New Enhancements to Scheduling and Registration

MAY 2018
Using Reserved Seat Rules and Waitlists on the Same Sections

**BEFORE**
- Departments could use waitlist or reserved seat rules on a section, not both
- Decision was made due to students not being able to enroll when notified of a seat – software issue

**NOW**
- Departments can utilize waitlists and reserved seat rules on the same sections
- Software now correctly handles the enrollment for students
Using Reserved Seat Rules and Waitlists on the Same Sections

- A waitlist corresponds to the specific group of seats designated. Banner will offer a seat to a student on the waitlist when one is available in that group.
  - Application: If a reserved seat becomes available and the student is on the waitlist for the general population seats, the student would not be notified of a seat.
  - Application: The student on a waitlist for a general population seat will be notified when a general population seat becomes available.
    - This happens when a student drops, a pending waitlist notification expires, or the department increases the maximum enrollment or adjusts the reserved seating allotment.
Using Reserved Seat Rules and Waitlists on the Same Sections

- For Learning Community sections, waitlists can be added to the General Population rule only.
  - Block enrollment is “all or none” so adding a waitlist to one section does not work because it does not guarantee enrollment into the whole block. There is no waitlist for blocks.
  - Departments should refrain from placing a waitlist on the reserved seat rule for a Learning Community section.

- For non-Learning Community sections, waitlists can be added to the reserved seat rule, the general population rule, or both.
  - Reserved seat rules may require approval from Committee on Courses.
Using Reserved Seat Rules and Waitlists on the Same Sections
Showing Reserved Seats on the Schedule of Classes

BEFORE

- There was no designation in the Schedule of Classes whether an available seat was reserved or open to the general population
- Waitlist availability displayed for sections without reserved seat rules

NOW

- The Schedule of Classes now indicates how many seats are reserved vs. open to the general population
- Waitlist availability is now expanded to display the specific group the waitlist is for, reserved or general population
### Showing Reserved Seats on the Schedule of Classes

<table>
<thead>
<tr>
<th>Status</th>
<th>Seat Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL 0 of 6 seats remain.</td>
<td>0 of 4 general seats remain. 0 of 2 reserved seats remain.</td>
</tr>
<tr>
<td>3 of 4 seats remain. 2 of 2 waitlist seats remain.</td>
<td>1 of 2 general seats remain. 2 of 2 general waitlist seats remain. 2 of 2 reserved seats remain.</td>
</tr>
<tr>
<td>3 of 5 seats remain. 0 of 1 waitlist seats remain.</td>
<td>0 of 2 general seats remain. 0 of 1 general waitlist seats remain. 3 of 3 reserved seats remain.</td>
</tr>
<tr>
<td>1 of 2 seats remain. 1 of 1 waitlist seats remain.</td>
<td>1 of 1 general seats remain. 1 of 1 general waitlist seats remain. 1 of 1 reserved seats remain.</td>
</tr>
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</tr>
</tbody>
</table>
Sections with multiple reserved seat rules will show an aggregate total of reserved seats on the Schedule of Classes. These sections are allocated to more than one cohort.
Showing Reserved Seats on the Schedule of Classes

Sections with a waitlist and without reserved seating continue to display as they have been.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course Number</th>
<th>Title</th>
<th>Units</th>
<th>Meeting Times</th>
<th>Instructor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>15238</td>
<td>FREN</td>
<td>French</td>
<td>INTRODUCTION TO F Lecture</td>
<td>4</td>
<td>M T W F 03:10 PM - 04:00</td>
<td>Trub, Kelle (Primary)</td>
<td>25 of 25 seats remain. 99 of 99 waitlist seats remain.</td>
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Showing Reserved Seats on the Schedule of Classes

Departments may indicate who the seats are reserved for by entering a schedule note. See Banner - Add Section Text Long Field for steps.
Viewing Waitlisted Students for Sections with Reserved Seats

**BEFORE**
- Staff utilize SFAWLPR and SFAWXLP (for cross-listed sections) to view students waiting on waitlists

**NOW**
- Staff utilize SFAWLPR, SFAWXLP, and SFARWLP. SFARWLP is where to view students on the waitlist when there is reserved seating.
Viewing Waitlisted Students for Sections with Reserved Seats

- As mentioned before, Banner will only notify a student of a seat when one becomes available for their group.

- Application: Waitlists for reserved groups and the general population are processed separately. One or both waitlists can be viewed on SFARWLP.

- Application: This is the same concept of how Banner does waitlists for cross-listed sections. The student is notified when a seat for their “group”, or subject, becomes available.
Viewing Waitlisted Students for Sections with Reserved Seats

In SFARWLP, use the scroll bar in the top block to navigate between the 2 waitlists. If there is criteria such as a field of study or cohort, that is the reserved seat rule and waitlist. David is first in line for the reserved seats.
Viewing Waitlisted Students for Sections with Reserved Seats

In SFARWLP, use the scroll bar in the top block to navigate between the 2 waitlists. If there is no criteria you are viewing the general population rule and waitlist. Jennifer is first in line for the general population seats.
Resources for you

- Academic Scheduling documentation on UCRBanner.ucr.edu:
  - Banner - Add Reserved Seating and Waitlist
  - Banner - Learning Community Cohort and Block Schedule Preparation for Colleges
  - Banner - Learning Community Overview

- Registration documentation on UCRBanner.ucr.edu:
  - Enrollment – Adding a Student to the Waitlist
  - Waitlisting
  - Enrollment – Understanding Course Information

- Academic Scheduling training, June 14, 2pm. Sign up in LMS.
- Registration and Waitlisting training, May 18, 9am. Sign up in LMS by 5/16.
Questions?

We appreciate your efforts to be here and engage in rolling out these enhancements for the campus!