Waitlisting Tutorial for Faculty

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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.

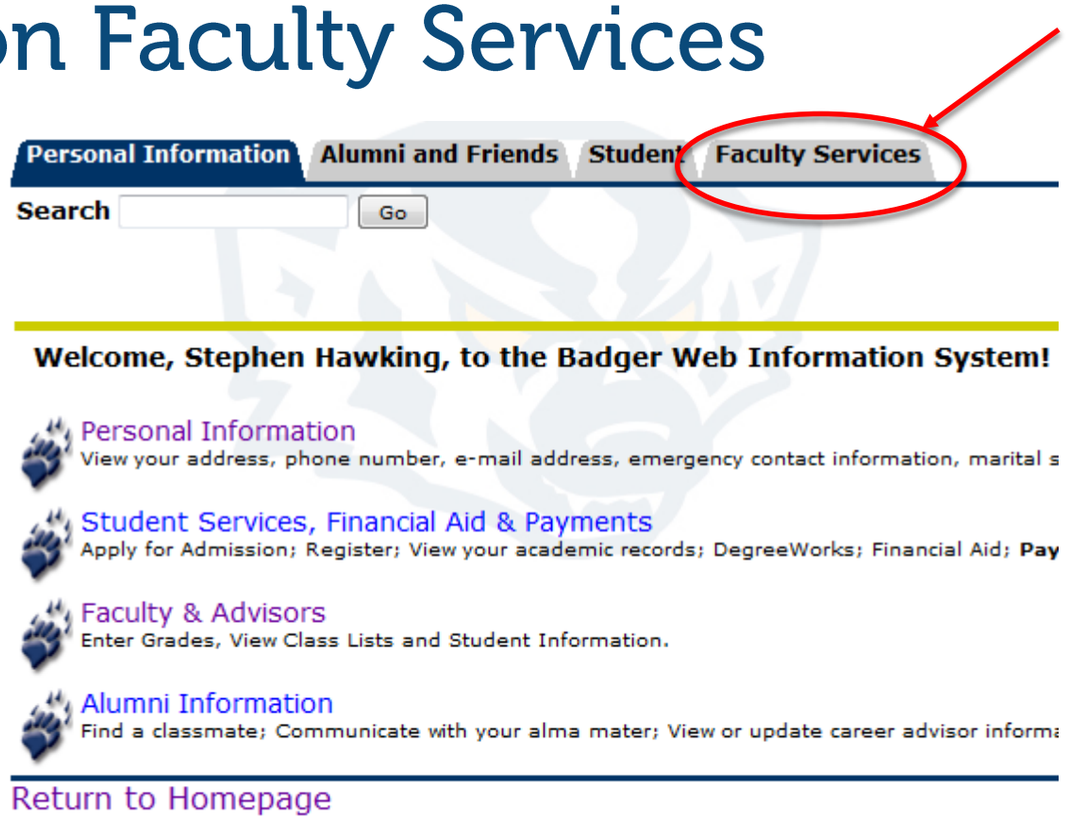
- The student will have 24 hours to go online and add the class. The open seat will be reserved for that student, and no other student may log in and register for that seat during that 24 hour time period. If the student does not respond, the next student on the list will be notified and will have 24 hours to respond.

Waitlisting

- Log into Badgerweb using your ID and password

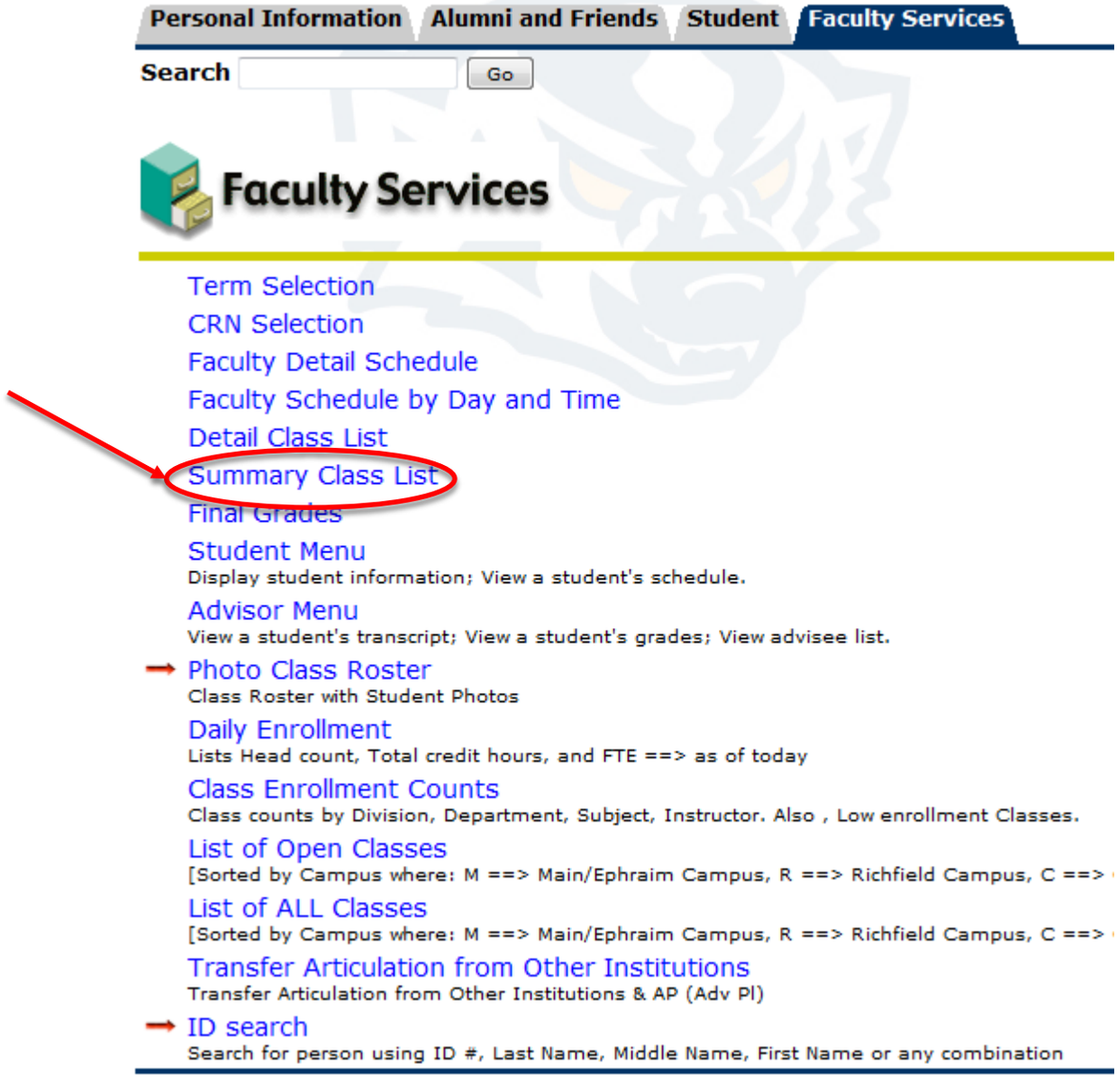
Waitlisting

- Click on Faculty Services



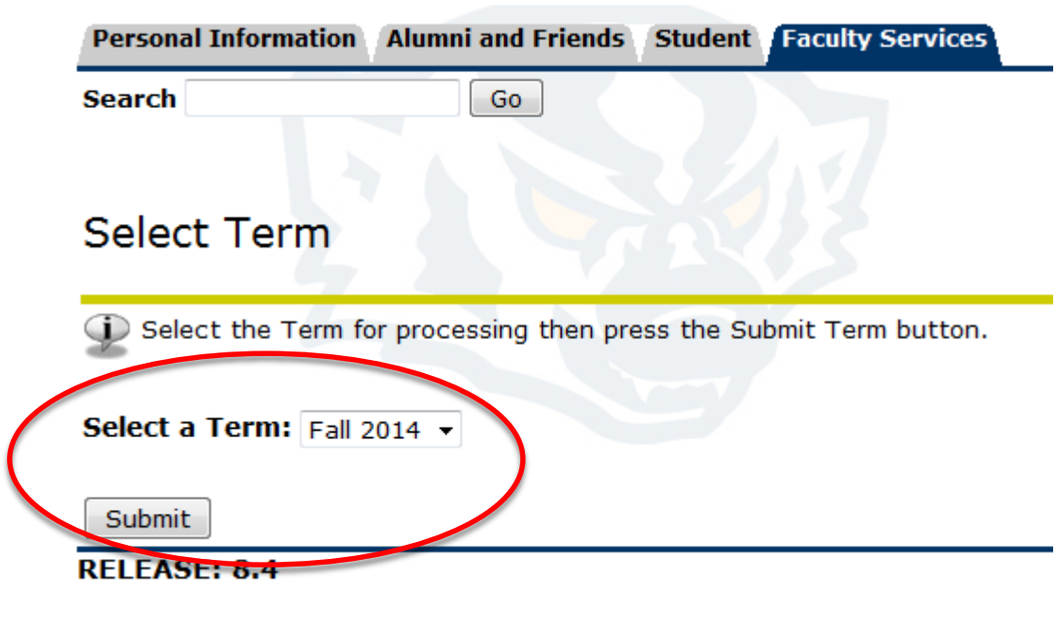
Waitlisting

- Click on Summary Class List

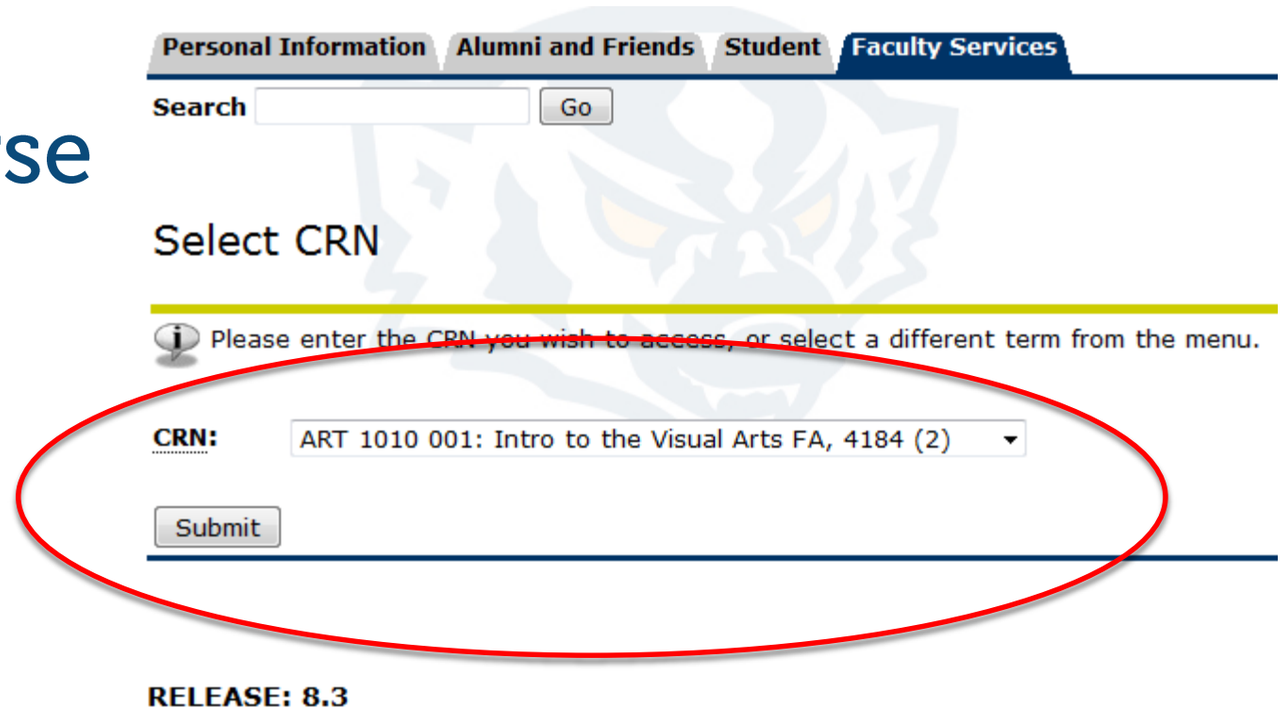


Waitlisting

- Select a Term
- Click Submit



- Select a Course
- Click Submit



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Waitlisting

- Waitlist details for this course:

Personal Information | Alumni and Friends | Student | Faculty Services

Search Go

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.

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

Enrollment and Waitlist Numbers

Course Information

Intro to the Visual Arts FA - ART 1010 001

CRN: 4184
Duration: Aug 20, 2014 - Oct 10, 2014
Status: Active

Enrollment Counts

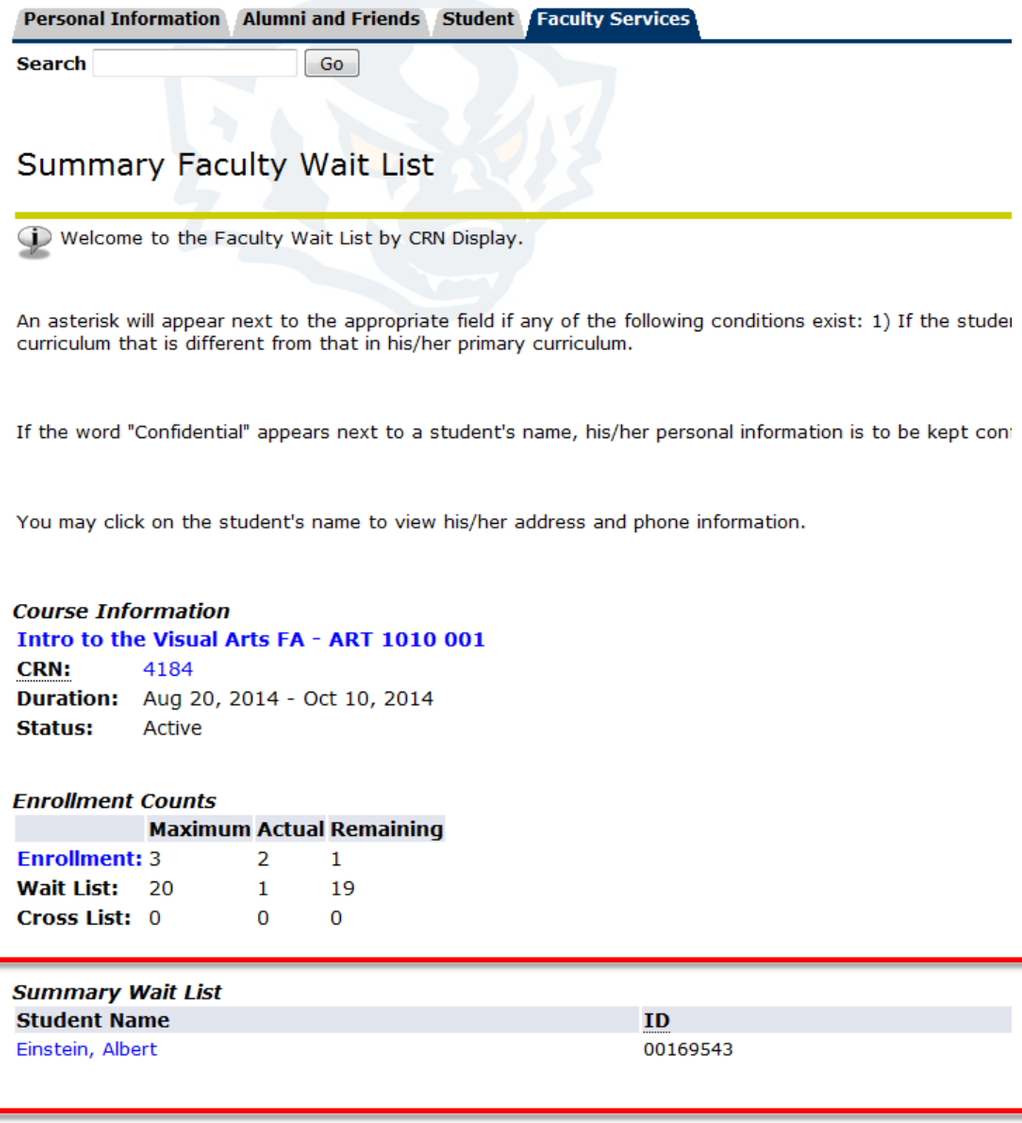
	Maximum	Actual	Remaining
Enrollment:	3	2	1
Wait List:	20	1	19
Cross List:	0	0	0

Summary Class List

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

Waitlisting

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



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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