

HOW TO VIEW A WAITLIST POSITION AND EXPIRATION TIME IN R'WEB

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REVISION HISTORY

Version	Date	Name	Description

INTRODUCTION AND PURPOSE

The waitlist is a feature department utilize to automatically manage 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.

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.

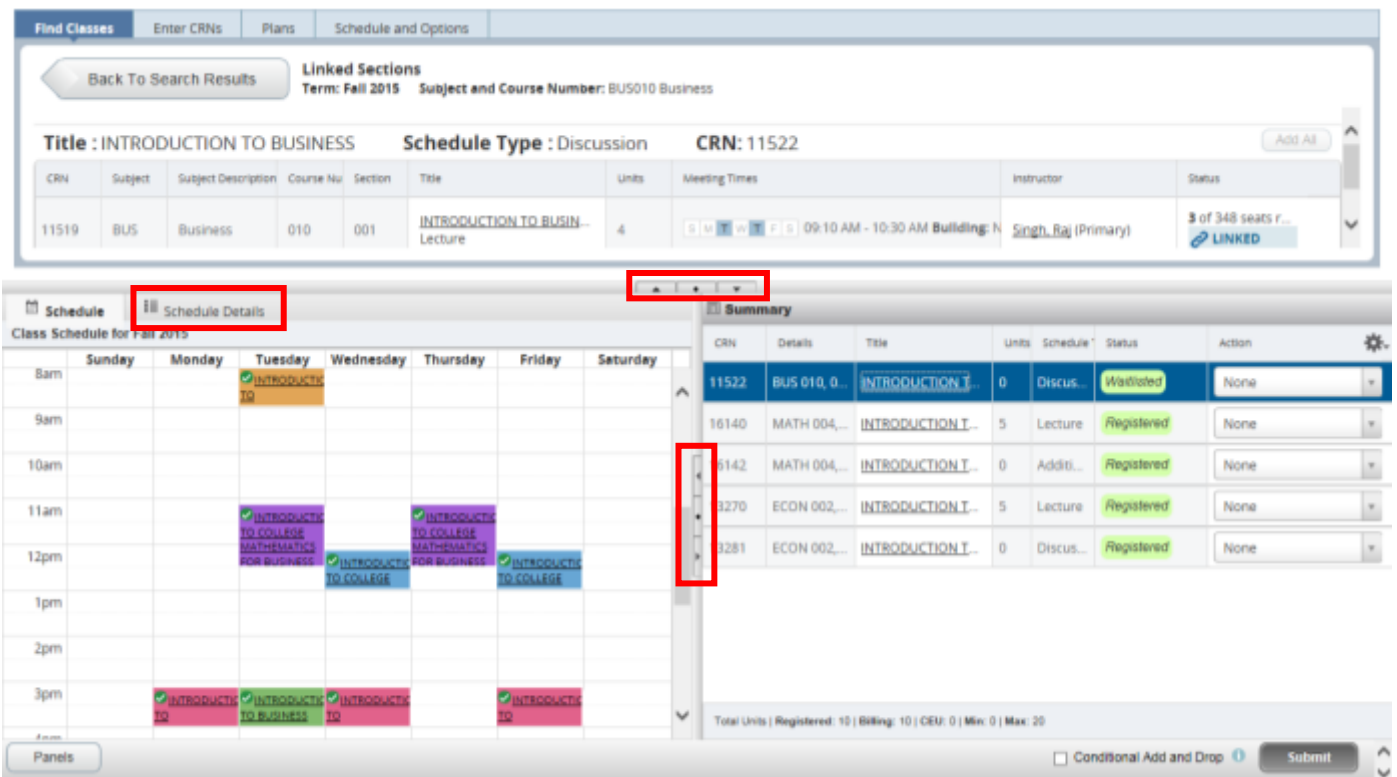
The EAF is utilized to add or drop a section(s), and/or change the grading basis, or unit value of a section(s). Please visit the [Academic Calendar](#) to determine when the EAF has a processing fee.

This document will demonstrate how to view your waitlist position and expiration time in R'Web.

PROCEDURES

There are various ways to view a student's status in the waitlist in R'Web. A student can view their waitlist position from **Find Classes**, **Enter CRNs**, **Plans**, or the **Schedule and Options** tab.

1. Navigate to the **Schedule Details** tab. Feel free to minimize or maximize the panel by utilizing the toggle arrows.



2. Click on the **Schedule Details** tab. Feel free to minimize or maximize the panel by utilizing the toggle arrows mentioned in Step 1.

Schedule **Schedule Details**

Class Schedule for Fall 2015

- ▶ **INTRODUCTION TO BUSINESS** | Business 010 Section 022 | Class Begin: 09/24/2015 | Class End: 12/04/2015 Waitlisted
 - 09/24/2015 -- 12/04/2015 S M T W T F S 03:10 PM - 04:00 PM Location: None Building: None Room: None
 - Instructor: [Kaur, Taljinder](#) (Primary)
 - CRN: 11522
- ▶ **INTRODUCTION TO COLLEGE MATHEMATICS FOR BUSINESS AND THE SOCIAL SCIENCES** | Mathematics 004 Section 010 | Class Begin: 09/24/2015 | Class End: 12/04/2015 Registered
 - 09/24/2015 -- 12/04/2015 S M T W T F S 11:10 AM - 12:30 PM Location: None Building: None Room: None
 - Instructor: [Villa, Jose](#) (Primary)
 - CRN: 16140
- ▶ **INTRODUCTION TO COLLEGE MATHEMATICS FOR BUSINESS AND THE SOCIAL SCIENCES** | Mathematics 004 Section 012 | Class Begin: 09/24/2015 | Class End: 12/04/2015 Registered
 - 09/24/2015 -- 12/04/2015 S M T W T F S 12:10 PM - 01:00 PM Location: None Building: None Room: None
 - Instructor: [Britton, Jolene](#) (Primary)
 - CRN: 16142
- ▶ **INTRODUCTION TO MACROECONOMICS** | Economics 002 Section 001 | Class Begin: 09/24/2015 | Class End: 12/04/2015 Registered
 - 09/24/2015 -- 12/04/2015 S M T W T F S 03:10 PM - 04:00 PM Location: None Building: None Room: None
 - Instructor: [McLaren, Craig](#) (Primary)
 - CRN: 13270
- ▶ **INTRODUCTION TO MACROECONOMICS** | Economics 002 Section 031 | Class Begin: 09/24/2015 | Class End: 12/04/2015 Registered
 - 09/24/2015 -- 12/04/2015 S M T W T F S 08:10 AM - 09:00 AM Location: None Building: None Room: None
 - Instructor: [Ro, Yoon](#) (Primary)
 - CRN: 13281

3. Navigate to the Waitlisted section in the Summary panel and select the triangle arrow button on the left hand side and it will expand.
 - a. Additional section details will appear on the bottom which include a message, unit hours, level of the course, campus, schedule type, instruction method, grade mode, **waitlist position**, and **notification expiration date**.

Schedule **Schedule Details**

Class Schedule for Fall 2015

- ▼ **INTRODUCTION TO BUSINESS** | Business 010 Section 022 | Class Begin: 09/24/2015 | Class End: 12/04/2015 Waitlisted
 - 09/24/2015 -- 12/04/2015 S M T W T F S 03:10 PM - 04:00 PM Location: None Building: None Room: None
 - Instructor: [Kaur, Taljinder](#) (Primary)
 - CRN: 11522
 - Message: Waitlisted | Hours: 0 | Level: Undergraduate | Campus: Riverside | Schedule Type: Discussion | Instructional Method: In-Person | Grade Mode: Letter | Waitlist Position: 1 | Notification Expires: None
- ▶ **INTRODUCTION TO COLLEGE MATHEMATICS FOR BUSINESS AND THE SOCIAL SCIENCES** | Mathematics 004 Section 010 | Class Begin: 09/24/2015 | Class End: 12/04/2015 Registered
 - 09/24/2015 -- 12/04/2015 S M T W T F S 11:10 AM - 12:30 PM Location: None Building: None Room: None
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4. The student can view their waitlist position and see if they're still on the waitlist or have been notified of an available seat.
 - a. In this example, the student is the 1st student on the waitlist because **Waitlist Position** reads **1**
 - b. A notification has not been delivered to the student yet because **Notification Expires** reads **None**.

▼ **INTRODUCTION TO BUSINESS** | Business 010 Section 022 | **Class Begin:** 09/24/2015 | **Waitlisted**
Class End: 12/04/2015 09/24/2015 --

12/04/2015 S M T W T F S 03:10 PM - 04:00 PM **Location:** None **Building:** None **Room:** None
Instructor: [Kaur, Taljinder](#) (Primary)
CRN: 11522

Message: Waitlisted | **Hours:** 0 | **Level:** Undergraduate | **Campus:** Riverside | **Schedule Type:** Discussion |
Instructional Method: In-Person | **Grade Mode:** Letter | **Waitlist Position: 1** | **Notification Expires: None**

5. As mentioned earlier, once a seat becomes available the student will receive an e-mail in their R'Mail informing them a seat is available and they have 24 hours to take action and enroll in the course. The time stamp will not only be included in the e-mail but also available to view here. The Waitlist position will change to "0" and the Notification Expires will provide the 24 hour notification expiration.
 - a. In this example, the student was offered a seat in the class and has until 8/31/2016 06:51pm to take action.

▼ **INTRODUCTION TO BUSINESS** | Business 010 Section 022 | **Class Begin:** 09/24/2015 | **Class End:** 12/04/2015 | **Waitlisted**
09/24/2015 --

12/04/2015 S M T W T F S 03:10 PM - 04:00 PM **Location:** None **Building:** None **Room:** None
Instructor: [Kaur, Taljinder](#) (Primary)
CRN: 11522

Message: Waitlisted | **Hours:** 0 | **Level:** Undergraduate | **Campus:** Riverside | **Schedule Type:** Discussion | **Instructional Method:** In-Person |
Grade Mode: Letter | **Waitlist Position: 0** | **Notification Expires: 08/31/2016 06:51 PM**