Registration Methods and the Waitlist

Department schedulers can change the registration method for a class at any time on CLS01. There are 3 registration methods that can be assigned.

- O means students can register online through the add/drop deadline.
- F means students can register online until the first day of a semester/term. After that, they will need a permission to add code.
- S means students can only register with a permission to add code.

Each of these registration methods has a different implication for the waitlist.

- O will allow a waitlist to accumulate and add students to the class until the waitlist expires on the 4th day of the semester/term.
- F will allow a waitlist to accumulate and add students to the class until the first day of the semester/term when the waitlist will expire.
- S will not allow students to waitlist the class.

Changing a registration method to S will expire the waitlist immediately.

Department schedulers can access the waitlist for any class through the link on the class roll page (CLS04) or through the QuickURL “WAITLIST”. Faculty can access the waitlist through their class roll link (CLS05) or through the QuickURL.

The Log tab on the waitlist screen shows in time order everything that has happened in the waitlist: when students added themselves to the waitlist, removed themselves from the waitlist, were added to a class automatically, or were dropped from the waitlist by it being expired.

You can see who was on the waitlist by looking at the log; if they were there when the waitlist expired, it will say Waitlist Expired in the action column next to the student’s name.

Use cases:

Instructor wants to screen who adds the class when they have missed the first day. Use F registration method.

Department wants to turn off the waitlist before the 4th day. Change the registration method to S sometime before that.

Department had F registration method, the waitlist expired on the first day and now they want to see who was on it. Download the waitlist log to Excel and sort by time to see the order of students who were expired.

Instructor is being bothered by students asking for permission to add codes. Change registration method to O.