

Waitlisting Tutorial for Faculty



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.

What does Waitlisting mean for faculty?

- Instructors may not sign students into classes, but should refer students to go online to get on a waiting list
- Instructors who have traditionally signed students into a full class above and beyond the course capacity should do one of the following:
 - 1) Increase the course capacity for the course if they want to allow more students into a course through Waitlisting
 - 2) Wait to add students into class until after the first week of classes
- Instructors will be able to view their class lists and the associated waiting lists in Badgerweb.

Waitlisting

How Does Waitlisting Work?

- Students who 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 e-mail will be sent to the “preferred e-mail address” of the student at the top of the waiting list.
- The student will have 24 hours to go online and add the class. The open seat will be reserved for that student, and no other student may log in and register for that seat during that 24 hour time period. If the student does not respond, the next student on the list will be notified and will have 24 hours to respond.

Waitlisting

- Log into Badgerweb using your ID and password

S SNOW COLLEGE
BADGER WEB

[HELP](#) [EXIT](#)

Badger Web Login

i Please enter your Badger Identification Number (User ID) and your Password (PIN). When finished, click Login.

If you forget your PIN, you must enter your ID# and then click on "Forgot PIN?"

When you are finished, please Exit and close your browser to protect your privacy.

NOTE - HEOA - Text book ISBN number
IF you do not have an id and are trying to find **the Text book ISBN number**
Then select "Return to Homepage" at the bottom of this page
select "Courses Available by Term (includes Materials Required and Book ISBN)"

CAUTION
Safe-guard your User ID & PIN. Any person that knows your User ID & PIN will be able to access this site **just as you do**.
They will be able to view and make changes to your personal data.

If you forgot your Badger ID, click [HERE](#)

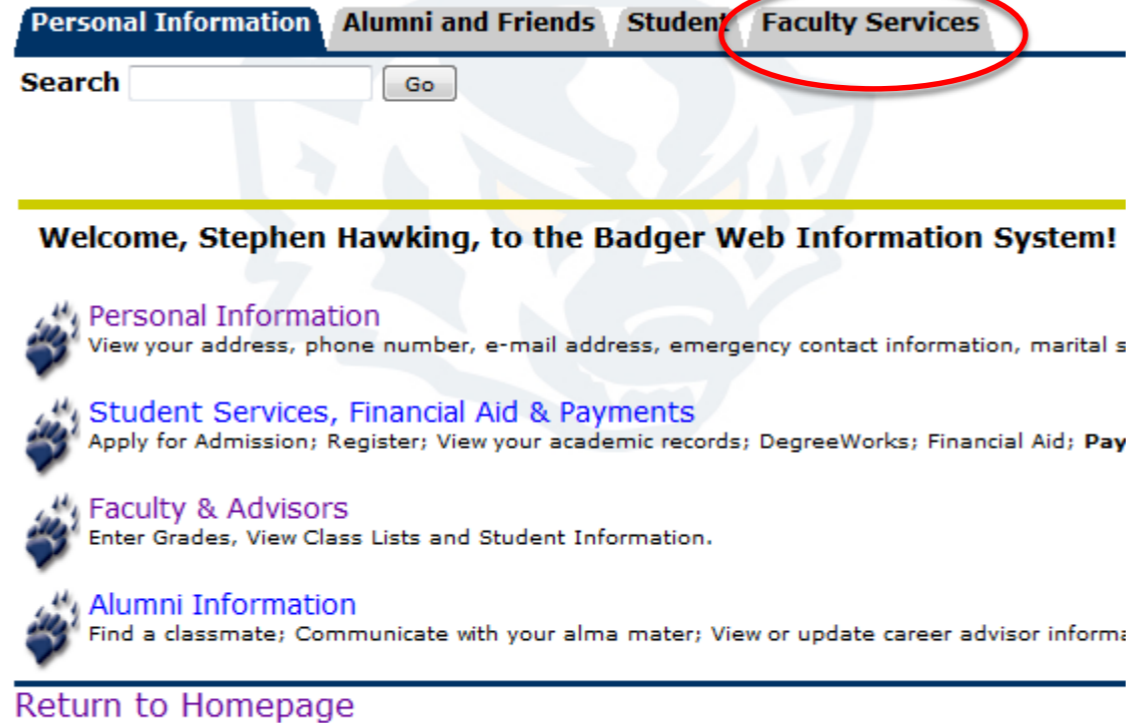
User ID:

PIN:

[Return to Homepage](#)

Waitlisting





- Click on Faculty Services



Personal Information Alumni and Friends Student **Faculty Services**

Search Go

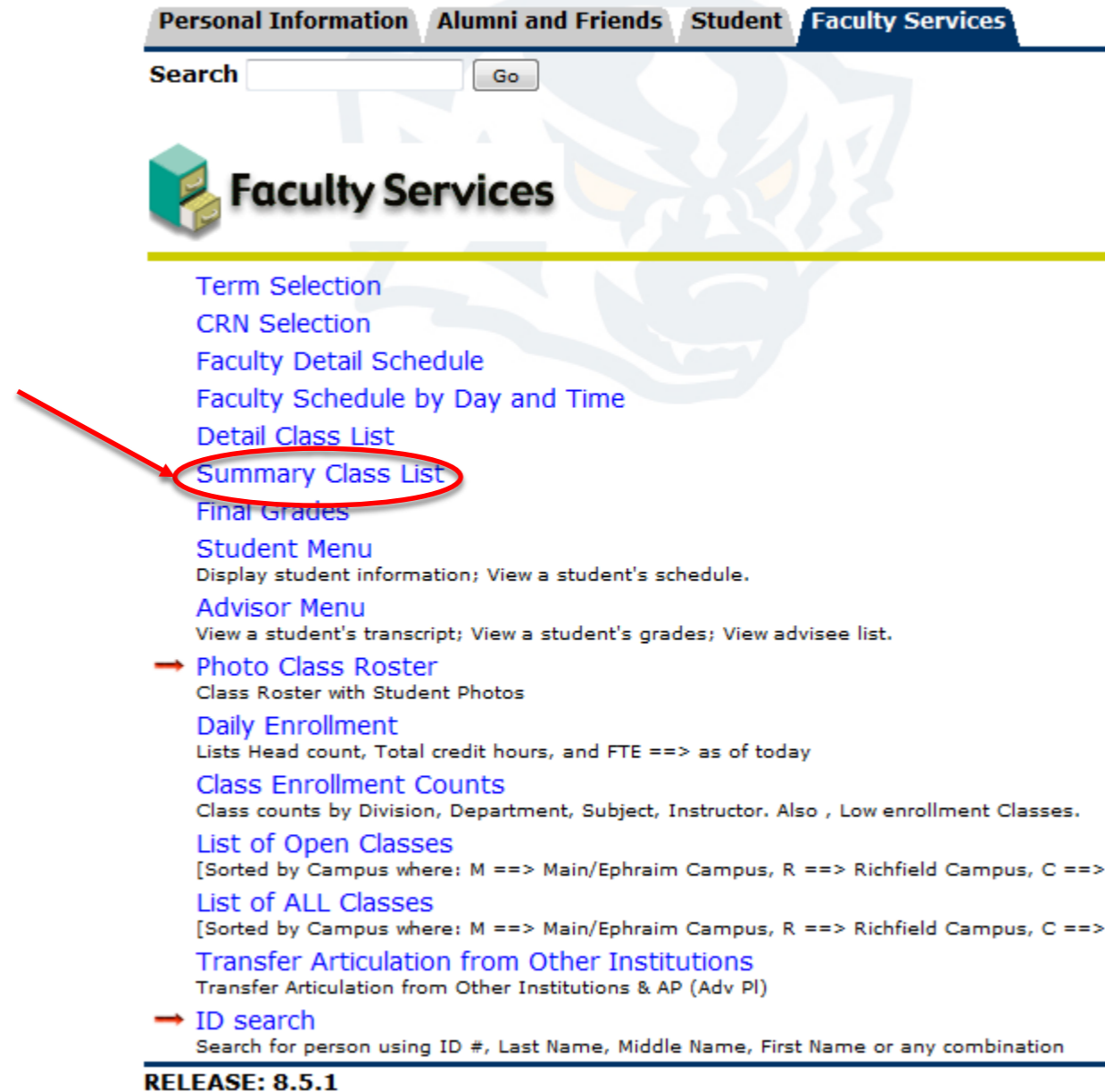
Welcome, Stephen Hawking, to the Badger Web Information System!

-  [Personal Information](#)
View your address, phone number, e-mail address, emergency contact information, marital s
-  [Student Services, Financial Aid & Payments](#)
Apply for Admission; Register; View your academic records; DegreeWorks; Financial Aid; **Pay**
-  [Faculty & Advisors](#)
Enter Grades, View Class Lists and Student Information.
-  [Alumni Information](#)
Find a classmate; Communicate with your alma mater; View or update career advisor inform:

[Return to Homepage](#)

Waitlisting

- Click on Summary Class List



Personal Information Alumni and Friends Student Faculty Services

Search Go

Faculty Services

- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Faculty Schedule by Day and Time](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Final Grades](#)
- [Student Menu](#)
Display student information; View a student's schedule.
- [Advisor Menu](#)
View a student's transcript; View a student's grades; View advisee list.
- [Photo Class Roster](#)
Class Roster with Student Photos
- [Daily Enrollment](#)
Lists Head count, Total credit hours, and FTE ==> as of today
- [Class Enrollment Counts](#)
Class counts by Division, Department, Subject, Instructor. Also , Low enrollment Classes.
- [List of Open Classes](#)
[Sorted by Campus where: M ==> Main/Ephraim Campus, R ==> Richfield Campus, C ==> ...]
- [List of ALL Classes](#)
[Sorted by Campus where: M ==> Main/Ephraim Campus, R ==> Richfield Campus, C ==> ...]
- [Transfer Articulation from Other Institutions](#)
Transfer Articulation from Other Institutions & AP (Adv PI)
- [ID search](#)
Search for person using ID #, Last Name, Middle Name, First Name or any combination

RELEASE: 8.5.1


Waitlisting

- Select a Term
- Click Submit

Personal Information Alumni and Friends Student Faculty Services

Search Go

Select Term

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

Select a Term: Fall 2014 ▾

Submit


RELEASE: 8.4

- Select a Course
- Click Submit

Personal Information Alumni and Friends Student Faculty Services

Search Go

Select CRN

 Please enter the CRN you wish to access, or select a different term from the menu.

CRN: ART 1010 001: Intro to the Visual Arts FA, 4184 (2) ▾

Submit

RELEASE: 8.3

Waitlisting

- Waitlist details for this course:

Personal Information Alumni and Friends Student **Faculty Services**

Search

Summary Faculty Class List

Welcome to the Faculty Class List by CRN Display.

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) If the student has more than curriculum that is different from that in his/her primary curriculum.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Course Information
Intro to the Visual Arts FA - ART 1010 001
CRN: 4184
Duration: Aug 20, 2014 - Oct 10, 2014
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment: 3	2	1	
Wait List: 20	1	19	
Cross List: 0	0	0	

Summary Class List

Record Number	Student Name	ID	Reg Status
1	Darwin, Charles	00169545	Registered
2	Newton, Isaac	00169546	Registered

Click on "Wait List" for a list of the students that are on the Wait List

Enrollment and Waitlist Numbers


Waitlisting

- You will now be able to view all of the waitlisted students for your course

Personal Information Alumni and Friends Student **Faculty Services**

Search

Summary Faculty Wait List

 Welcome to the Faculty Wait List by CRN Display.

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) If the student curriculum that is different from that in his/her primary curriculum.

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Summary Wait List

Student Name	ID
Einstein, Albert	00169543

Waitlisting

Summary

- Waitlisting will remove the need for instructors to manually sign students into a class, unless the add takes place after the first week of the semester
- Faculty can view their waitlists via Badgerweb
- Faculty cannot sign students into a class until the waitlist period has ended, usually after the first week of the semester
- Waitlisting will help track the demand for certain courses and better manage curriculum offerings