

How E-Waitlists Work

Electronic Waitlists or “E-Waitlists” allow students to add themselves to an online waitlist on TigerPAWS if a desired class is closed. The system keeps track of the order students sign up and then provides two distinct processes for managing the waitlists: 1) Automatic Processing, and 2) Faculty-Initiated Permission to Register. The first – Automatic Processing – requires no involvement from faculty or department secretaries; it manages waitlists in first-come, first-serve order. The second alternative – Faculty-Initiated Permission to Register – was developed to give faculty the flexibility to approve registrations in closed classes for special cases (just like “pink slips”), with department their secretary’s assistance. In either case, students are notified by email of their permission to register and are responsible for actually registering themselves online for the class prior by the deadline specified in their notification. If the student’s permission to register expires, he or she will be removed from the waitlist. Students may add themselves to waitlists, remove themselves, or if granted permission, register from the waitlist; however, these functions are allowed only during official registration/add/drop periods.

Managing Waitlists

Automatic Waitlist Processing

The system automatically builds a waitlist of students in first-come/first-serve order, and then grants permission to register if seats become available. No action is needed from faculty or department secretaries for first-come, first-serve handling. Instead, at regular intervals during registration/add/drop, the Registrar runs a computer program which checks for openings and triggers batch email notifications of permission to register to students at the top of waitlists. It’s important to note that *email notifications of permission to register are produced at the time the Registrar runs the Automatic Processing program*; permission notices are NOT automatically sent at the instant an enrolled student drops the class. Automatic Processing keeps track of enrollments, currently pending registrations and course capacities before granting permissions to register.

Faculty-Initiated Permission to Register (replaces the “pink slip” process)

With this option a faculty member can override a closed class and approve any student on the waitlist to register in the class. This is accomplished through the department secretary who posts the Faculty-Initiated Permission directly on the Datatel system (a “P” status is entered on the SWLM screen). The student will be allowed to register regardless of the course capacity, the number of pending registrations currently on the waitlist, or number of students enrolled. **This is a closed class override, so care must be taken not over-enroll the classroom.** Before using this option, please note:

- The permission to register in the closed class can only be posted by the secretary during the official registration/add/drop period; not before or after.
- A student must be on the E-Waitlist before permission to register can be granted. Students must place themselves on waitlists using TigerPAWS. Department secretaries cannot place students on E-Waitlists, they can only grant permission to those already on a waitlist.
- The automatic email notification of Faculty-Initiated Permission to Register is sent to the student instantly at the time the secretary posts the permission on the system. (This is a major difference from Automatic Processing, which generates notifications in batch when the Registrar runs a system program.) Permission to register is granted for a limited time. The deadline is normally midnight the next day. Students who don’t register by the deadline are dropped from the waitlist.
- Before granting permission to register in a closed class, **professors must carefully check the number of pending registrations, if any, which may have already been granted by either the Automatic Processing program or by prior Faculty-Initiated Permissions.** Department secretaries can view real-time enrollments and the total number of currently pending registrations; they can also generate reports with this information for you.

Advanced Features (Department Chair Approval required)

Faculty can “manage” the order of students on their waitlists with the assistance of their department secretaries. The secretary changes the order by changing the numerical “rank” of the student(s) on the SWLM screen. The student with the highest rank is automatically moved to the top of the waitlist. If a seat opens, the student at the top of the list receives permission to register the next time the Registrar runs the Automatic Processing program. However, if no seats become available, no students will be offered permission to register. This feature should only be used in extenuating circumstances with the Chair’s approval.