



# **It's Never too Late to Wait(list)!**

MABUG Conference  
October 2018

# Presenters

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Senior Associate Registrar  
University of Mary Washington



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Administration & Enrollment  
University of Mary Washington



# Session Rules of Etiquette

- Please turn off your cell phones
- If you must leave the session, please do so discreetly as possible
- Please avoid side conversations during the presentation

# University of Mary Washington at a Glance



- Located in Fredericksburg, VA
- Founded in 1908
- Coeducational, public institution that offers graduate and undergraduate degrees
- Three Colleges (Arts & Sciences, Education, Business)
- Three Campuses (Fredericksburg, Stafford, Dahlgren)
- Located within an hour's drive of both Washington, D.C., and Richmond, VA
- Approximately 4,000 undergraduate students and 500 graduate/non-traditional students
- Average class size: 22 students
- School colors: Blue & Gray
- School mascot: UMW Eagle
- **Came up with the name for Degree Works™!**





# Introduction

Discover how after years of avoiding the waitlist feature in Banner, UMW began utilizing it to great advantage in order to streamline and improve the registration process as well as improve student satisfaction.

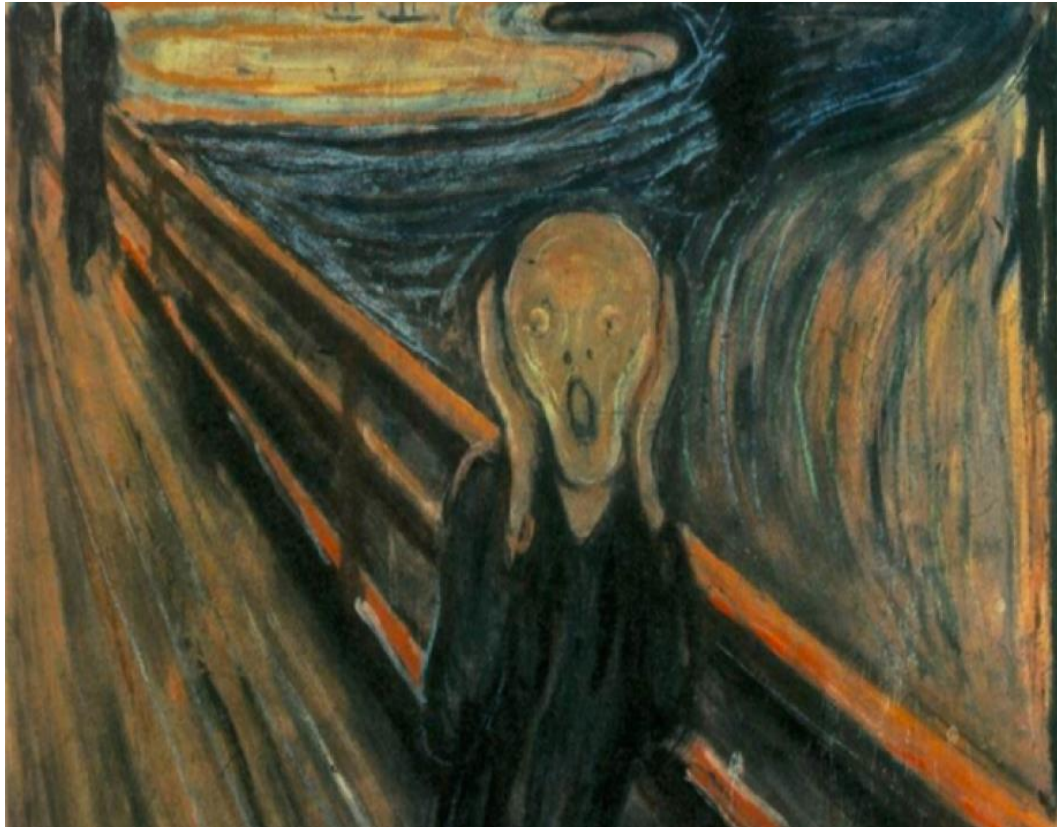


# Why Waitlist?

- Improve Registration Process
- Eliminate Permission of Instructor Issues
- Avoid Closed Class Permission Chaos
- Phase Out Departmental Waitlists
- Gauge Demand for Courses
- Increase Student Satisfaction & Retention
- Move into the 21<sup>st</sup> Century

# Background

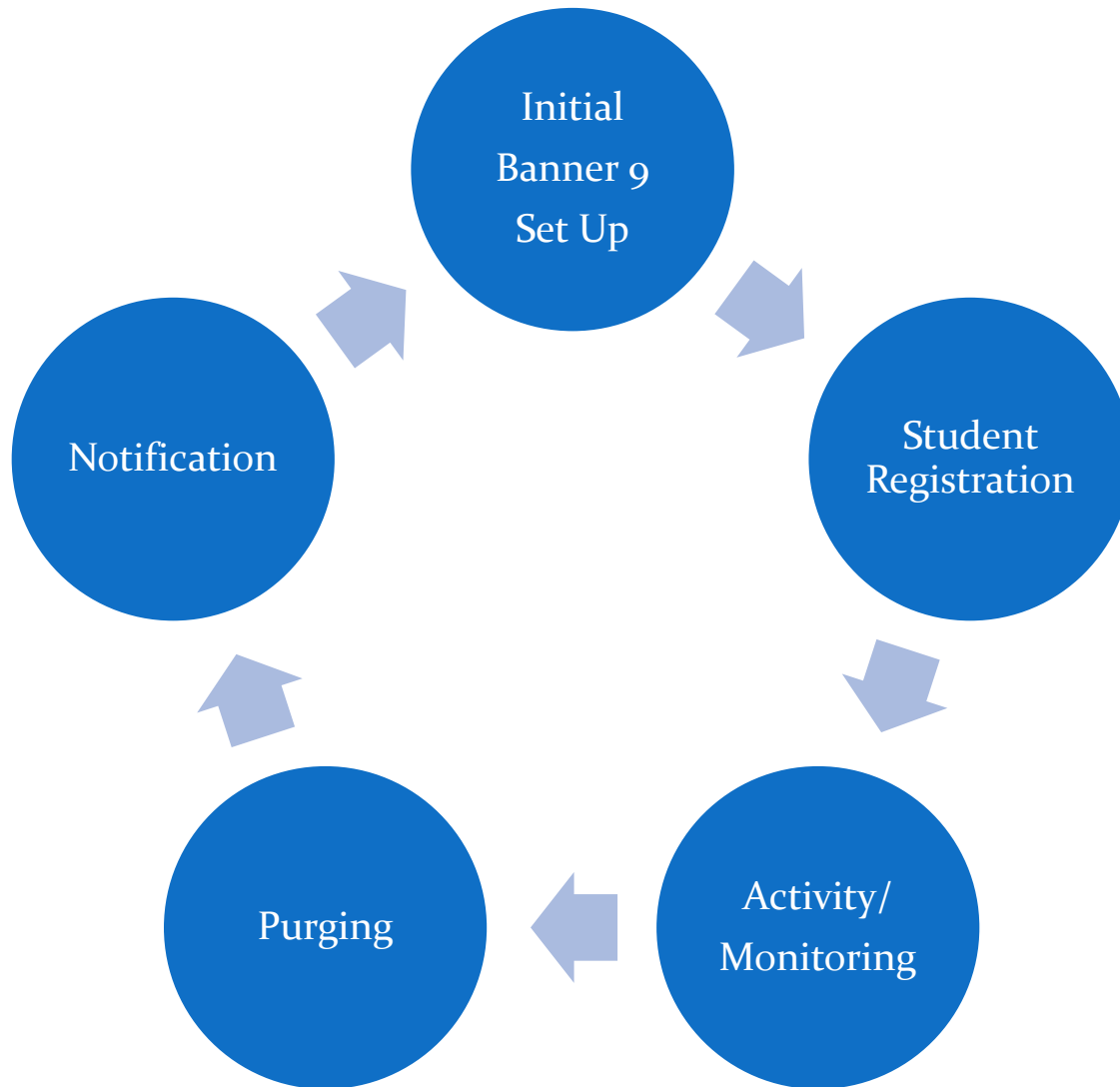
UMW did not start using the waitlisting feature in Banner until Spring 2013!



# Learning Objective

Learn how to set up waitlisting in Banner 9 in order to improve the registration process, assist staff & faculty determine class demand, and increase student satisfaction and retention, and take that big, bold leap into the 21<sup>st</sup> century!\*

*\*even if it is technically 2018*





**The waitlisting  
feature is  
awesome!**

**Seriously,  
our Registrar's Office  
staff is the best for  
implementing  
this amazing feature  
that is available in  
Banner!**

# Initial Banner 9 Set Up

GTVLETR

SOAELTL

SOAELTR

STVRSTS

SFARSTS

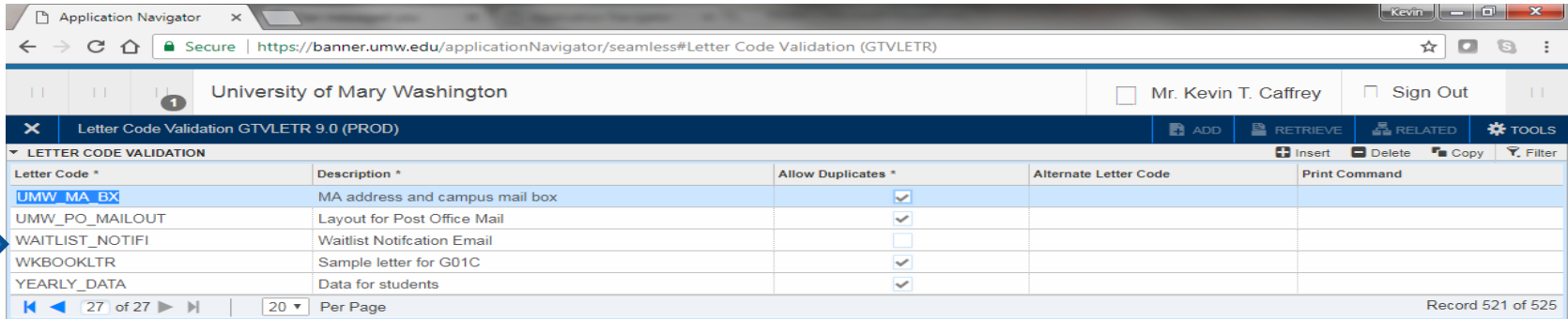
SOAWLTC

SSASECT

SOATERM

# GTVLETR

## Define Letter Code in GTVLETR

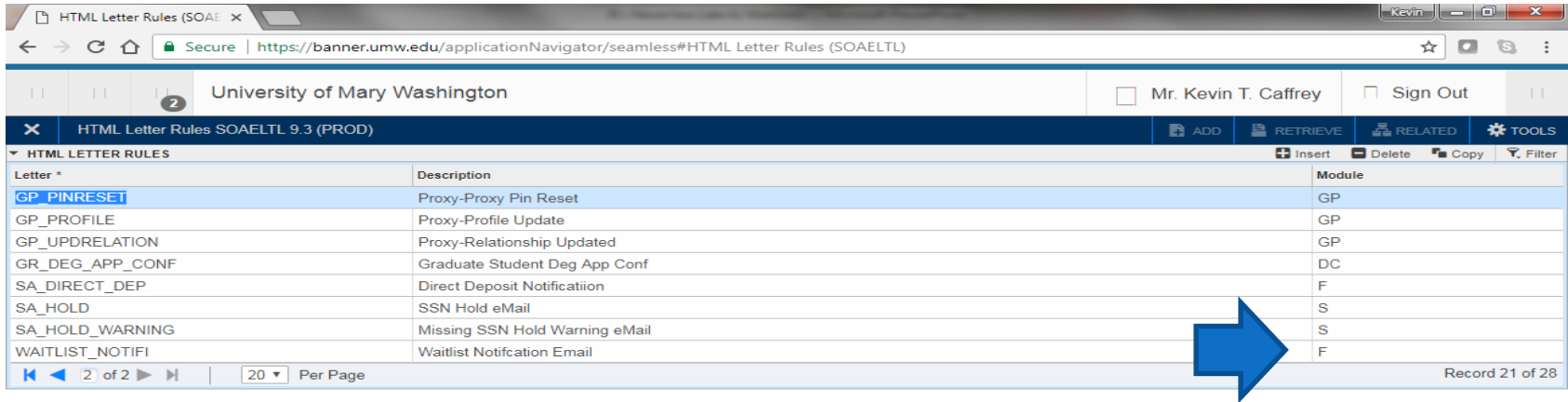


The screenshot shows the 'Letter Code Validation' table in the GTVLETR application. The table has five columns: Letter Code, Description, Allow Duplicates, Alternate Letter Code, and Print Command. The first row, 'UMW\_MA\_BX', is highlighted in blue and has a blue arrow pointing to it from the left. The table also includes a toolbar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons, and a footer with 'Record 521 of 525'.

Letter Code *	Description *	Allow Duplicates *	Alternate Letter Code	Print Command
UMW_MA_BX	MA address and campus mail box	<input checked="" type="checkbox"/>		
UMW_PO_MAILOUT	Layout for Post Office Mail	<input checked="" type="checkbox"/>		
WAITLIST_NOTIFI	Waitlist Notification Email	<input type="checkbox"/>		
WKBOOKLTR	Sample letter for G01C	<input checked="" type="checkbox"/>		
YEARLY_DATA	Data for students	<input checked="" type="checkbox"/>		

# SOAELTL

## Add Waitlist Notification Letter Code in SOAELTL



HTML Letter Rules (SOAELTL) | University of Mary Washington | Mr. Kevin T. Caffrey | Sign Out

HTML Letter Rules SOAELTL 9.3 (PROD)

Letter *	Description	Module
<b>GP_PINRESET</b>	Proxy-Proxy Pin Reset	GP
GP_PROFILE	Proxy-Profile Update	GP
GP_UPDRELATION	Proxy-Relationship Updated	GP
GR_DEG_APP_CONF	Graduate Student Deg App Conf	DC
SA_DIRECT_DEP	Direct Deposit Notification	F
SA_HOLD	SSN Hold eMail	S
SA_HOLD_WARNING	Missing SSN Hold Warning eMail	S
WAITLIST_NOTIFI	Waitlist Notification Email	F

Record 21 of 28

Module = F/Registration

# SOAELTR

## Create Email Notification Letter in SOAELTR

Application Navigator x  
Secure | https://banner.umw.edu/applicationNavigator/seamless#Format HTML Letter Rules (SOAELTR)

University of Mary Washington | Mr. Kevin T. Caffrey | Sign Out

Format HTML Letter Rules SOAELTR 9.3 (PROD) | ADD | RETRIEVE | RELATED | TOOLS

Letter Code: WAITLIST\_NOTIFI | Waitlist Notification Email | Copy Letter | Start Over

EMAIL LETTER | Insert | Delete | Copy | Filter

Display Letter | Re-sequence and Save

Sequence Number	Formatting	Variable	Text
1	New Paragraph		Dear Student
2		ID	
3	New Line		You placed yourself on a Waitlist for
4		COURSE_TITLE	
5		COURSE_NUMBER	
6		SECTION_NUMBER	
7		CRN_KEY	
8	New Paragraph		An open seat is now available and you have 48 hours from the time this email w...
9	New Paragraph		-Log into myUMW Banner Self Service
10	New Line		-Choose Student & Financial Aid
11	New Line		-Choose Registration & Select Current Term
12	New Line		-Choose Register or Add/Drop Classes
13	New Line		-Choose appropriate action (Web Registered to register; DROP WEB to remove ...
14	New Paragraph		*If you are a College of Business graduate student with a Foundation First or E...
15	New Line		Agreement Hold on your record, you must submit a Course Registration Reque...
16	New Line		to the Office of the Registrar in order to be registered. Fax: 540-286-8005
17	New Paragraph		If you fail to take action within the 48 hour time period you will be removed from t...
18	New Line		You will NOT receive a notification of this.
19	New Paragraph		For more information, please visit us at:
20	New Line		University of Mary Washington

1 of 2 | 20 Per Page | Record 1 of 23

Application Navigator x  
Secure | https://banner.umw.edu/applicationNavigator/seamless#Format HTML Letter Rules (SOAELTR)

University of Mary Washington | Mr. Kevin T. Caffrey | Sign Out

Format HTML Letter Rules SOAELTR 9.3 (PROD) | ADD | RETRIEVE | RELATED | TOOLS

Letter Code: WAITLIST\_NOTIFI | Waitlist Notification Email | Copy Letter | Start Over

EMAIL LETTER | Insert | Delete | Copy | Filter

Display Letter | Re-sequence and Save

Sequence Number	Formatting	Variable	Text
21	New Line		Office of the Registrar
22	New Line		http://www.umw.edu/registrar
23	New Line		(540) 654-1063

2 of 2 | 20 Per Page | Record 21 of 23

Application Navigator x Kevin

Secure | https://banner.umw.edu/applicationNavigator/seamless#Format HTML Letter Rules (SOAELTR)

University of Mary Washington Mr. Kevin T. Caffrey Sign Out

Format HTML Letter Rules SOAELTR 9.3 (PROD) ADD RETRIEVE RELATED TOOLS

Letter Code: WAITLIST\_NOTIFI Waitlist Notification Email Copy Letter Start Over

FORMAT HTML LETTER RULES Insert Delete Copy Filter

Return

Letter Code WAITLIST\_NOTIFI Waitlist Notification Email

Dear Student <ID>  
You placed yourself on a Waitlist for <COURSE\_TITLE> <COURSE\_NUMBER>  
<SECTION\_NUMBER> <CRN\_KEY>

An open seat is now available and you have 48 hours from the time this email was sent to:

- Log into myUMW Banner Self Service
- Choose Student & Financial Aid
- Choose Registration & Select Current Term
- Choose Register or Add/Drop Classes
- Choose appropriate action (Web Registered to register; DROP WEB to remove yourself from the Waitlist) & Click Submit Changes

\*If you are a College of Business graduate student with a Foundation First or Enrollment Agreement Hold on your record, you must submit a Course Registration Request form to the Office of the Registrar in order to be registered. Fax: 540-286-8005

If you fail to take action within the 48 hour time period you will be removed from the wait list. You will NOT receive a notification of this.

For more information, please visit us at:  
University of Mary Washington  
Office of the Registrar  
<http://www.umw.edu/registrar>  
(540) 654-1063

### Helpful Tips:

- Clear Directions
- Notes/Stipulations
- Ramifications
- Contact Info

# STVRSTS

## Set up Waitlist Registration Code

Application Navigator x Kevin

Secure | https://banner.umw.edu/applicationNavigator/seamless#Course%20Registration%20Status%20Code%20Validation%20(STVRSTS)

University of Mary Washington Mr. Kevin T. Caffrey Sign Out ?

Course Registration Status Code Validation STVRSTS 9.3 (PROD) ADD RETRIEVE RELATED TOOLS

COURSE REGISTRATION STATUS CODE VALIDATION Insert Delete Copy Filter

Status Code *	Description *	Action Description	Allowed to Enter *	Count in Enrollment *	Count in Assessment *	Count in Attempted	Count i
AP	DNU-Appealed Withdrawn		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
AU	Audit		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AW	Administrative Withdrawal		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CC	Cancelled Course		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CS	Cancelled Student		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CW	Withdrawn Student		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
DC	Drop Course		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DD	Drop/Delete		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DW	Drop Web	Drop Web	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RE	**Registered**		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RW	**Web Registered**	**Web Registered**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
WA	Withdrawn Administrative		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
WC	Withdrawn Course		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
WL	Wait Listed	Wait Listed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WN	Withdrawn Student		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
WS	Withdrawn Student		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

1 of 1 Per Page Record 1 of 16

Application Navigator | A publishing platform fo... | Kevin

Secure | https://banner.umw.edu/applicationNavigator/seamless#Course%20Registration%20Status%20Code%20Validation%20(STVRSTS)

University of Mary Washington | Mr. Kevin T. Caffrey | Sign Out

Course Registration Status Code Validation STVRSTS 9.3 (PROD)

COURSE REGISTRATION STATUS CODE VALIDATION

Status Code *	Description *	Count in Time	Status	Withdrawal Indicator	Waitlist Indicator *	Gradable Indicator *	Auto Grade	Print on Schedule
AP	DNU-Appealed Withdrawn		✓	✓				W
AU	Audit		✓					NG
AW	Administrative Withdrawal		✓	✓				
CC	Cancelled Course		✓	✓				
CS	Cancelled Student		✓					
CW	Withdrawn Student		✓	✓				
DC	Drop Course		✓	✓				
DD	Drop/Delete		✓					
DW	Drop Web		✓					
RE	**Registered**		✓			✓		
RW	**Web Registered**		✓			✓		
WA	Withdrawn Administrative		✓	✓				W
WC	Withdrawn Course		✓	✓				W
WL	Wait Listed		✓		✓			
WN	Withdrawn Student		✓	✓				
WS	Withdrawn Student		✓	✓				W

1 of 1 | 20 Per Page | Record 1 of 16

Application Navigator | A publishing platform fo... | Kevin

Secure | https://banner.umw.edu/applicationNavigator/seamless#Course%20Registration%20Status%20Code%20Validation%20(STVRSTS)

University of Mary Washington | Mr. Kevin T. Caffrey | Sign Out

Course Registration Status Code Validation STVRSTS 9.3 (PROD)

COURSE REGISTRATION STATUS CODE VALIDATION

Status Code *	Description *	Auto Grade	Print on Schedule	Status Type	Web Indicator	Extension Indicator	System Required
AP	DNU-Appealed Withdrawn		W	Withdrawn			
AU	Audit		NG	Registered			
AW	Administrative Withdrawal			Dropped			
CC	Cancelled Course			Dropped			
CS	Cancelled Student			Dropped			
CW	Withdrawn Student			Dropped			
DC	Drop Course			Dropped			
DD	Drop/Delete			Dropped			
DW	Drop Web			Dropped	✓		
RE	**Registered**			Registered			
RW	**Web Registered**			Registered	✓		
WA	Withdrawn Administrative		W	Withdrawn			
WC	Withdrawn Course		W	Withdrawn			
WL	Wait Listed			Waitlisted			
WN	Withdrawn Student			Dropped			
WS	Withdrawn Student		W	Withdrawn			

1 of 1 | 20 Per Page | Record 1 of 16

# SFARSTS

## Set up Start/End dates for the WL option

Application Navigator x Kevin

Secure | https://banner.umw.edu/applicationNavigator/seamless#Course%20Registration%20Status%20Form%20(SFARSTS)

University of Mary Washington Mr. Kevin T. Caffrey Sign Out ?

Course Registration Status Form SFARSTS 9.3.9 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 201708 Fall 2017 Part of Term: 1 Full Term Copy From Term: Start Over

**COURSE REGISTRATION STATUS DATES** Insert Delete Copy Filter

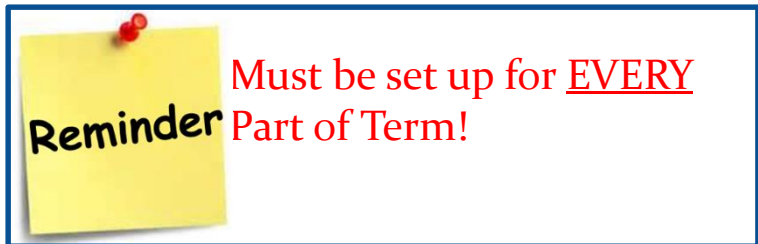
Status *	Description	Affected By Student Status *	Start Date *	End Date *	Voice Response Indicator
AU	Audit	<input type="checkbox"/>	09/05/2017	09/05/2017	<input type="checkbox"/>
CC	Cancelled Course	<input type="checkbox"/>	02/22/2017	12/15/2017	<input type="checkbox"/>
CS	Cancelled Student	<input type="checkbox"/>	02/22/2017	08/27/2017	<input type="checkbox"/>
CW	Withdrawn Student	<input type="checkbox"/>	08/28/2017	09/15/2017	<input type="checkbox"/>
DC	Drop Course	<input type="checkbox"/>	08/28/2017	09/15/2017	<input type="checkbox"/>
DD	Drop/Delete	<input type="checkbox"/>	02/22/2017	12/15/2017	<input type="checkbox"/>
DW	Drop Web	<input checked="" type="checkbox"/>	03/23/2017	09/15/2017	<input checked="" type="checkbox"/>
RE	**Registered**	<input checked="" type="checkbox"/>	02/01/2017	12/15/2017	<input checked="" type="checkbox"/>
RW	**Web Registered**	<input checked="" type="checkbox"/>	03/23/2017	09/01/2017	<input checked="" type="checkbox"/>
WA	Withdrawn Administrative	<input checked="" type="checkbox"/>	02/22/2017	12/15/2017	<input type="checkbox"/>
WC	Withdrawn Course	<input type="checkbox"/>	09/16/2017	10/27/2017	<input type="checkbox"/>
WL	Wait Listed	<input type="checkbox"/>	04/10/2017	08/20/2017	<input type="checkbox"/>
WS	Withdrawn Student	<input type="checkbox"/>	09/16/2017	12/08/2017	<input type="checkbox"/>

Record 1 of 13

**COURSE REGISTRATION STATUS REFUND RULES** Insert Delete Copy Filter

Status *	Start Date *	End Date *	Percentage Tuition Refund *	Percentage Fees Refund *
AU				

Record 1 of 1



# SOAWLTC

Set Up basic Waitlisting rules

## Things To Consider:

- How long will deadline be?
- Will waitlist position be viewable on SSB?
- Who gets notified?
- Duplicates? Corequisites? Time Conflicts?
- Waitlist Priority Rules?

Term: 201708 Fall 2017 Copy From Term: Start Over

Waitlist Term Control Waitlist Error Checking Waitlist Course Selection Waitlist Priority Rules Waitlist Exclusion Rules

AUTOMATED WAITLIST TERM CONTROL Insert Delete Copy Filter

Automatic Waitlist Notification Waitlist Notification Deadline 48 Hours  
 Show waitlist position on Student Self-Service Resend Deadline Hours  
 On-line Waitlist Notification

Notify Indicator

Student Notification	<input checked="" type="checkbox"/>	Student Notify Letter	WAITLIST_NOTIFI	...	Waitlist Notification Email
Primary Instructor	<input type="checkbox"/>	Instructor Notify Letter		...	
Primary Advisor	<input type="checkbox"/>	Advisor Notify Letter		...	
Registrar	<input checked="" type="checkbox"/>	Registrar Notify Letter	WAITLIST_NOTIFI	...	Waitlist Notification Email

Registrar Banner ID 000219253 ... Dunston, Rita F. E-mail Host localhost localhost

**Reminder** Must work with IT for them to set up the automatic processes; some customizations may be needed!

Application Navigator x +

https://banner.umw.edu/applicationNavigator/seamless#Automated Waitlist Term Control SOAWLTC 9.3.9 (PROD)

University of Mary Washington Mr. Kevin T. Caffrey Sign Out

Automated Waitlist Term Control SOAWLTC 9.3.9 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 201708 Fall 2017 Copy From Term: Start Over

Waitlist Term Control Waitlist Error Checking Waitlist Course Selection Waitlist Priority Rules Waitlist Exclusion Rules

WAITLIST REGISTRATION ERROR CHECKING Insert Delete Copy Filter

Include Waitlisted courses in Student Options error checking

Duplicates	<input type="radio"/> Yes <input checked="" type="radio"/> No	Links	<input checked="" type="radio"/> Yes <input type="radio"/> No
Corequisites	<input checked="" type="radio"/> Yes <input type="radio"/> No	Prerequisites	<input checked="" type="radio"/> Yes <input type="radio"/> No
Time	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Section Options

Approval	<input checked="" type="radio"/> Fatal <input type="radio"/> Warning <input type="radio"/> No Check	Capacity	<input checked="" type="radio"/> Fatal <input type="radio"/> Warning <input type="radio"/> No Check
Field of Study	<input checked="" type="radio"/> Fatal <input type="radio"/> Warning <input type="radio"/> No Check	Department	<input checked="" type="radio"/> Fatal <input type="radio"/> Warning <input type="radio"/> No Check
College	<input checked="" type="radio"/> Fatal <input type="radio"/> Warning <input type="radio"/> No Check	Level	<input checked="" type="radio"/> Fatal <input type="radio"/> Warning <input type="radio"/> No Check
Class	<input checked="" type="radio"/> Fatal <input type="radio"/> Warning <input type="radio"/> No Check	Campus	<input type="radio"/> Fatal <input type="radio"/> Warning <input checked="" type="radio"/> No Check
Degree	<input checked="" type="radio"/> Fatal <input type="radio"/> Warning <input type="radio"/> No Check	Program	<input checked="" type="radio"/> Fatal <input type="radio"/> Warning <input type="radio"/> No Check
Student Attribute	<input type="radio"/> Fatal <input type="radio"/> Warning <input checked="" type="radio"/> No Check	Cohort	<input type="radio"/> Fatal <input type="radio"/> Warning <input checked="" type="radio"/> No Check

## Helpful Tips:

- Restrict prerequisites; prevent “false hope” / “extra hurdle”
- Do not restrict duplicates so a student can waitlist for more than 1 section of a course
- Do not restrict time conflict as a waitlisted course is technically not a registered course (Your set up in SOATERM will prevent the student from *registering* should they be notified that their spot has opened up)
- When setting up your section options, consult with section options in SOATERM for consistency

# SSASECT

## Setting Waitlist Capacities on Class Sections

The screenshot shows the Banner SSASECT 9.3.9 (PROD) application interface. The user is logged in as Mr. Kevin T. Caffrey. The course is 'Understanding Autism' (CRN: 85087, Subject: EDSE, Course: 303). The 'Section Enrollment Information' tab is active, and the 'Reserved Seats' sub-tab is selected. The 'ENROLLMENT DETAILS' section shows the following data:

Field	Value
Maximum *	25
Actual	11
Remaining	14
Waitlist Maximum *	10
Waitlist Actual	0
Waitlist Remaining	10
Projected *	0
Prior	9
Reserved	<input type="checkbox"/>

Additional information includes: Authorization Codes Active for Section (checked), Generated Credit Hours (33.000), Census One Enrollment Count (11), Freeze Date (10/26/2018), Census Two Enrollment Count (0), Freeze Date (empty), Calculated Section Start Date (08/29/2018), Add Authorization Start Date (empty), and Waitlist Notification Ending Date (empty).

### Things To Consider:

- What will you set the Waitlist Maximum at? Start small?
- Does your institution have an 'Advanced Registration' period where registration windows close?
- Do any departments "hold seats?" Could not be conducive with the WL feature

# SOATERM

## Flag Faculty Web Wait List

Application Navigator x Kevin

Secure | https://banner.umw.edu/applicationNavigator/seamless#Term%20Control%20(SOATERM)

University of Mary Washington Mr. Kevin T. Caffrey Sign Out ?

Term Control SOATERM 9.3.9.1 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 201708 Fall 2017 Copy From Term: Start Over

Registration Registration Error Checking Web Processing Controls **Part of Term And Web Registration Controls** Structured Registration Projected Registration

Part of Term *	Description *	Start Date *	End Date *	Faculty Web Midterm Grades	Faculty Web Final Grades	Faculty Web Wait List
1	Full Term	08/28/2017	12/15/2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A	1st 8 Week	08/28/2017	10/20/2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B	2nd 8 Week	10/23/2017	12/15/2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S	Special Times and Locations	08/28/2017	12/15/2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

▼ PART OF TERM SCHEDULE CALENDAR DEFAULT DATES

Last Date to Enroll:  Last Date for Refund:   
 Last Date to Record:  Last Date to Drop without Penalty:   
 Academic History:

Record 1 of 4

▼ WEB REGISTRATION DATES

Start Date \* 03/23/2017 End Date \* 10/27/2017

Record 1 of 1

▼ FACULTY AND ADVISOR ACCESS DATES

Start Date *	End Date *	Menu	Term Selection
02/01/2017	12/31/2099	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Record 1 of 1



# Monitoring Waitlist Activity

SFIWLNT

SFAWLPR

SFAXWLP

# SFIWLNT

## Monitoring Waitlist Notification/Activity

Application Navigator x Kevin

Secure | [https://banner.umw.edu/applicationNavigator/seamless#Waitlist%20Notification%20Query%20\(SFIWLNT\)](https://banner.umw.edu/applicationNavigator/seamless#Waitlist%20Notification%20Query%20(SFIWLNT))

University of Mary Washington Mr. Kevin T. Caffrey Sign Out

Waitlist Notification Query SFIWLNT 9.3.7 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 201808 Fall 2018 CRN: 81406 Subject: ARTS Course: 120 Class Title: Drawing I Start Over

ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notifica
			23 RW	04/09/2018	1.000000	Registered	04/09/2018 15:09:57	04/11/2

1 of 1 10 Per Page Record 1 of 1

Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires	Notification Status
23	RW	04/09/2018	1.000000	Registered	04/09/2018 15:09:57	04/11/2018 15:09:57	

10 Per Page Record 1 of 1

# SFAWLPR

Check students currently on the waitlist for a course

Application Navigator x Kevin

Secure | https://banner.umw.edu/applicationNavigator/seamless#Schedule%20Section%20Query%20(SSASECQ)

University of Mary Washington Mr. Kevin T. Caffrey Sign Out ?

Waitlist Priority Management SFAWLPR 9.3.7 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 201808 Fall 2018 CRN: 81406 Subject: ARTS Course: 120 Class Title: Drawing I Start Over

WAITLIST PRIORITY MANAGEMENT Insert Delete Copy Filter

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin
000		18	WL	04/09/2018 10:02	2	System
000		19	WL	04/09/2018 10:46	3.000000	System
000		21	WL	04/09/2018 11:29	4.000000	System
000		22	WL	04/09/2018 13:52	5.000000	System
000		24	WL	04/09/2018 17:06	6.000000	System

1 of 1 10 Per Page Record 1 of 5

Reminder

If it is a cross-listed course, go to SFAXWLP

# Student SSB Perspective

This Waitlisting device really isn't all that complicated!





## Register for Classes

Find Classes

Enter CRNs

Schedule and Options

### Search Results — 1 Classes

Term: Spring 2017 Subject: Management Information Systems Course Number: 500

Search Again

Title	Subject Description	Course No.	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	
Management Informat... Online	Managem...	500	B1	3	15728	Spri...	Lapke, Michael (Pr...	S M T W T F S - Building: Online R	Staff...	<b>FULL: 0 ...</b> 10 of 10 ...	Add



Page 1 of 1 | 10 Per Page

Records: 1

# Register for Classes

**Find Classes** | Enter CRNs | Schedule and Options

**Search Results — 1 Classes** Search Again

**Term:** Spring 2017 **Subject:** Management Information Systems **Course Number:** 500

Title	Subject Description	Course No.	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	
<a href="#">Management Informat... Online</a>	Managem...	500	B1	3	15728	Spr...	Lapke, Michael (Pr...	SMTWTFS - Building: Online Re	Staff...	<span style="color: red; font-weight: bold;">! FULL: 0 ...</span> ! 10 of 10 ...	<span>Add</span>

Page 1 of 1 | 10 Per Page | Records: 1

**Schedule** | Schedule Details

Class Schedule for Spring 2017

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Open and close bottom panels to display extra registration information. X

Panels ▾

**Summary**

Title	Details	Hour	CRN	Schedule	Status	Action
<a href="#">Management Infor...</a>	MMIS 500, ...	3	15728	Online	Pending	<div style="border: 1px solid gray; padding: 5px;"> <p><b>**Web Registered**</b></p> <p><b>**Web Registered**</b></p> <p>Remove</p> <p style="background-color: #0070C0; color: white; padding: 2px;">Wait Listed</p> </div>

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Submit

# Register for Classes

**Find Classes** | Enter CRNs | Schedule and Options

**Search Results — 1 Classes** Search Again

Term: Spring 2017 Subject: Management Information Systems Course Number: 500

Title	Subject Description	Course No.	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	
Management Informat... Online	Managem...	500	B1	3	15728	Spri...	Lapke, Michael (Pr...	S M T W T F S - Building: Online R	Staff...	<b>FULL: 0 ...</b> ↓ 10 of 10 ...	Add

Page 1 of 1 | 10 Per Page | Records: 1

**Schedule** | Schedule Details

Class Schedule for Spring 2017

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

**Summary**

Title	Details	Hour	CRN	Schedule T	Status	Action
Management Infor...	MMIS 500,...	0	15728	Online	<b>Waitlisted</b>	None

## Register for Classes

**Find Classes** | Enter CRNs | Schedule and Options

**Search Results — 1 Classes** Search Again

**Term:** Spring 2017 **Subject:** Management Information Systems **Course Number:** 500

Title	Subject Description	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	
Management Informat... Online	Managem...	500	B1	3	15728	Spr...	Lapke, Michael (Pr...	S   M   T   W   T   F   S - Building: Online R	Staff...	<b>FULL: 0 ...</b> 10 of 10 ...	Add

Page 1 of 1 | 10 Per Page | Records: 1

**Schedule** | **Schedule Details**

Class Schedule for Spring 2017

▼ **Management Information Systems** | Management Information Systems 500 Section B1 | **Class Begin:** 03/13/2017 | **Class End:** 05/05/2017 Waitlisted

05/05/2017 S | M | T | W | T | F | S - **Location:** Stafford **Building:** Online **Room:** LINE 03/13/2017 --

**Instructor:** Lapke, Michael (Primary)  
**CRN:** 15728

**Message:** Wait Listed | **Hours:** 0 | **Level:** Graduate | **Campus:** Stafford | **Schedule Type:** Online | **Instructional Method:** Electronic Asynchronous | **Grade Mode:** Standard Letter (A-F) | **Waitlist Position:** 1 | **Notification Expires:** None

**Summary**

Title	Details	Hour	CRN	Schedule	Status	Action
Management Infor...	MMIS 500,...	0	15728	Online	Waitlisted	None

# Purging the Waitlist

SFPWAIT

SZPWLMF\*

\*custom script

# SFPWAIT

## Purging the Waitlists

Application Navigator x  
Secure | https://banner.umw.edu/applicationNavigator/seamless#Process%20Submission%20Controls%20(GJAPCTL)

University of Mary Washington | Mr. Kevin T. Caffrey | Sign Out

Process Submission Controls GJAPCTL 9.3.7 (PROD) | ADD | RETRIEVE | RELATED | TOOLS

Process: SFPWAIT Wait List Enrollment Purge Parameter Set: Start Over

**PRINTER CONTROL** Insert Delete Copy Filter

Printer	DATABASE	Submit Time		PDF Font Size	
Special Print		MIME Type	None	Delete After Days	
Lines	55	PDF Font		Delete After Date	

**PARAMETER VALUES** Insert Delete Copy Filter

Number *	Parameters	Values
01	Purge Term	201801
02	Part of Term	B
03	Status	WL
04	Mode	A
05	Purge all Expired Notifications	N

1 of 1 | 10 Per Page | Record 4 of 5

LENGTH: 1 TYPE: Character O/R: Required M/S: Single  
Enter A for Audit or U for Update mode.

**SUBMISSION** Insert Delete Copy Filter

Save Parameter Set as

Hold / Submit  Hold  Submit

Name	Description

### Helpful Tips:

- Determine the best date for your institution to “turn off” the waitlist option
- Before purging, take note (if needed) of the WL #s for analytics
- Run in Audit mode first, then Update mode
- Email students affected after the purge

*Example:*

*Dear Student:*

*This email is to notify you that the waitlist feature has ended for classes offered in XXXXXXXXXXXXXXXX. Therefore, you have been removed from the waitlist(s) you signed up for this XXXXXX. If you would like to request closed class permission for a particular class, please contact the instructor of the class directly.*

# SZPWLMF

## Removing Waitlists from Sections

The screenshot displays the Banner application interface for process SZPWLMF. The browser address bar shows the URL: <https://banner.umw.edu/applicationNavigator/seamless>. The page title is "Process Submission Controls GJAPCTL 9.3.7 (PROD)".

The interface is divided into several sections:

- Printer Control:** Includes fields for Printer (DATABASE), Special Print, Lines, Submit Time, MIME Type (None), PDF Font, PDF Font Size, Delete After Days, and Delete After Date.
- PARAMETER VALUES:** A table with columns for Number, Parameters, and Values.

Number *	Parameters	Values
01	Term Code	201801
02	Part of Term	1
03	Run Mode	U

Navigation: 1 of 1 | 10 Per Page | Record 2 of 3

LENGTH: 6 TYPE: Character O/R: Required M/S: Single  
Part of term update waitlist fields.

**SUBMISSION:** Includes a checkbox for "Save Parameter Set as" and radio buttons for "Hold / Submit" (Hold selected).

Bottom status bar: EDIT | Record: 2/3 | GJBPRUN.GJBPRUN\_NUMBER [?] | ellucian

<a href="#">87534</a>	MKTG 499	04	Marketing Internshp	Y					1	TBA	TBA	Fredericksburg	TBA	TBA	Zhao X	
<a href="#">87535</a>	MKTG 499	05	Marketing Internshp	Y					1	TBA	TBA	Fredericksburg	TBA	TBA	Henderson D	

1ST 8 WEEK SESSIONS -

DAYS: M (MON), T (TUES), W (WED), R (THUR), F (FRI), S (SAT)

CRN	Course	Sec	Title	POI	CO	PRE	ATR	WL	CR	TIME	Days	Campus	Bldg/s	Room/s	Instructor/s	Additional Requirements
<a href="#">86632</a>	CIST 301	A1	Business Information Systems						3	6:00 pm-8:30 pm	R	Stafford	STSB	115	Lowery P	
<a href="#">84984</a>	LRSP 316	A1	Quant Methods & Stat Modules						3	6:00 pm-8:30 pm	M	Stafford	STSB	108	Glenn J	
<a href="#">81379</a>	LRSP 412	A1	Marketing for Managers						3	6:00 pm-8:30 pm	T	Fredericksburg	WOOD	149	Martinette L	<a href="#">View</a>
<a href="#">87472</a>	MIST 201	A1	Mgmt Information Syst & Applic						3	6:00 pm-8:30 pm	M	Fredericksburg	WOOD	211	Srivastava M	
<a href="#">87372</a>	MKTG 301	A1	Principles of Marketing			Y			3	6:00 pm-8:30 pm	T	Fredericksburg	WOOD	149	Martinette L	<a href="#">View</a>

2ND 8 WEEK SESSIONS -

DAYS: M (MON), T (TUES), W (WED), R (THUR), F (FRI), S (SAT)

CRN	Course	Sec	Title	POI	CO	PRE	ATR	WL	CR	TIME	Days	Campus	Bldg/s	Room/s	Instructor/s	Additional Requirements
<a href="#">86954</a>	BPST 312	B1	Tech & Business Communication			Y	SI,W	Y	3	6:00 pm-8:30 pm	M	Stafford	STSB	204	Lapke S	
<a href="#">84975</a>	BPST 314	B1	Business Legal Environment					Y	3	6:00 pm-8:30 pm	W	Stafford	STNB	217	Estwick T	
<a href="#">87392</a>	CIST 299	B1	Intro to Comp Info Systems					Y	3	6:00 pm-8:30 pm	R	Stafford	STSB	115	Lowery P	
<a href="#">87130</a>	LRSP 311	B1	The Management Process					Y	3	6:00 pm-9:15 pm	W	Stafford	STSB	226	Buffington J	
<a href="#">87129</a>	MKTG 472A	B1	Marketing in Australia	Y					3	6:00 pm-8:30 pm	R	Fredericksburg	WOOD	149	Gentry L	
<b>Total Classes</b>	102															

Select Term/College/Level



# Other Helpful Tips

- Set up a Waitlist F.A.Q. on your website for students & faculty  
See: <http://academics.umw.edu/registrar/students/online-registration-in-banner/>
- Work with IT to disable Closed Class Permission (if applicable) for sections using a WL
- Remind staff about not entering Overrides for a waitlisted course!
- Remind students they need to check their school email accounts on a regular basis
- Provide training/information sessions to departments/colleges considering utilizing the Waitlist

# Questions?



# Contact Information

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