	PHYS	0847	001	Undergraduate	3.000	Standard Letter Grade	How Things Work: The Physics of Every
Waitlist on Mar 05, 2013	None Drop Web Registered Web	1111	MN	CHEM	2202	004	Undergraduate	0.000	Standard Letter Grade	Organic Chemistry II

Total Credit Hours: 6.000

5 Waitlisting Tips:

1. Register during priority registration when the selection of classes is the best!
2. If you decide that you are no longer interested in a section for which you waitlisted, DROP yourself from the waitlist so that the next student will move up in line.
3. Make sure you have a back-up plan in case a seat does not open in the section you chose. There is no guarantee that a seat will become available in the section.
4. If you chose to waitlist, check your email often. If you are notified that a seat is available, take action quickly. You are responsible for registering and your advisor will not get an email. You will not be automatically registered.
5. If you are presented with a registration error that you cannot resolve, check with your advising office.

Questions? What More Information?

- See the Waitlisting FAQs for students at www.temple.edu/registrar
- Contact your Academic Advisor

Sample Notification Email

From: University Registrar, Waitlist Notification [mailto:waitlist@temple.edu]
Sent: Friday, March 01, 2013 9:27 AM
To: Sample A. Student
Subject: Waitlist Notification for 19521

Hello Sample A. Student (912345678)

A seat has become available in the following section: 2012 Fall CRN 19521 , ADV 1004 700 Intro to Marketing .

As the next student on the waitlist, you have until 01-MAR-2013 10:26 AM EST to register for this section. After 01-MAR-2013 10:26 AM EST, if you are not registered, you will be dropped from the waitlist and the seat will be offered to the next student. If you are no longer interested in registering for this section, please drop yourself from the waitlist immediately so another student on the waitlist can be notified of the available seat.

This is a notification email only. It is your responsibility to register for the class or drop yourself from the waitlist. To do this, in TUportal, select the Student Tab and then select Add or Drop Classes. Locate this section and choose either Register or Drop from the Action drop-down box. If you are restricted from self-registration, contact your Advising office as soon as possible.

Please be advised that all registration restrictions, prerequisites and corequisites, time conflicts, and maximum credit limits associated with the course will be checked as part of the registration process. If you have any problems registering for this section, contact your Advising office.

Please do not reply to this email as it is a system-generated announcement. Any questions about the waitlist process should be directed to your Advising office.

Office of the University Registrar
<http://www.temple.edu/registrar/students/registration/info.asp>

This email was sent at 01-MAR-2013 09:26 AM EST.