HOW TO ADD TO OR DROP FROM A WAITLIST IN R'WEB

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REVISION HISTORY

Version	Date	Name	Description

INTRODUCTION AND PURPOSE

The waitlist is a feature departments utilize to automatically mange student enrollment when a course is at capacity.

The waitlist will either be on the lecture or on the smallest section of the linked activities only. For example, in a lecture/discussion pair the waitlist will only be on the discussion since it is the smallest section. The student does **not** select all of the linked sections when enrolling into a waitlist. When a seat becomes available in the smallest waitlisted section there will be a seat available in the corresponding lecture and the student can enroll in both sections simultaneously.

Students will also have the option to waitlist a section if there is a time conflict with a registered section. The student will have to resolve the time conflict error when they determine which section(s) to enroll in.

Waitlisted units do not count toward the max number of units allowed. The maximum units will be upheld when the student enrolls in sections.

Students will not be able to waitlist another section of a course they are already enrolled in. For example, they will not be able to waitlist another discussion if they are already enrolled in a discussion for that course.

The following restrictions are enforced when a student adds to a waitlist:

- Prerequisites. During prerequisite failure reviews at the end of a term a department will drop any waitlisted students.
- Permission by Department, Enrollment Manager, or Instructor.
- Restrictions (i.e. by class, level, and major).

Once enrolled in a waitlist, the student will be notified via R'Mail if and when a seat becomes available. The e-mail will specify a seat is available with a 24 hour time stamp deadline to either accept or decline the seat. The available seat is reserved for the student for 24 hours (including weekends and holidays). If a student opts to enroll for the section(s) they will be required to enroll in any linked activities and will have to determine which time conflicted section(s) to enroll in before the 24 hour deadline. If the waitlisted student attempts to register for the section before their time stamp expires, and a registration error occurs (such as a time conflict, prerequisite, co requisite, and so on), the student's priority on the waitlist is maintained until the 24 hour time stamp deadline. If the waitlisted student accidentally drops them self from the waitlist after receiving notification of an available seat the student is still able to add into the section because the student's priority on the waitlist is maintained until the 24 hour time stamp expires.

R'Web allows a student to view their position on the waitlist and the time stamp deadline to accept a seat in the section once space becomes available. Students, please review *How to View Your Waitlist Position and Expiration Time in R'Web* for instructions on how to view your waitlist position and the 24 hour time stamp deadline.

Waitlists will close when R'Web closes for the add/drop deadline for the term. Please visit our Academic Calendar online for deadlines.

Undergraduate students may continue to request changes to their class schedule after R'Web closes by completing an online Enrollment Adjustment Form (EAF) available at MyForms.ucr.edu. Graduate students seeking to make changes to their enrollment after R'Web closes may obtain a paper EAF from their department's Graduate Program Coordinator.

The EAF is utilized to add or drop a section(s), and/or change the grading basis, or unit value of a section(s). Please visit the <u>Academic</u> Calendar to determine when the EAF has a processing fee.

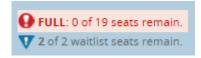
This document will demonstrate how to:

- 1. Add to a Waitlist for a Class that Only Requires One Activity
- 2. Add to a Waitlist for a Class that Has Linked Activities
- 3. Drop from a Waitlist

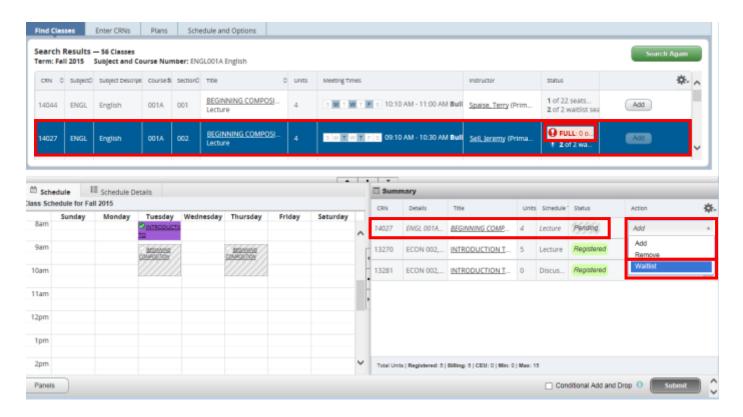
PROCEDURES

ADD TO A WAITLIST FOR A CLASS THAT ONLY REQUIRES ONE ACTIVITY

- 1. Identify the section is full and there is an open waitlist
 - a. The status column will have a FULL: 0 of 19 seats remain. icon. This red exclamation mark icon is visible when the section is full.
 - i. Hover over the **FULL message** and you will see the status of the section, if a waitlist is available, and if there are any spots on the waitlist. The example below reads the class is full, but there are two open spots in the waitlist.



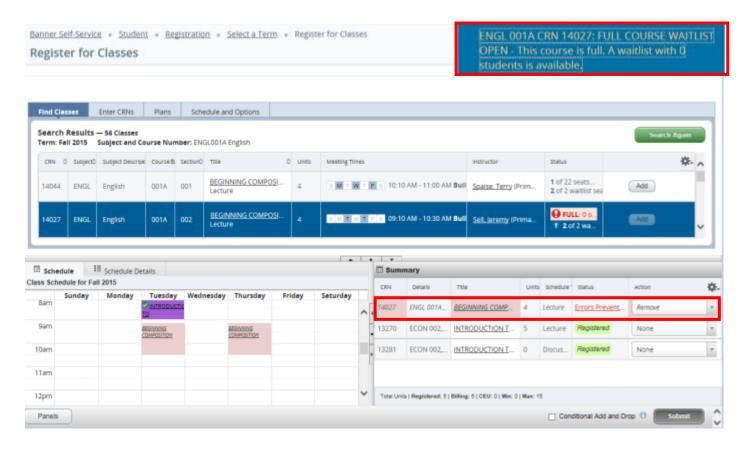
ii. To add into the waitlist press Add and the section will appear in your Summary panel.



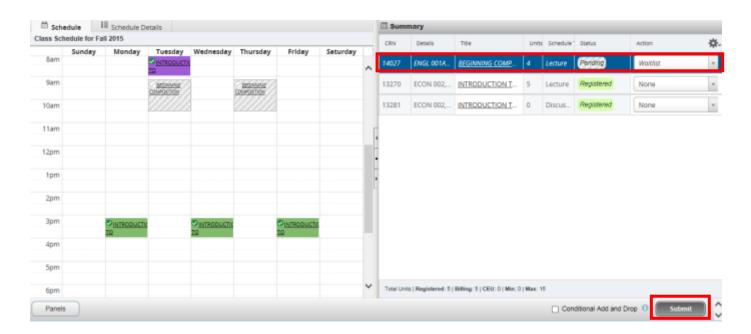
b. You may also select the course title to view additional class details and select the **Enrollment/Waitlist** tab to see if a waitlist is being offered. This example reads the class is full but there are two open spots in the waitlist.



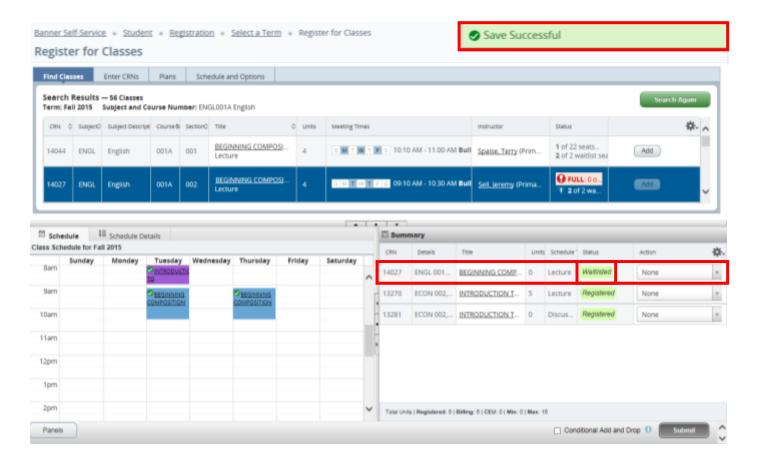
c. An error message is received when attempting to add the section in Summary: the course is full but there is an open waitlist. In the example below there are 0 students on the waitlist and the waitlist is available.



2. In the Summary panel change the Action to Waitlist and press submit.



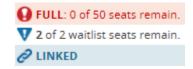
3. You have successfully added into the waitlist if your status reads Waitlisted.



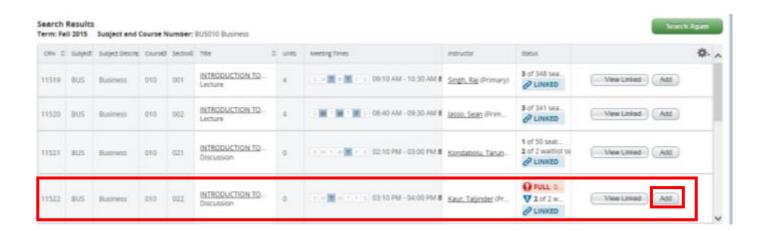
ADD TO A WAITLIST FOR A CLASS THAT HAS LINKED ACTIVITIES

As mentioned earlier, if a waitlist is available for a section that has linked activities the waitlist will be on the smallest section of the linked activities only. For example, in a lecture and discussion pair the waitlist will only be on the discussion since it is the smallest section. The student only selects the smallest activity when enrolling into a waitlist for linked sections.

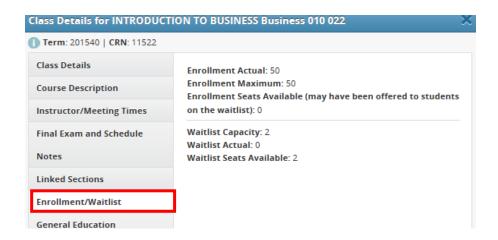
- 1. Identify the section is full and there is an open waitlist.
 - a. The status column will have an FULL: 0 of 19 seats remain. icon. This red exclamation mark icon is visible when the section is full.
 - i. Under the Status column, hover over the **FULL message** and you will see the status of the section, if a waitlist is available, and if there are any spots on the waitlist. This linked activity example below reads the class is full, but there are two open spots in the waitlist.



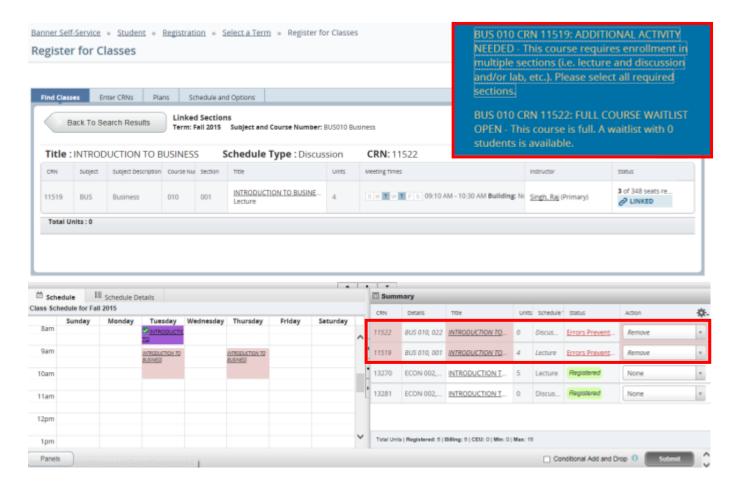
ii. If the smallest section of the desired linked activities is full, press **Add** and the section is added to the Summary panel.



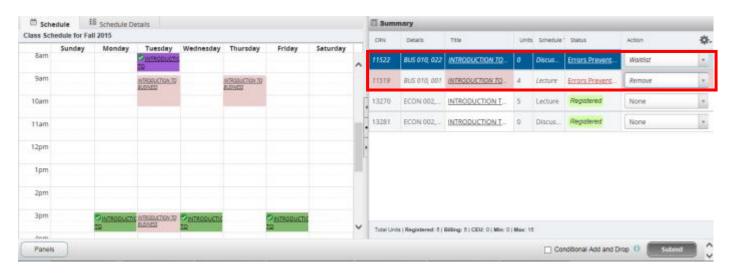
b. You may also select the course title to view additional class details and select the **Enrollment/Waitlist** tab to see if a waitlist is being offered. This example reads the class is full but there are two open spots in the waitlist.



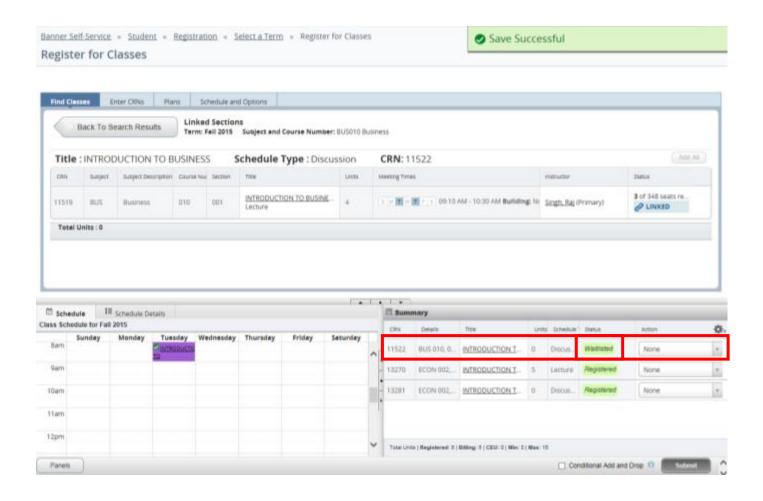
- c. Error messages are received when attempting to add the linked activities in the Summary panel:
 - i. **FULL COURSE WAITLIST**: the section is full but there is an open waitlist. In the example below there are 0 students on the waitlist.
 - ii. **ADDITIONAL ACTIVITY NEEDED**: This section requires enrollment in multiple activities. This error will appear when registration is not successful in at least one of the required linked activities.



- 2. Navigate to the smallest activity and change the **Action** to **Waitlist**. If the primary activity is also in the Summary panel like the example below change the **Action** to **Remove**.
 - a. When you are notified of a seat in the class, please refer to *How to Enroll After Receiving a Waitlist Notification in R'Web* because registration into **all** of the linked activities is required for successful enrollment.

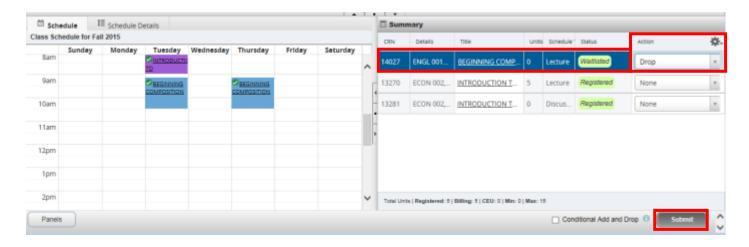


- 3. Press submit.
- 4. You have successfully added into the waitlist if your status reads Waitlisted.



DROP FROM A WAITLIST

1. Navigate to the waitlisted section and change the Action to **Drop** and press **Submit**.



2. You have been successfully dropped from the waitlist if the status reads **Dropped**.

