



Waitlisting

Office of the University Registrar



UNIVERSITY OF
SOUTH ALABAMA

Departments have the option of creating a waitlist for their sections. To create a waitlist, click the *Section Enrollment Information* tab of **SSASECT**, enter the **Waitlist Maximum of 5** and **Save**. **Schedulers are allowed to use Waitlist option up to the last week of registration.**

Banner PREP			
Schedule SSASECT 9.3.10 (PREP)			
Term: 201910 CRN: 13641 Subject: CA Course: 275 Title: Decision Making - Small Groups			
Course Section Information		Section Enrollment Information	Meeting Times and Instructor
Enrollment Details		Reserved Seats	
ENROLLMENT DETAILS			
Maximum *	<input type="text" value="30"/>	Waitlist Maximum *	<input type="text" value="5"/>
Actual	0	Waitlist Actual	0
Remaining	30	Waitlist Remaining	5
<input type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours	0.000
Census One		Projected *	<input type="text" value="0"/>
Enrollment Count	0	Prior	26
Census Two		<input type="checkbox"/> Reserved	
Enrollment Count	0	Freeze Date	<input type="text" value="08/27/2018"/>
Add Authorization Registration Dates			
Calculated Section	<input type="text" value="08/22/2018"/>	Add Authorization	
Start Date		Start Date	
		Waitlist Notification	
		Ending Date	



Waitlist Facts

Emails – Once a seat becomes available, an email will be sent to the student at the top of the waitlist.

Notification – Students must register within 24 hours of receipt of the email. Registration from the waitlist is not automatic.

Registration – If the student has not registered within 24 hours, the student is dropped from the waitlist.

Schedule Changes

*****Important*****

If the Waitlist Max Cap is updated during registration, the following will occur:

- ✓ **Raising Enrollment Max** will IMMEDIATELY send notifications to appropriate waitlisters
- ✓ **Lowering Enrollment Max** when there is a pending notification will prevent the notified student(s) from registering.

What Student Will See In PAWS

When registering for a class that has reached capacity. The waitlist option will be displayed in the registration screen.



IMPORTANT! Click here to view [policies](#) regarding canceling your registration and schedule adjustment.

Be sure to click the **Submit Changes** button to finalize changes to your schedule.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	25308	MA	110	101	Undergraduate	3.000	Standard	Letter	Finite Mathematics

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes

Class Search

Reset

What Student Will See In PAWS, con't..

Students will select the Waitlist option in the action drop down menu to be added to the waitlist. Once “Wait Listed” has been selected, the student will click submit changes.



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Be sure to click the [Submit Changes](#) button to finalize changes to your schedule.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	Wait Listed	25308	MA	110	101	Undergraduate	3.000	Standard	Letter	Finite Mathematics

What Student Will See In PAWS, con't..

After clicking submit changes, “Wait Listed” will be displayed in the status column of the registration screen.



IMPORTANT! Click here to view [policies](#) regarding canceling your registration and schedule adjustment.

Be sure to click the **Submit Changes** button to finalize changes to your schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Wait Listed on Feb 07, 2017	None	25308	MA	110	101	Undergraduate	0.000	Standard	Letter	Finite Mathematics

Total Credit Hours: 0.000

Billing Hours: 0.000

Minimum Hours: 0.000

Maximum Hours: 19.000

Date: Feb 07, 2017 01:13 pm

Student Notification Email

Once a seat becomes available, an email is sent to the student's Jagmail account.

From: Office, Registrar [<mailto:registrar@southalabama.edu>]
Sent: Tuesday, February 07, 2017 9:08 AM
To: Office, Registrar <registrar@southalabama.edu>
Subject: Waitlist Notification for 25308

Ella Russo,

A seat has become available:

Spring Semester 2017 - MA 110 Finite Mathematics CRN 25308

YOU MUST REGISTER BY: 08-FEB-2017 09:07 AM .

TO REGISTER, GO TO <https://paws.southalabama.edu>

If you don't register by the deadline above, you will be dropped from the waitlist for this section, and we will notify the next person on the waitlist.

For more information, contact the Registrar's Office prior to the deadline shown in this email.

Thank you,

University of South Alabama Registrar's Office

QUESTIONS?

EMAIL US AT:

REGISTRATION@SOUTHALABAMA.EDU



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SOUTH ALABAMA**