Waiting Lists – Issues and Questions

- Information for departments with the options and process of how to set up wait lists in SIS
  - What resources and tutorials are available?
  - Do we have examples of best practices from departments in utilizing wait lists for course registration and planning?

- Diverse methods and purposes for departments to utilize course wait lists.
  - How do different department/colleges utilize waiting lists and why? In other words, what is their rationale for using them the way that they do?
  - If a department uses the waiting lists, is the process working like it should? If no, how could waiting lists be changed to make it better for department and students?
  - If a department is NOT using a wait list, why not? Are departments using alternate methods of hosting waiting lists or determining course demand?
  - What are the benefits and is there a need for consistency?
    - Do we establish 3-4 recommended (or required) ways for a department to use the electronic waiting list?
  - Do we have a need and purpose to utilize the electronic waiting list at all?

- Clear and consistent messaging for students about the process of utilizing the wait lists during registration
  - Why are waiting lists confusing for students?
  - How will or will the student automatically get moved from the wait list to be enrolled in the class if a spot opens?
  - Develop common messaging options for courses with waiting lists to use in schedule of classes / class search in “Notes”

- Courses set up with wait lists each semester which will not be utilized
  - If department/instructor will not use the wait list, remove the option for the course

- Student impact and use of the waiting list
  - Student placing name on waiting list count towards the 18 unit semester limit (i.e. if a student places their name on a waiting list for four 3-unit classes, the student can only register for 6 more units for the semester)
  - Student placing name on wait list but not registering for another section of the same course for which seats are still available