

# Waitlist Tips

1. If you wish to grant permission for a student to enroll in a closed or waitlisted class, ask him/her to sign up on the waitlist on TigerPAWS. Next, have your department secretary grant permission to register (see #3). Please do not use pink slips for e-waitlisted classes!
2. Once a waitlist is established, students cannot register for the class unless they are on the waitlist. Increasing the capacity on a section with a waitlist will create open spots, but only students on the waitlist may register for them.
3. Department secretaries must be able to grant ***“Permission to Register”*** for the faculty member if needed. This process takes only a few seconds by issuing a P on the SWLM screen. Once permission is posted by the secretary, a student immediately receives an email and has until midnight the next day to register for the class.
4. The WLAV process is run by the Registrar’s Office each morning beginning in the second week of registration; by this time, all students have had an opportunity to register and sign on to waitlists. This process automatically grants permission, in batch, to students on the top of any waitlist in a class that has open seats (due to drops or raised caps). To avoid automatic permissions, the section cap must be lowered or “zeroed-out” prior to the daily WLAV process. **If you do not want the first student on the waitlist to get automatic permission, you must notify us immediately to request that we zero out your cap.**
5. All sections that are part of a cross-list must be waitlisted; i.e., INTL 3340-1 and BUSN 3340-1 are cross-listed and both must be waitlisted or neither can be waitlisted. Only one global cap will be used for the waitlisted sections.
6. Permission granted manually on the SWLM by the department secretary can and will override the capacity set for the course. **The section cap must be monitored closely** when granting permissions to register.