Waitlisting Tutorial for Students

SNOW COLLEGE

Advantages of Waitlisting

Waitlisting is the process by which students may sign up for a waiting list for a class that is full.

Waitlisting may provide many advantages to students, instructors, and administrators.

- The biggest advantage to students is that they will be notified when a seat becomes available on a first-come, first-served basis.

- Waitlisting will be advantageous to instructors by removing the need for them to manually sign students into a class, unless the add takes place after the first week of the semester.

- Waitlisting will also be helpful to administrators by allowing them to track the demand for certain courses and better manage curriculum offerings.

How does Waitlisting work?

- Students that attempt to register for a class that is full may put themselves on a waiting list on a first-come, first-served basis

- When an open seat becomes available, an email will be sent to the 'preferred email address' of the student at the top of the waiting list

- The student will have 24 hours from the time the email was sent to go online and add the class. During this 24-hour period, the student can add and drop the waitlisted class in the Add or Drop Classes screen in Badgerweb. After the 24 hours has expired, if the student did not register for the waitlisted class, the next student on the list will be notified and will have 24 hours to respond.

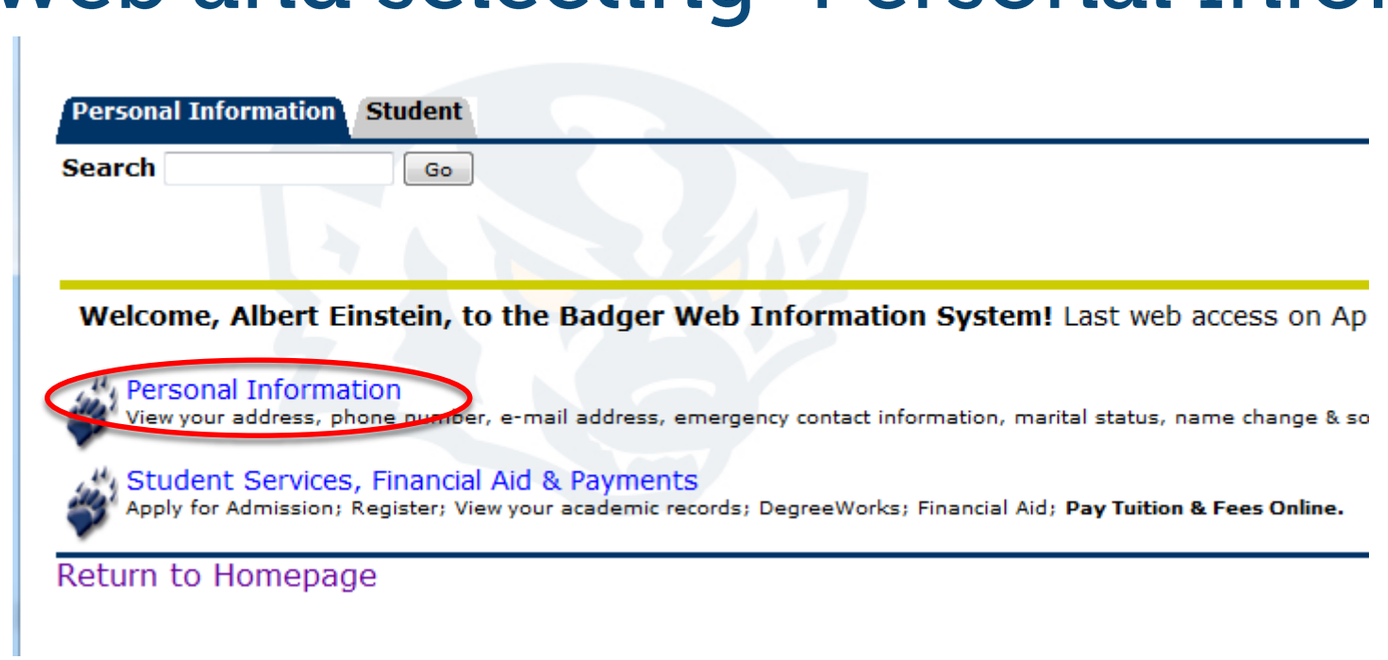
- Holds will prevent the student from adding a waitlisted class, even if the student was sent an email.

Waitlisting

- Log into Badgerweb using your Student ID and password

Waitlisting

- Waitlist notifications will be sent to the preferred email address in Badgerweb
- You **must** have a preferred email address in Badgerweb
- Set up your preferred email by logging in to Badgerweb and selecting “Personal Information”



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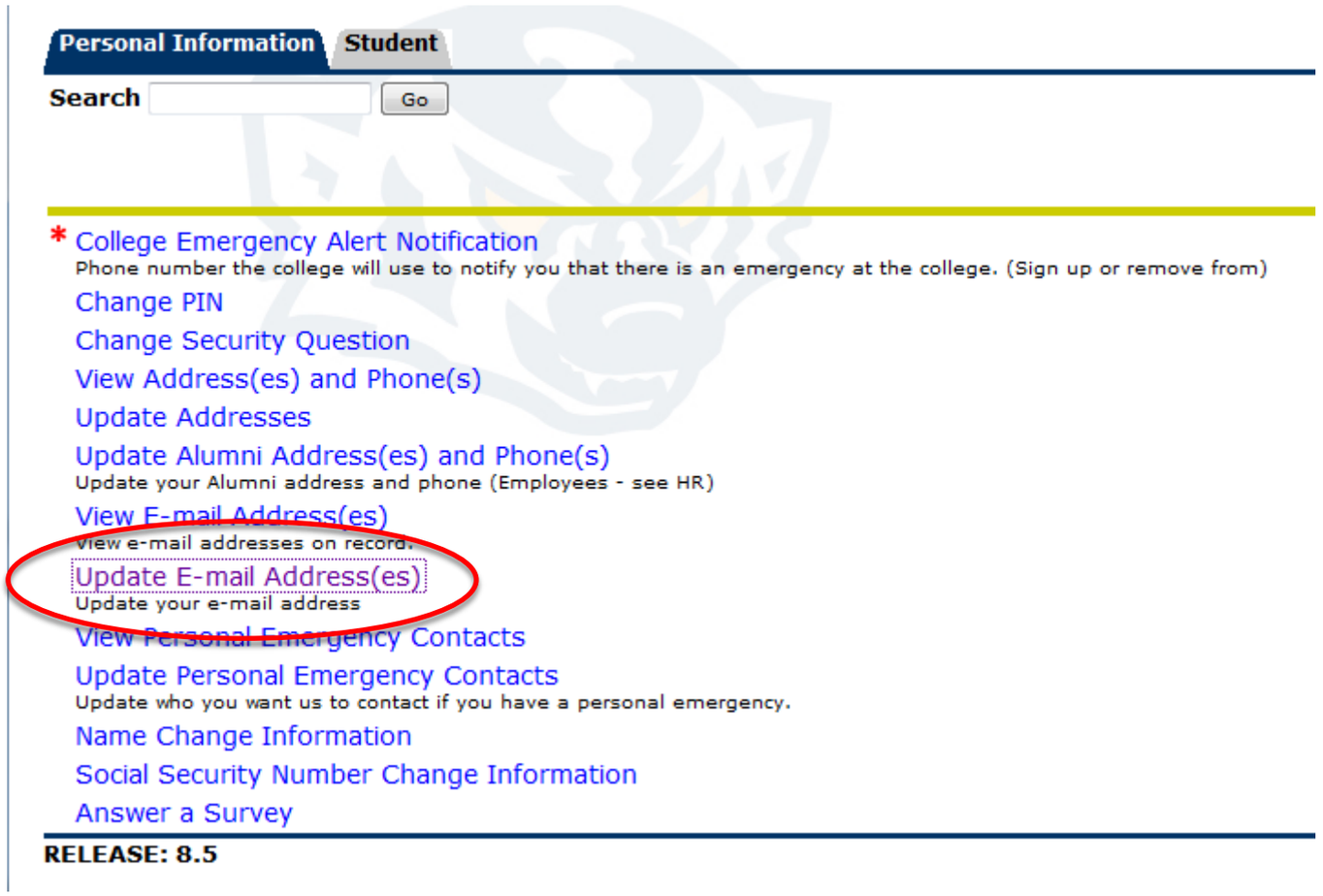
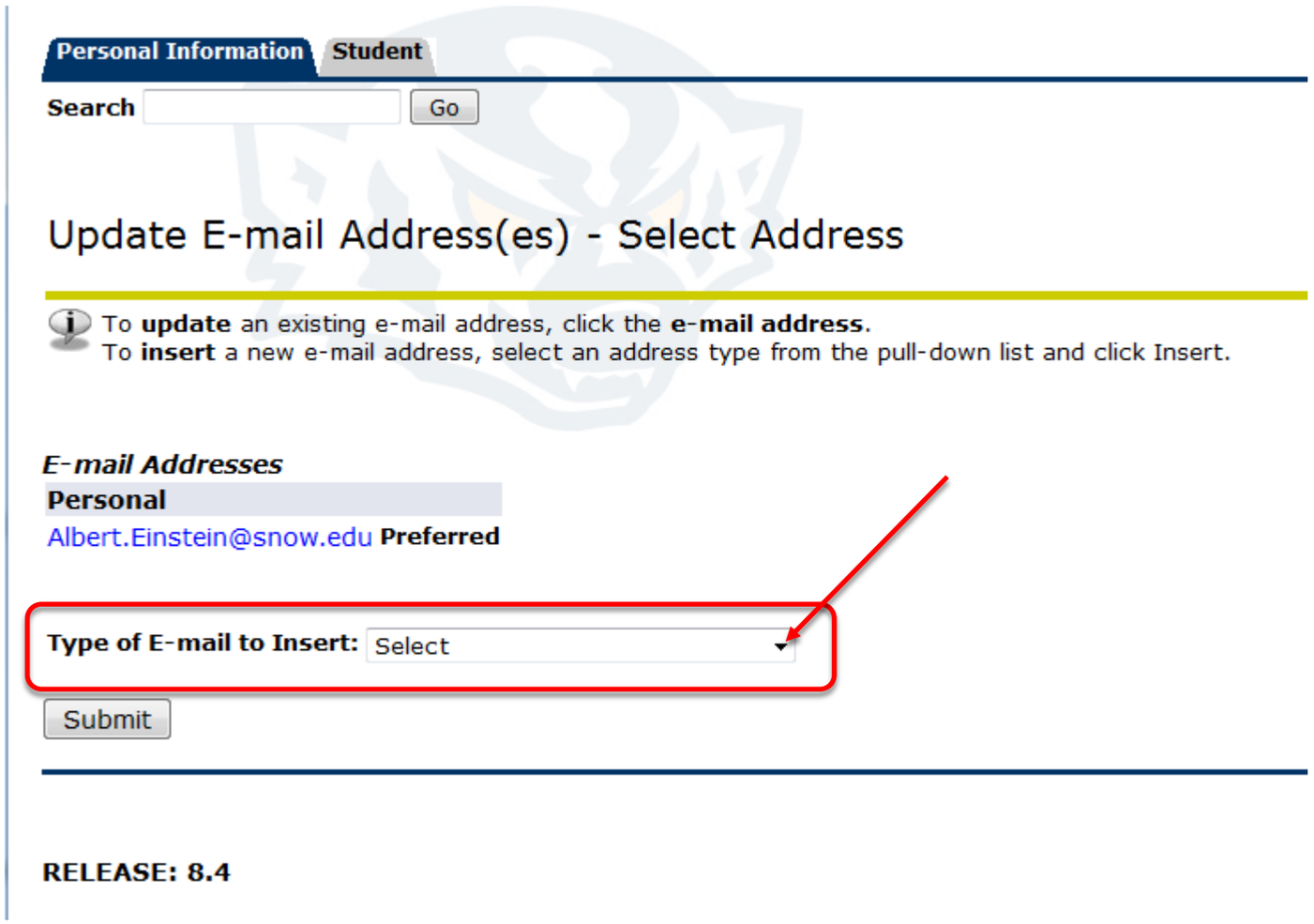
Waitlisting

- Next, select “Update E-mail Address(es)”



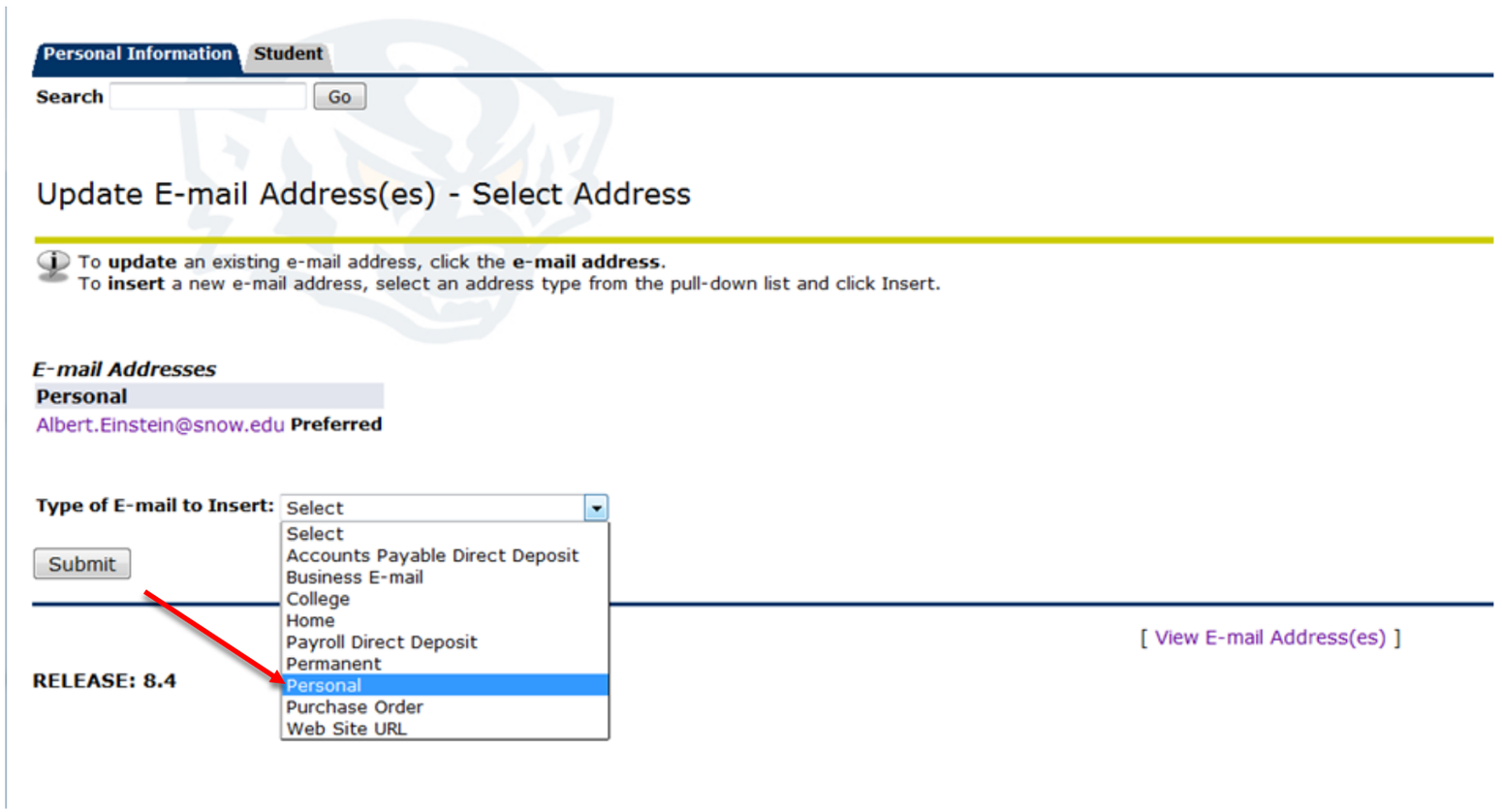
Waitlisting

- Next, select “Type of E-mail to Insert:”



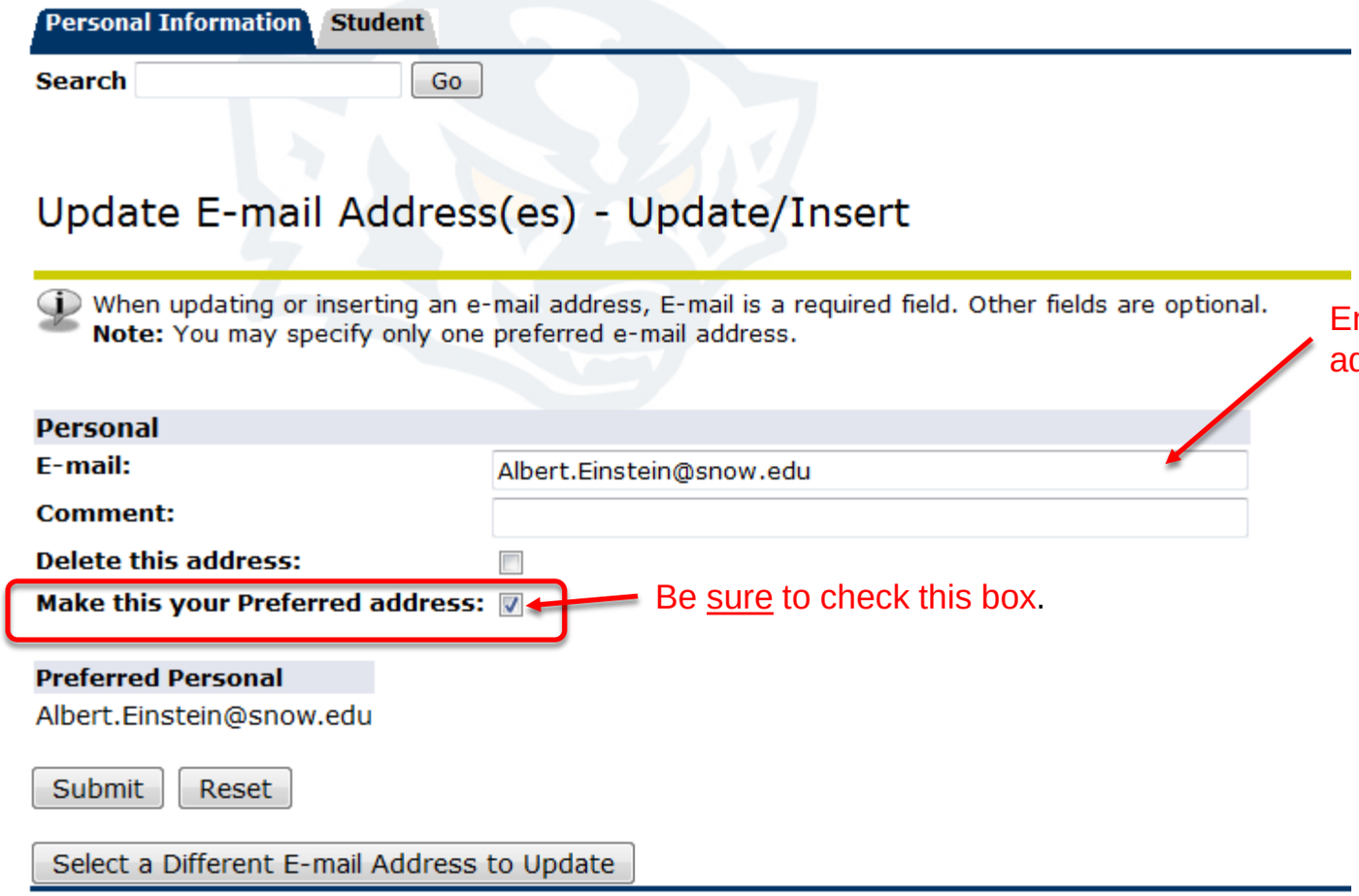
Waitlisting

- Select “Personal”



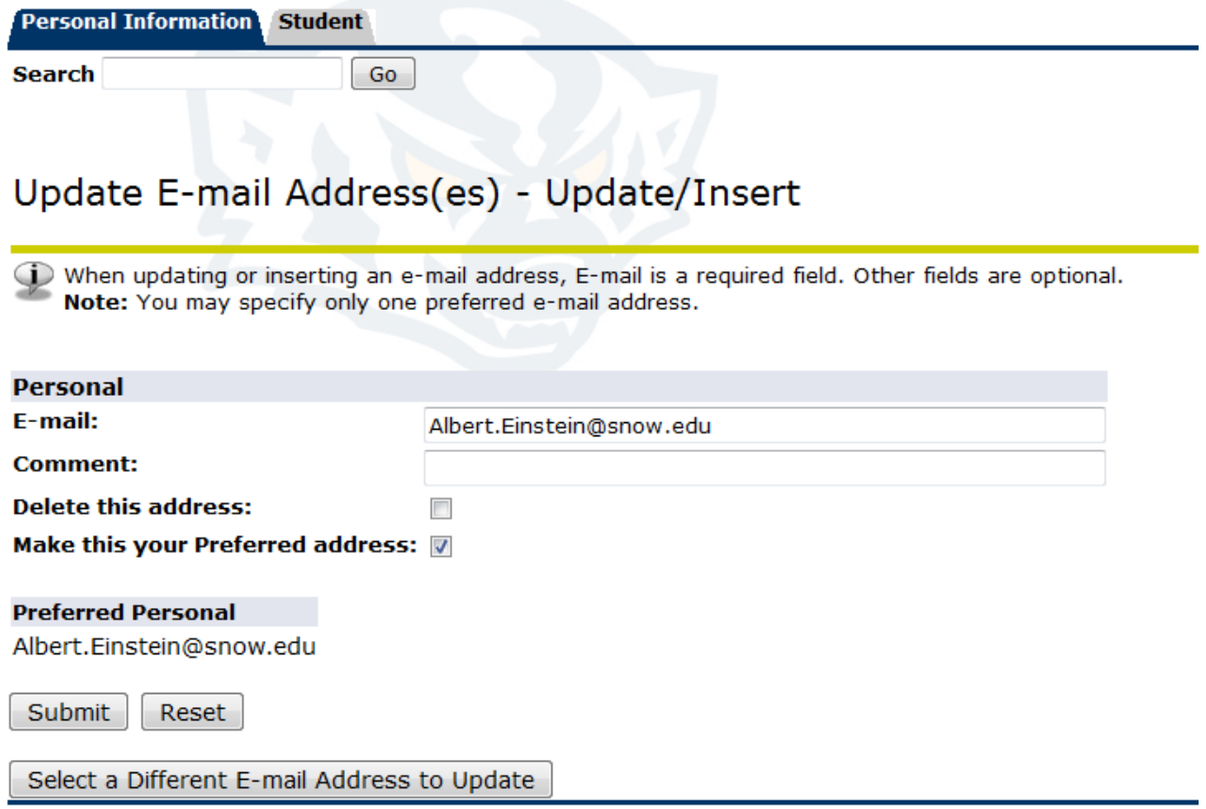
Waitlisting

- Enter your personal email address and be <u>sure</u> to check "Make this your Preferred address"



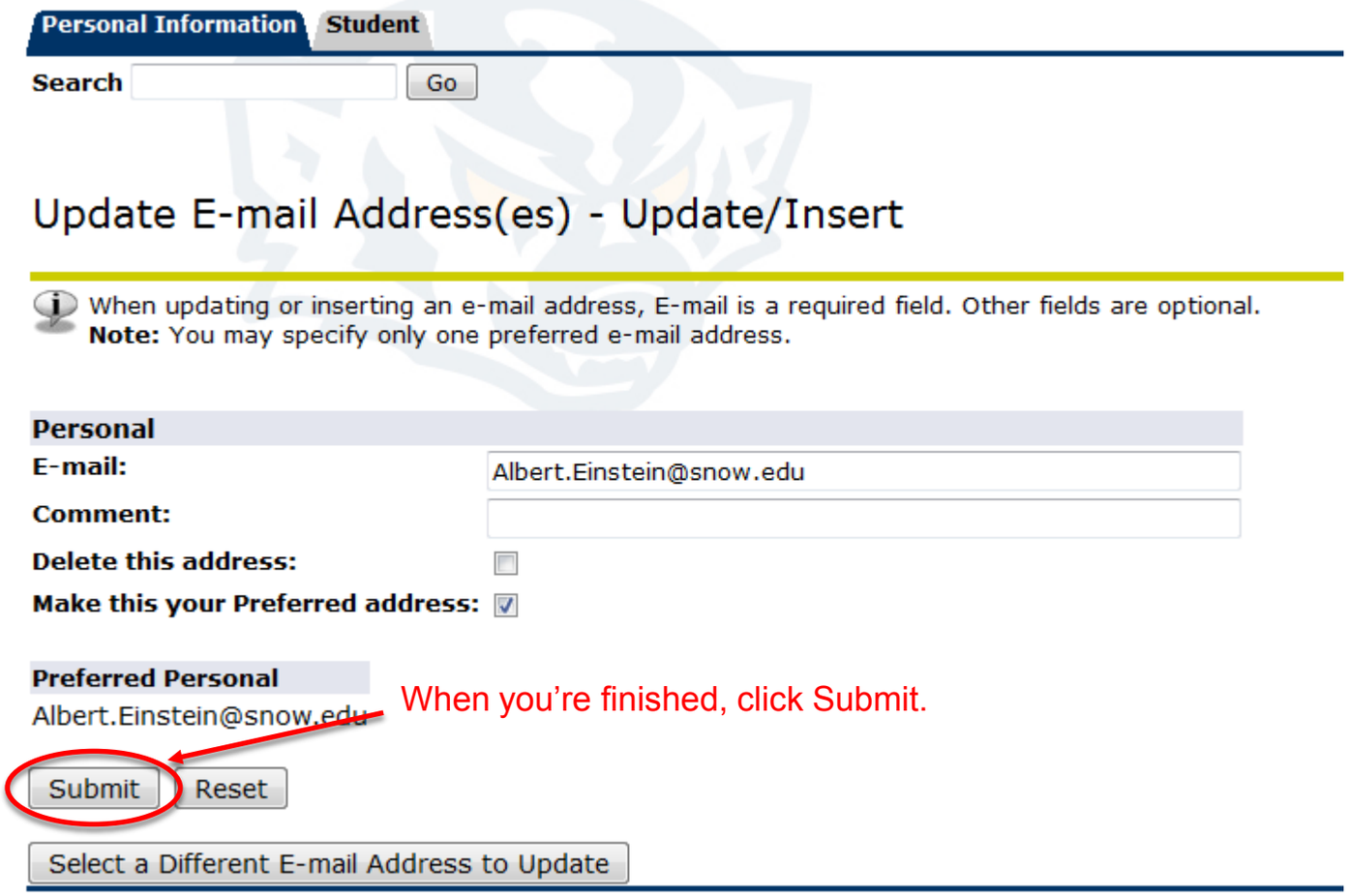
Waitlisting

- This email address you enter and mark "Preferred" will be the address where the Waitlist Notifications are sent.
  You must have an email address in this field.



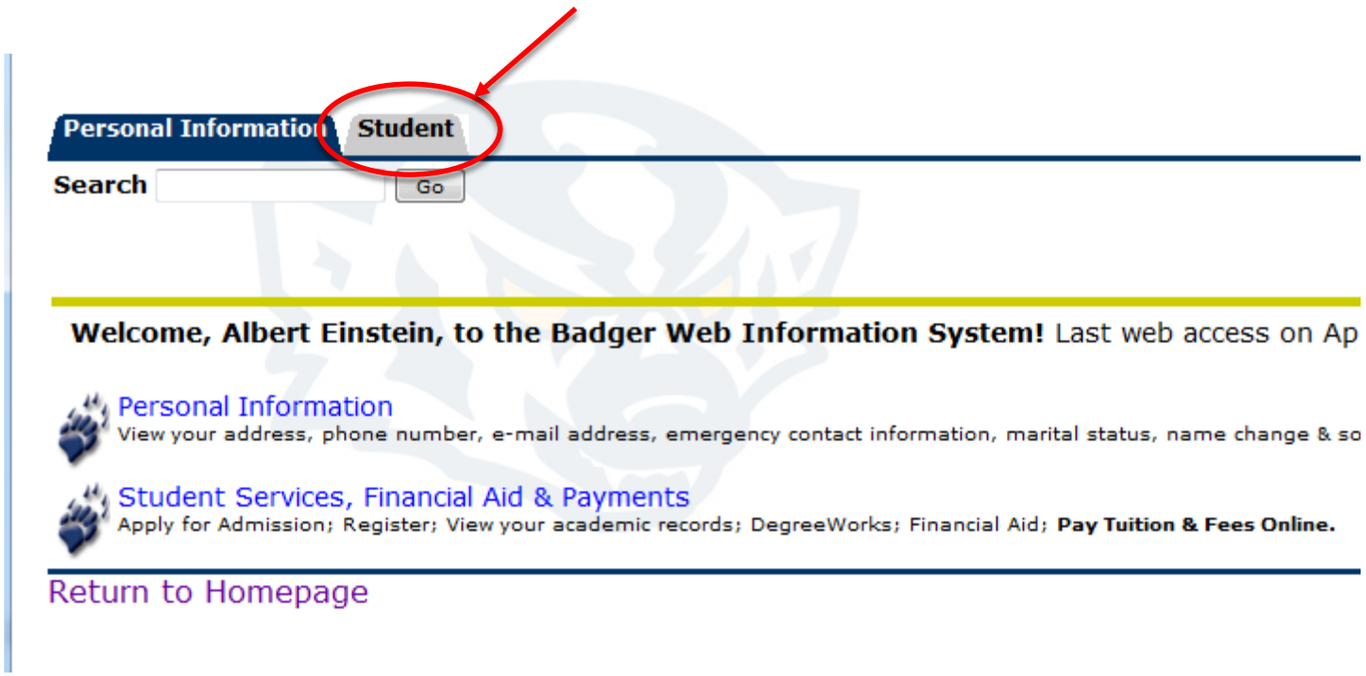
Waitlisting

- Click the Submit button.



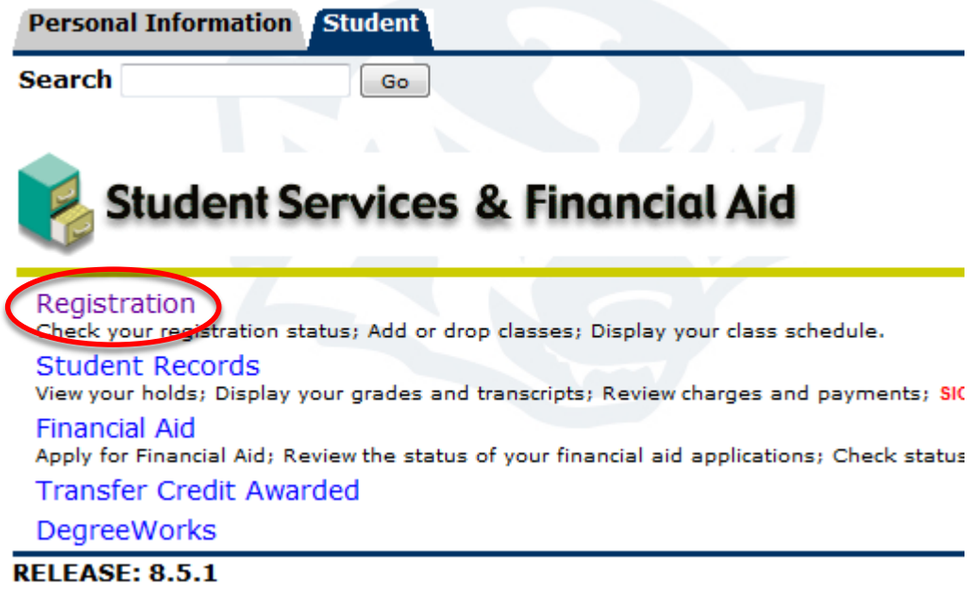
Waitlisting

- After you click Submit, you will be taken back to the Personal Information screen.
- Click on the Student tab.

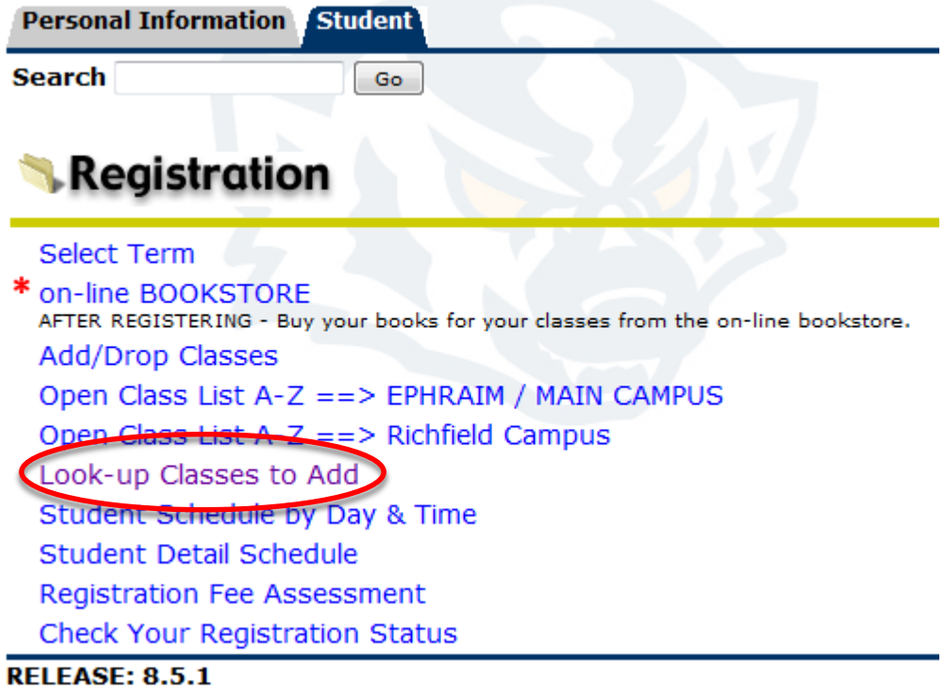


Waitlisting

- Click on Registration.

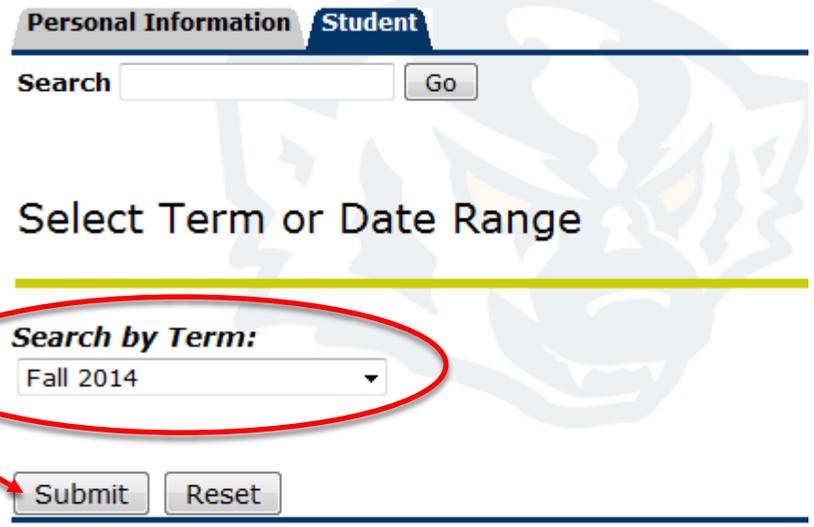


- Click –
  Look-up Classes to Add.

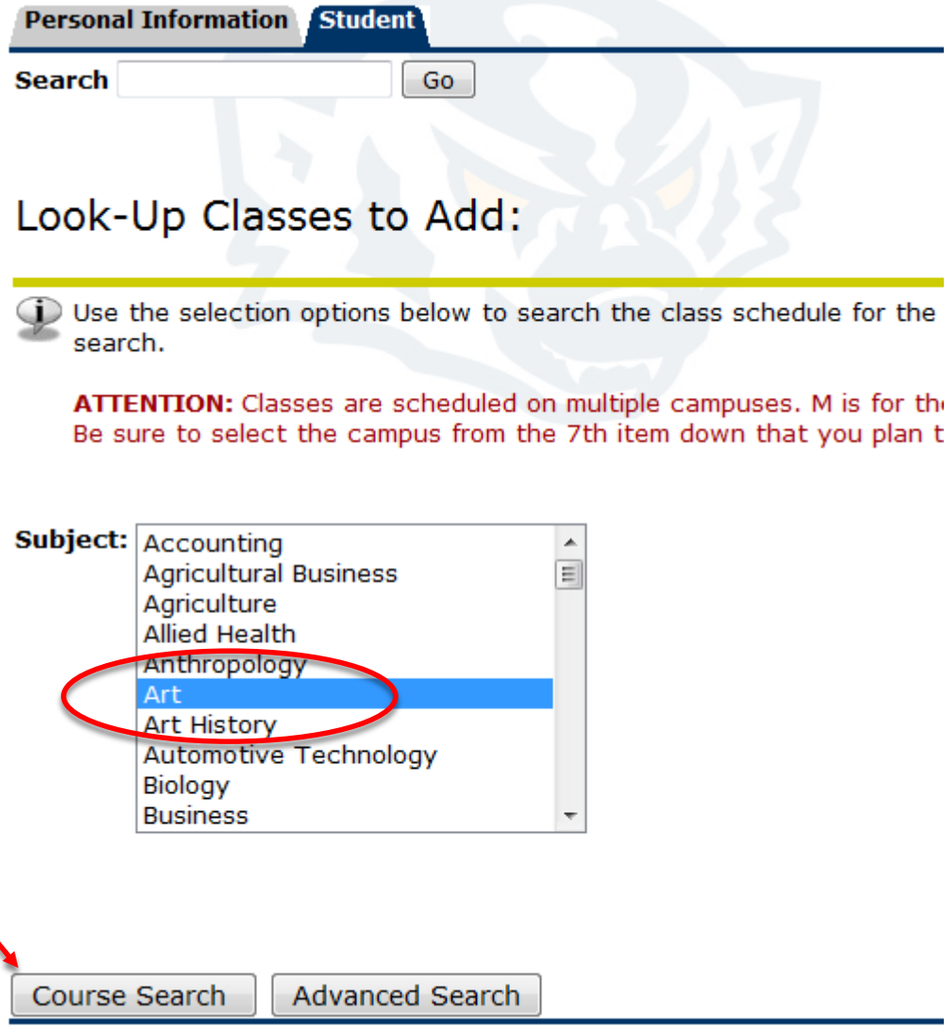


Waitlisting

- Select a Term
- Click Submit



- Select a Subject
- Click Course Search



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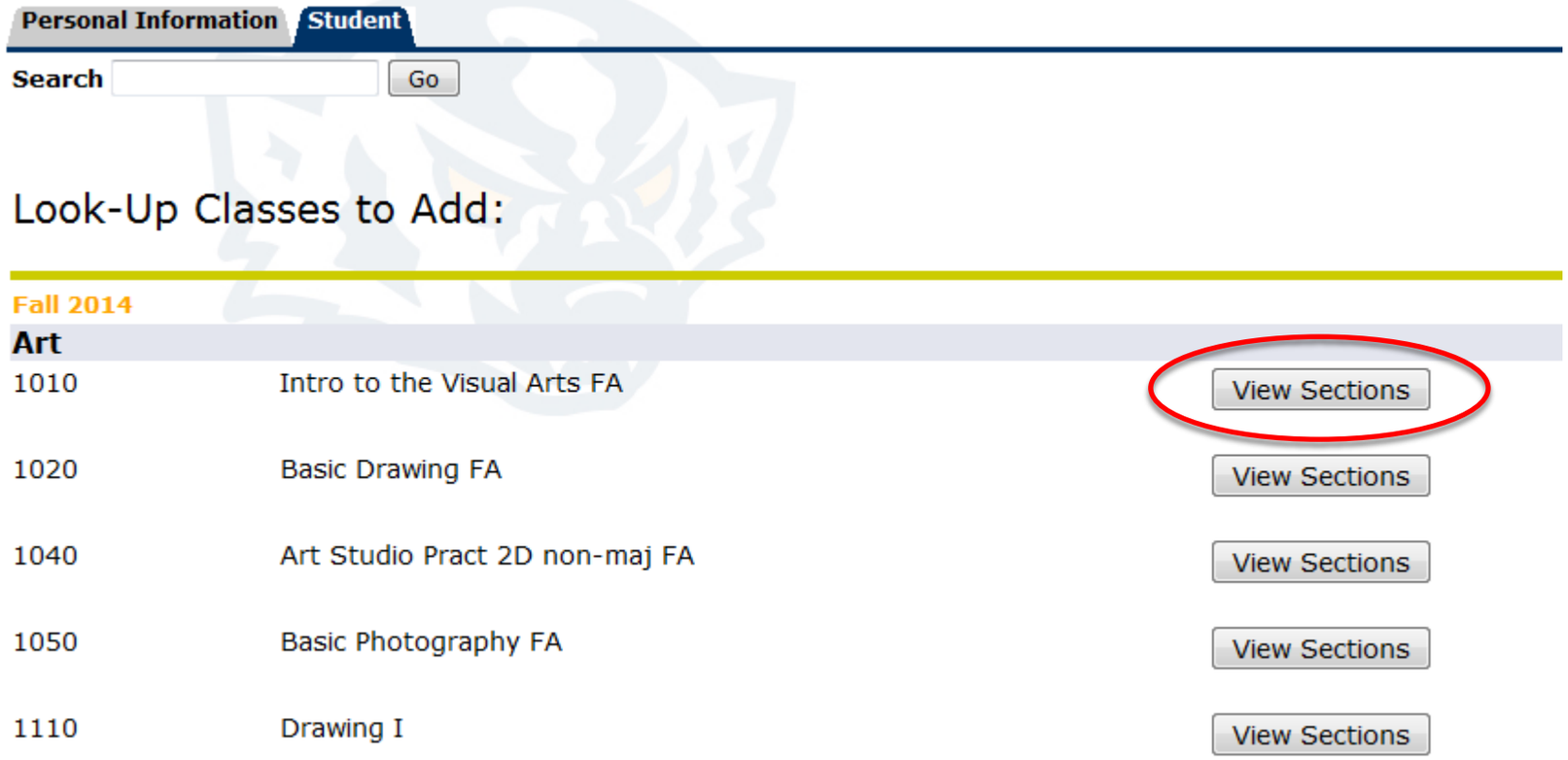
Waitlisting

- Select a course and click the corresponding button labeled View Sections.



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Waitlisting

- Search Results –

Personal Information | Student

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Look-Up Classes to Add:

00169543 Albert Einstein
Fall 2014
Jun 09, 2014 03:27 pm

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

ATTENTION: The **Cmp** column (column 6) below stands for Campus and signifies which campus the class is taught.
M is for the main campus in Ephraim and **R** is for the campus in Richfield.
Be sure the classes you choose are on the campus you plan to attend.

Sections Found

Art

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
C	4184	ART	1010	001	M	3.000	Intro to the Visual Arts FA	MTWRF	09:30 am-10:20 am	2	2	0	20	0	20	0	0	0	Stephen Hawking (P)	08/20-10/10	HLIB 101B	Fine Arts
	5857	ART	1010	002	M	3.000	Intro to the Visual Arts FA	MTWR	12:30 pm-01:45 pm	36	0	36	20	0	20	0	0	0	Bradley L. Taggart (P)	10/13-12/08	LPB 217	Fine Arts
	5468	ART	1010	101	M	3.000	Intro to the Visual Arts FA	MWF	01:00 pm-01:50 pm	30	0	30	20	0	20	0	0	0	Jeremy J. Beal (P)	08/20-12/12	LPB 107	Fine Arts
	5904	ART	1010	102	M	3.000	Intro to the Visual Arts FA	TR	08:00 am-09:15 am	30	0	30	0	0	0	0	0	0	Jeremy J. Beal (P)	08/20-12/12	LPB 107	Fine Arts
	5903	ART	1010	206	M	3.000	Intro to the Visual Arts FA	TR	08:00 am-09:15 am	20	0	20	20	0	20	0	0	0	Jeremy J. Beal (P)	08/20-12/12	LPB 107	Fine Arts

Register Add to WorkSheet New Search

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Waitlisting

- **Cap:** Number of students that can register for the class
- **Act:** Actual number of students registered for the class
- **Rem:** Remaining seats available

Personal Information | Student

Search Go

RETURN TO MENU SITE MAP HELP EXIT

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Register Add to WorkSheet New Search

Waitlisting

- WL = Waitlist
- WL Cap: Number of students that can be on the waitlist
- WL Act: Number of students that are on the waitlist
- WL Rem: Number of open seats on the waitlist

Personal Information | Student

Search Go

RETURN TO MENU | SITE MAP | HELP | EXIT

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Register | Add to WorkSheet | New Search

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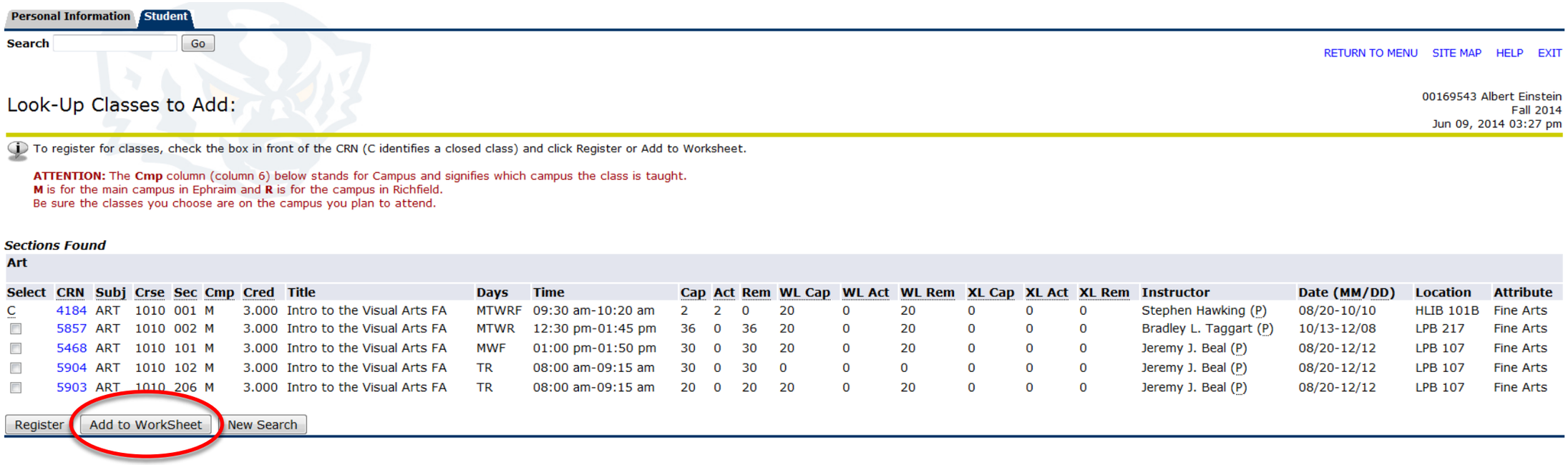
Waitlisting

- Write down the CRN for the class you want to waitlist
- Click Add to Worksheet



Personal Information | Student

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Register | Add to WorkSheet | New Search

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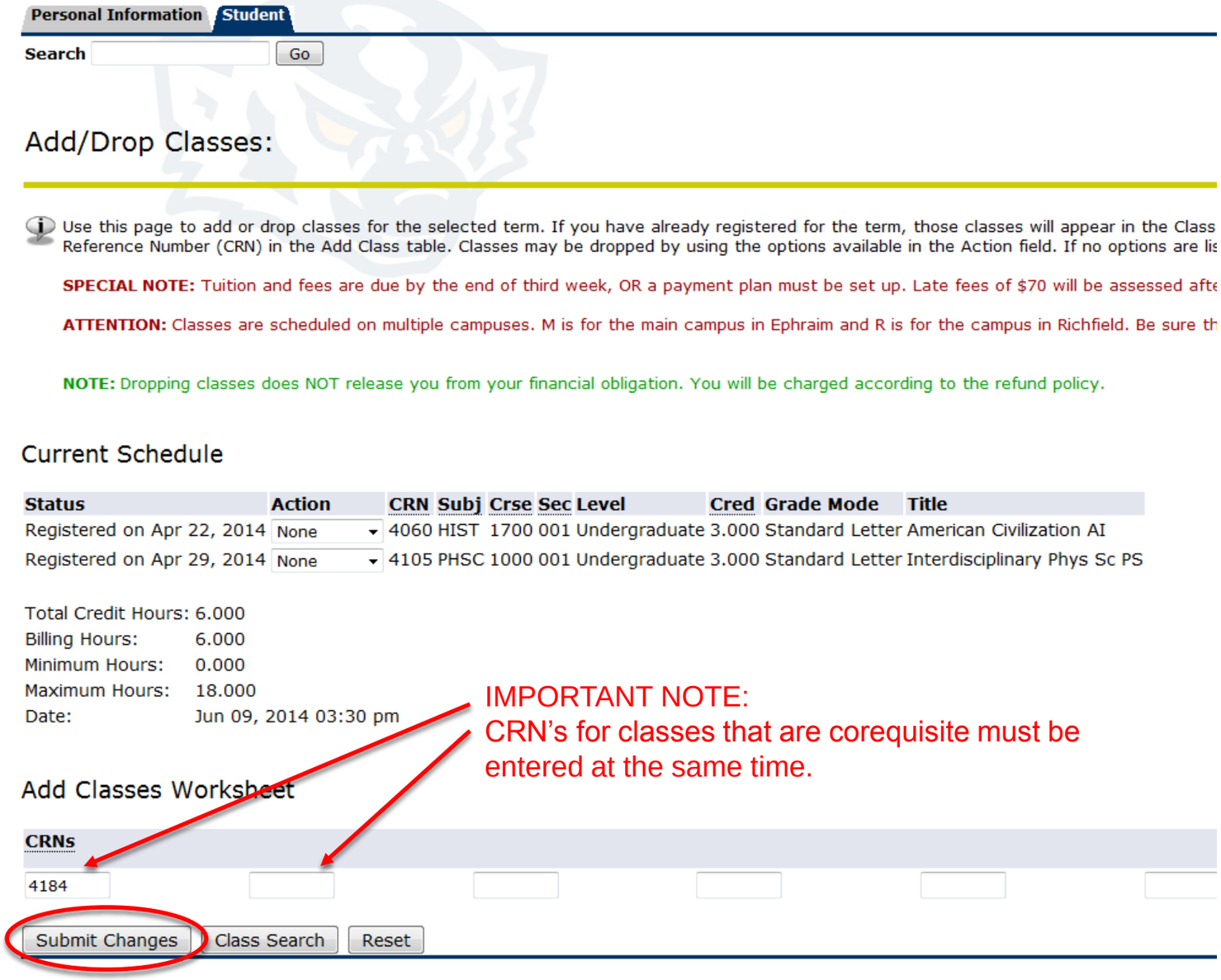
Waitlisting

- Enter the CRN into the CRN box
- Click Submit Changes



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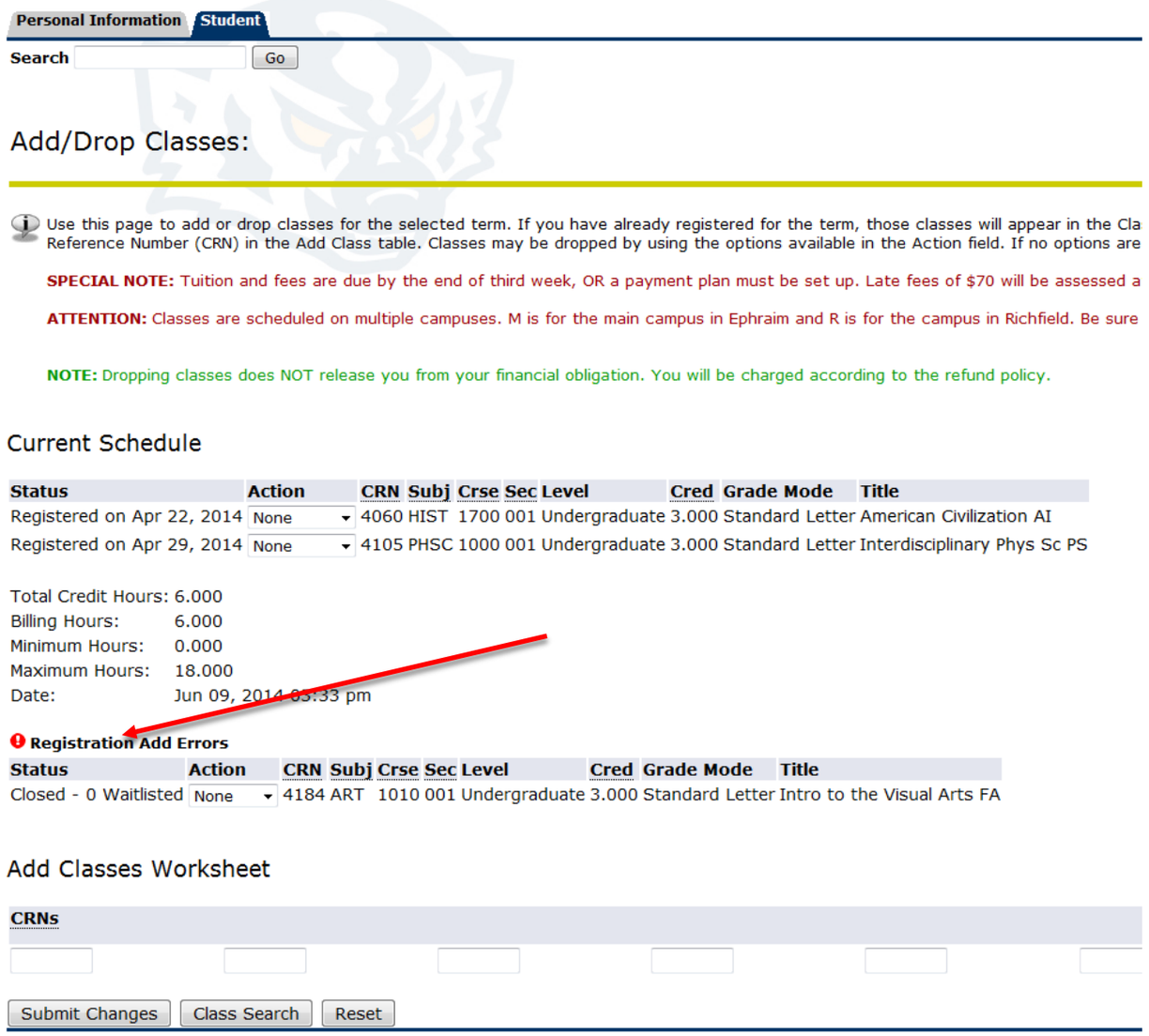
Waitlisting

- When you click Submit Changes, the screen will display: “Registration Add Errors”



Personal Information | Student

Search Go

Add/Drop Classes:

Use this page to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Cla
Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are

SPECIAL NOTE: Tuition and fees are due by the end of third week, OR a payment plan must be set up. Late fees of $70 will be assessed a

ATTENTION: Classes are scheduled on multiple campuses. M is for the main campus in Ephraim and R is for the campus in Richfield. Be sure

NOTE: Dropping classes does NOT release you from your financial obligation. You will be charged according to the refund policy.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Apr 22, 2014	None	4060	HIST	1700	001	Undergraduate	3.000	Standard Letter	American Civilization AI
Registered on Apr 29, 2014	None	4105	PHSC	1000	001	Undergraduate	3.000	Standard Letter	Interdisciplinary Phys Sc PS

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jun 09, 2014 03:33 pm

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None	4184	ART	1010	001	Undergraduate	3.000	Standard Letter	Intro to the Visual Arts FA

Add Classes Worksheet

CRNs						

Submit Changes | Class Search | Reset

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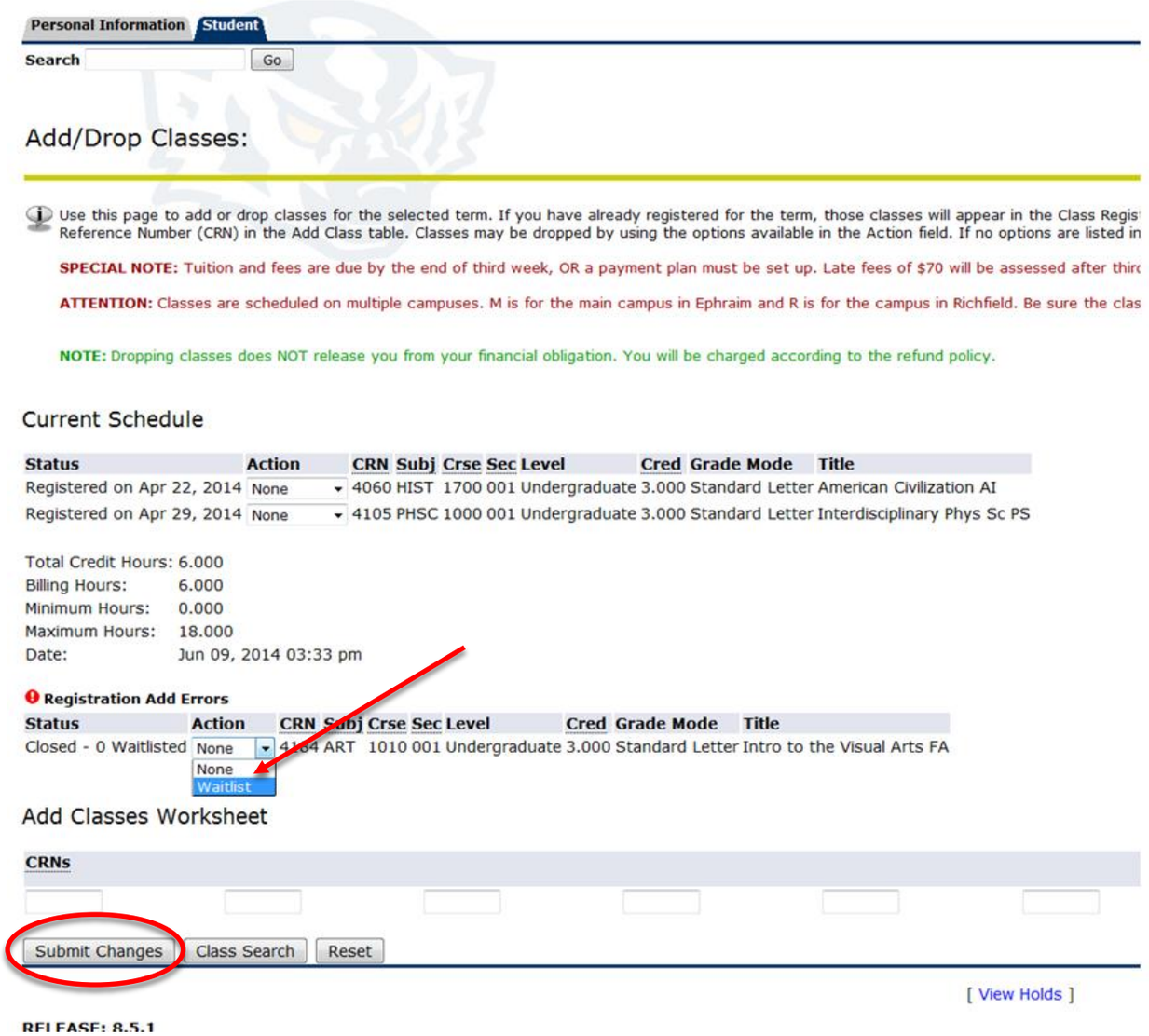
Waitlisting

- Click on the drop down box and select Waitlist
- Click Submit Changes



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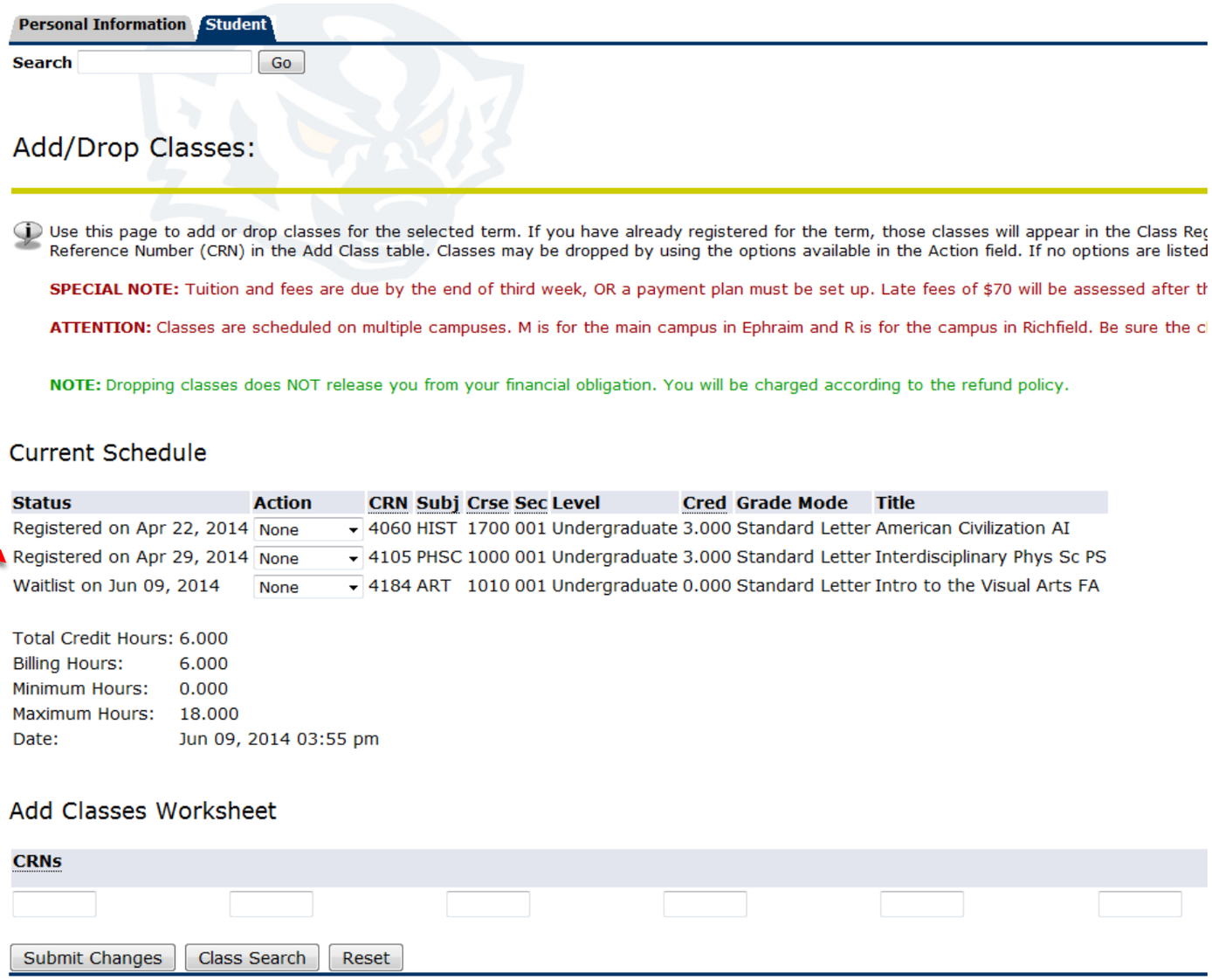
Waitlisting

- After submitting your changes you will be able to view the classes for which you are registered and waitlisted.



Personal Information | Student

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Registered on Apr 29, 2014	None	4105	PHSC	1000	001	Undergraduate	3.000	Standard Letter	Interdisciplinary Phys Sc PS
Waitlist on Jun 09, 2014	None	4184	ART	1010	001	Undergraduate	0.000	Standard Letter	Intro to the Visual Arts FA

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jun 09, 2014 03:55 pm

Add Classes Worksheet

CRNs					

Submit Changes | Class Search | Reset

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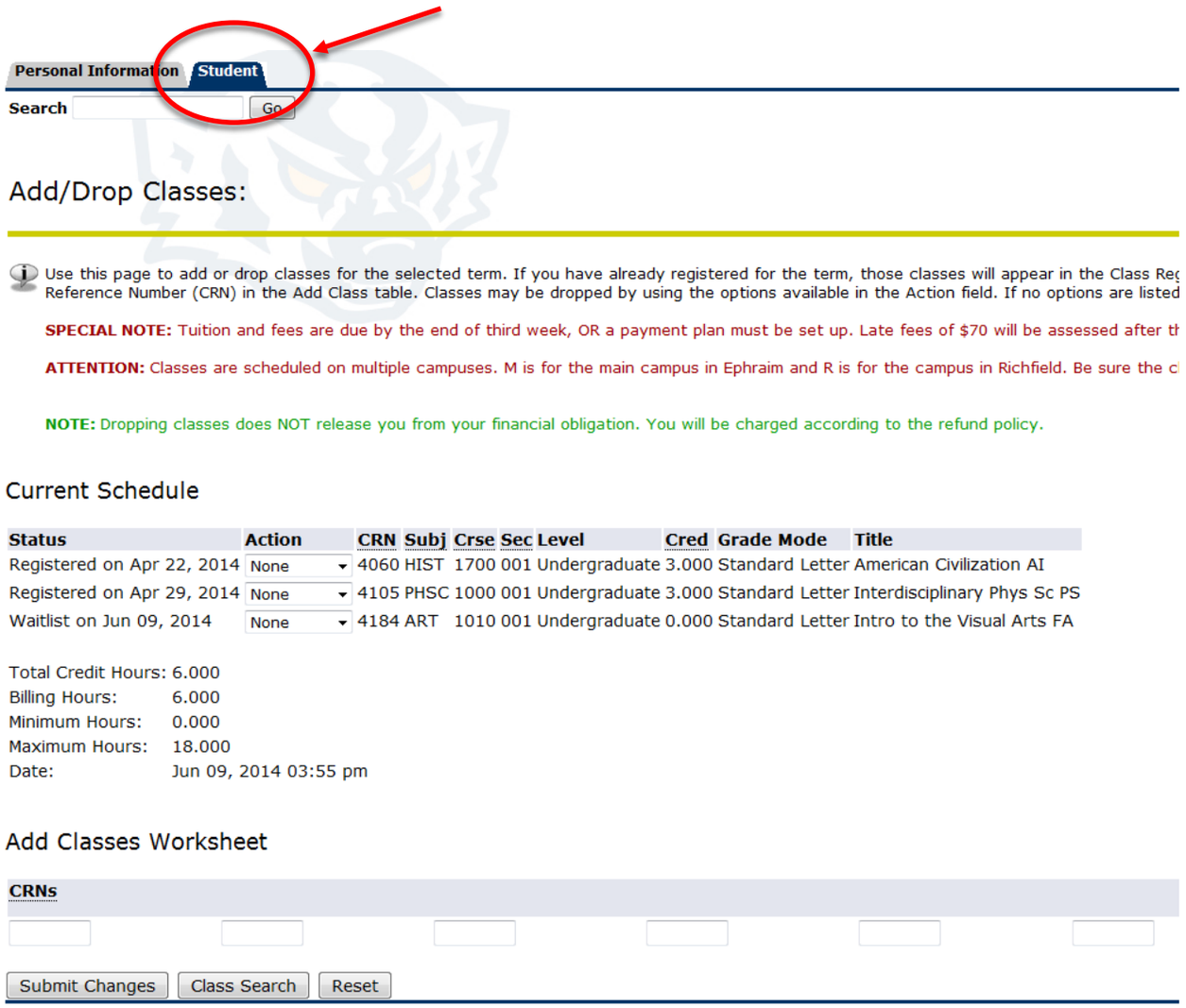
Waitlisting

- To view your position on the Waitlist – Click the Student tab



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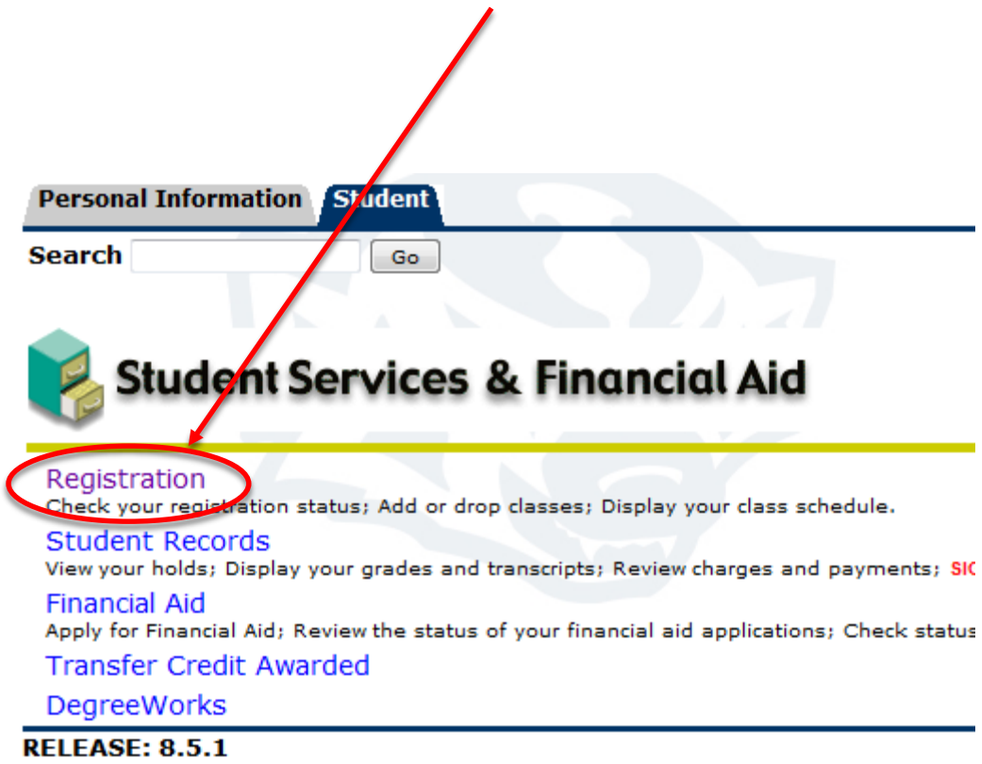
Waitlisting

- Click on Registration



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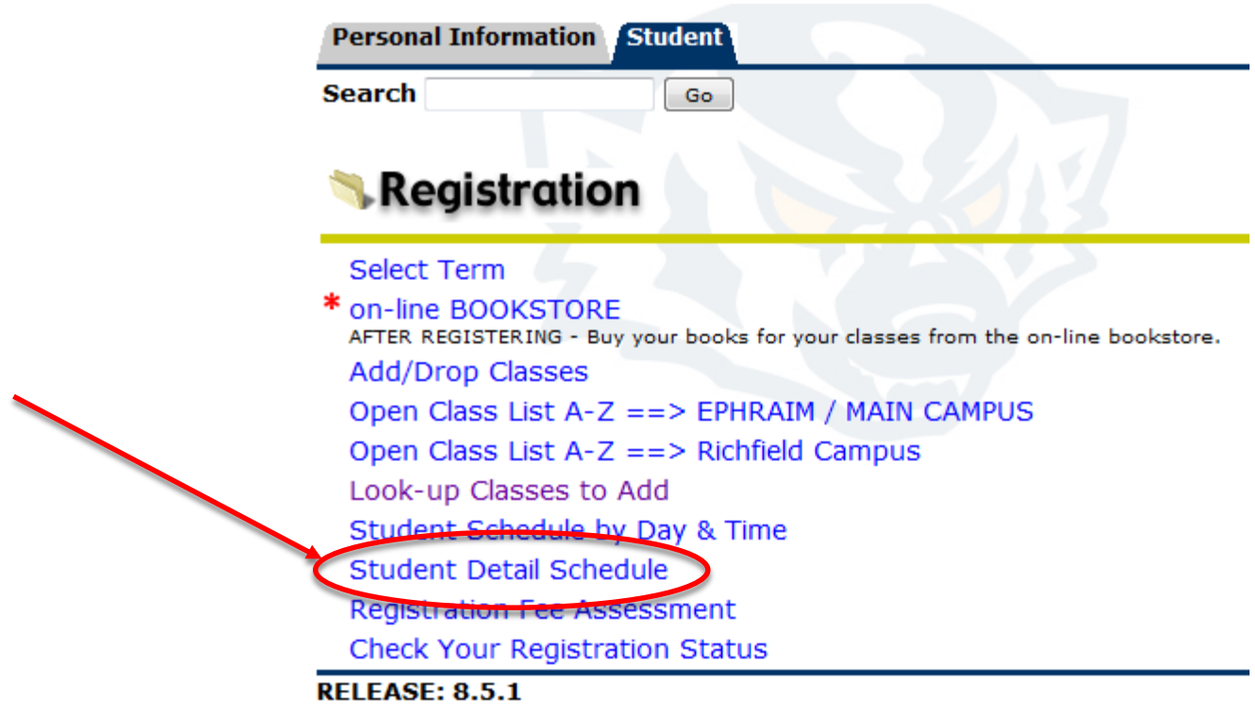
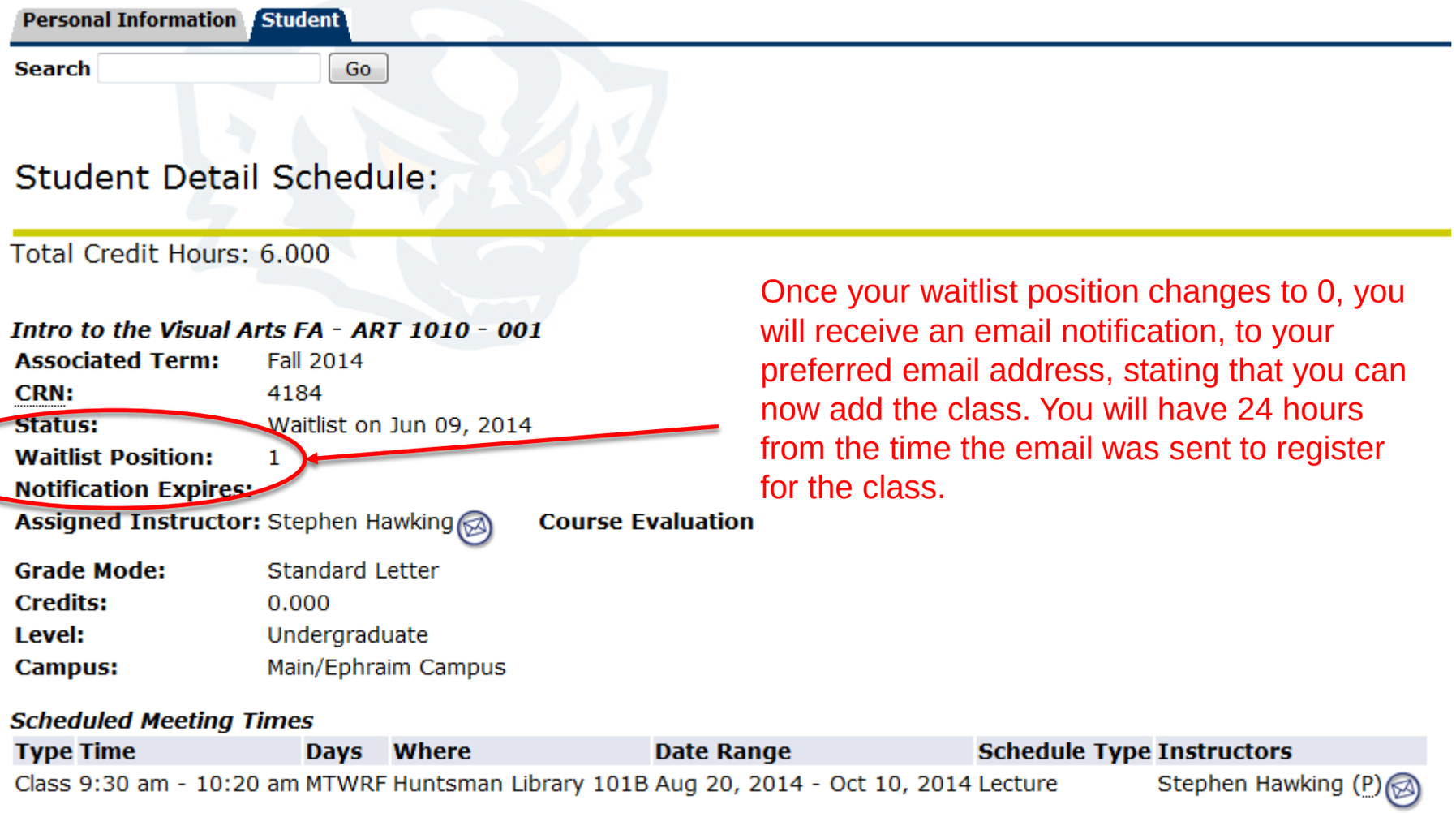
Waitlisting

- Click on Student Detail Schedule



Waitlisting

- View your Waitlist Position



Once your waitlist position changes to 0, you will receive an email notification, to your preferred email address, stating that you can now add the class. You will have 24 hours from the time the email was sent to register for the class.

Waitlisting

Waitlist Positions –

- When you add yourself to a waitlist, you will be assigned a waitlist position on a first-come first-served basis.
- If your waitlist position is 1 (one), you are next in line to receive an email notification when an open seat becomes available.
- If your waitlist position is 1 when a seat becomes available, you will move into the number 0 (zero) position and an email will be sent to your preferred email address entered into Badgerweb.
- With a 0 position you will be able to register for the class.

Waitlisting

Sample Email –

From: Registrar Snow
Sent: Thursday, June 12, 2014 12:05 PM
To: Registrar Snow
Subject: Waitlist Notification for 4184

Dear Albert (00169543),
Fall 2014 Waitlist Notification
You placed yourself on a WAITLIST for Art 1010 section 001 (CRN: 4184) for Fall 2014 .
An open seat is now available and if you want to register for this seat, you must do so by 13-JUN-2014 12:05 PM .
- Login to the Badger Web System: www.snow.edu/badgerweb
- Click LOGIN
- Enter your Badger ID and PIN
- Choose 'Student Services', then 'Registration'
- Select 'Add/Drop Classes'
- Select the Correct Term
- Choose 'Web Registered' to add the class or 'Drop Web' to remove your name from the waitlist
- Click 'Submit Changes' at the bottom of the page

If you drop the waitlisted class instead of adding it, you can still register for it prior to 13-JUN-2014 12:05 PM
- Click Student Services -> Registration -> Add/Drop Classes -> Fall 2014

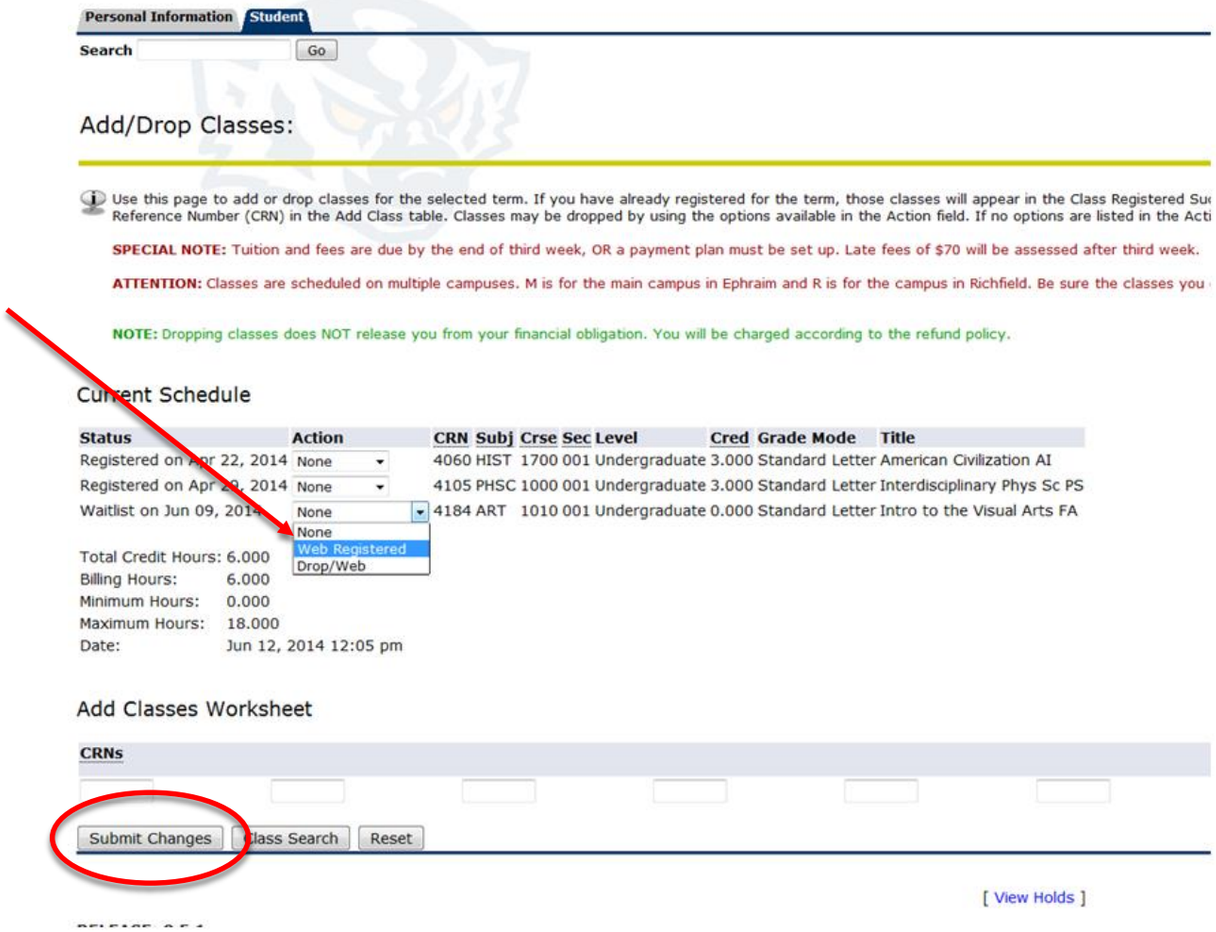
- Type the CRN in the Add Classes Worksheet -> Click 'Submit Changes'

If you add the class be sure to check your account balance. All tuition and fees are due by the end of the third week of the semester.
Any registration hold that you may have on your student account will prevent you from registering for classes.
If you fail to register, you will automatically be removed from the WAITLIST ON 13-JUN-2014 12:05 PM .

You will NOT receive a notification of this action.
For more information on waitlisting, please visit us at http://www.snow.edu/waitlist
Snow College
Office of the Registrar
registrar@snow.edu

Waitlisting

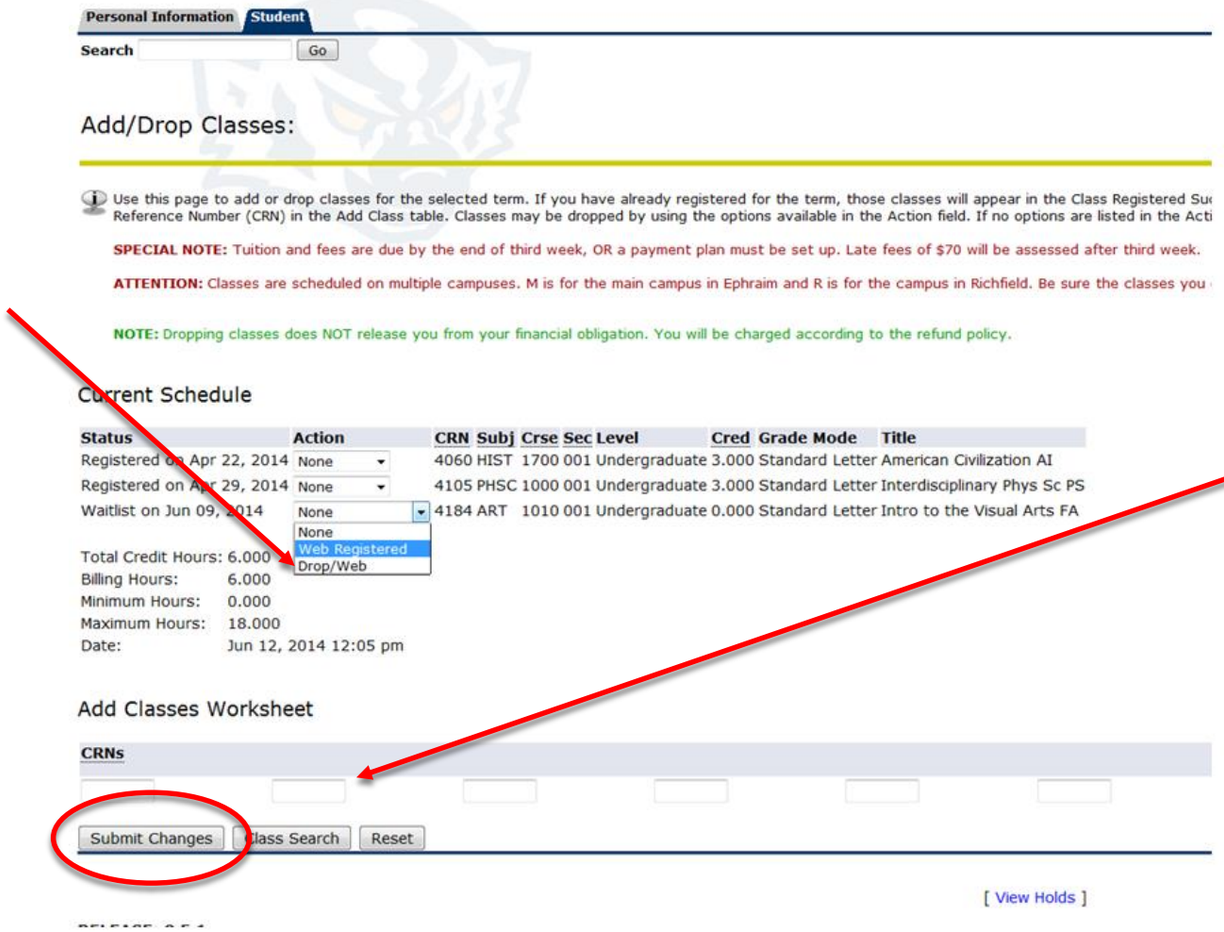
- To Register for a class you previously waitlisted
  - Log in to Badgerweb
  - Go to Add or Drop Classes
  - Click on the drop down arrow on the class for which you are waitlisted
  - Click Web Registered
  - Click Submit Changes



SNOW COLLEGE

Waitlisting

- To Drop Waitlisted Courses
  - Log in to Badgerweb
  - Go to Add or Drop Classes
  - Click on the drop down arrow on the class for which you are waitlisted
  - Click Drop Web
  - Click Submit Changes



During the 24-hour window, a student can add or drop the waitlisted class in the Add or Drop Classes screen in Badgerweb.
To add the class, enter the CRN in the ‘Add Classes Work sheet’ and click Submit Changes.
This will register the student for the course.

SNOW COLLEGE

Waitlisting

When you receive a waitlist email notifying you that you can now add the waitlisted class (unless you have a hold), there are a few steps you need to take:

1. See if you are registered for the same class, but in a different section.

2. If you are registered for the same class, but in a different section, you will need to drop the section you are registered for to be able to add the waitlisted section.

3. Make sure that you will not have a time conflict with the waitlisted class for which you are going to register.

4. Register for the waitlisted section.

* If you are waitlisted for other sections that you no longer want, PLEASE drop them!
This will enable other students to move up on the waitlist.

Waitlisting

Summary

- Log in to Badgerweb
- Register for classes
- If classes are full, add yourself to a waitlist
- Check your email often for waitlist notifications
- Clear all holds as soon as possible to prevent registration problems
- Make sure your fees are paid in full!
- To waitlist a class, you must meet all course requirements