

# CyberBear Course Waitlist FAQ for Faculty and Staff

A waitlist is an electronic list of students who are waiting to register for a full class. All undergraduate courses now use the waitlisting function in CyberBear. Students may sign up for this when they attempt to register for a section that has reached its capacity. Students will place themselves on the waitlist through CyberBear rather than getting an override slip signed by the department. The first student on the registration waitlist is notified by his/her preferred email when a space becomes available. **The student then has a maximum of 72 hours from the time the email notification is sent to register for the section.** The email is the **only** notification the student will receive. If the student does not register for the section within this timeframe, he/she will be automatically dropped from the waitlist for that section and the next student on the list will be notified.

## Policies and Procedures Related to Course Waitlists

1. Any eligible student wishing to enroll in a course that has reached its capacity may add themselves to one section of that course's waitlist. A student is waitlisted in the order in which he/she attempts to register for the course.
2. A student on the waitlist is not officially enrolled in that course and is not eligible to receive a grade in that course.
3. Being on the waitlist does not guarantee registration in the class or that a new section will be made available.
4. A student on a waitlist may attend the waitlisted course, if seating is available, and the instructor approves.
5. Students must meet all registration requirements before being allowed access to waitlist, including course prerequisites, co-requisites, time conflicts, and duplicate courses.
6. If the student no longer wishes to remain on the waitlist, they should drop themselves from the waitlist in CyberBear.
7. All undergraduate courses have waitlists.
8. The Registrar's Office Room Scheduler can increase, if needed, the maximum enrollment on a course even though it has been waitlisted. In doing this, the students on the waitlist will be notified of an available seat.

## How Does Waitlisting Impact Overrides?

- Override (OR) on SFASRPO, overrides in CyberBear Faculty web, or override forms should **NOT** be used to override a full undergraduate course. If the maximum seat limit is increased after the section has students on the waitlist, the students on the waitlist will be notified that seats are available and they can register before non-waitlisted students can enroll.
- Override (OR) and prerequisite/co-requisite (PREQ) waivers in SFASRPO, overrides in CyberBear Faculty web, or override forms can still be used. The rules and regulations for registration restrictions such as prerequisite, co-requisite, major restrictions, class restriction, consent of instructor, and time conflict restrictions still require permit overrides, if needed.
- Departments should refer students to CyberBear to add into the waitlist, rather than using override slips. If an override slip is submitted without a dean's signature to override a full undergraduate course, we will place them on the waitlist.

## Monitoring the Waitlist for Classes

On the Faculty Services tab in CyberBear, there are two new links: Summary Waitlist and Detail Waitlist. You can monitor the waitlist for your class by clicking on one of those links. You'll be able to see the waitlist position for each of the students on the waitlist. You can also send an email to your waitlisted students by clicking on the Email Waitlisted Students at the bottom of the page.

- **Summary Waitlist** (similar to Summary Class List)  
The *Summary Waitlist* page displays details about the students, such as name, level, ID, credits. It also shows information about actual enrollment and the waitlist. The Reg Status field displays the registration status code; if you need to know what the code represents, you can view the Detail Waitlist, where the registration status code description is displayed. Each student's name is a link that will allow you to view that student's address and phone number details.
- **Detail Waitlist** (includes student detail)  
The *Detail Waitlist* page displays all details about the students that are included on the Summary Faculty Waitlist page, plus the student's program, college, degree, major, class, and department. Just like the Summary Waitlist, each student's name is a link that will allow you to view that student's address and phone number details.

### Procedure

To view schedule, class list, and waitlist pages login to CyberBear Faculty self-Service and click on CyberBear for Faculty/Advisers. After you have clicked on the FERPA warning you will see the following options:

- Detail Class List
- Summary Class List
- Detail Waitlist
- Summary Waitlist

You will also see these options if you click on Faculty Detail Schedule or Faculty Scheduled by Day and Time at the bottom of those pages.

Advisors and other department staff with appropriate security roles may review waitlist information on the following Banner forms:

- **SFAWLPR** – Waitlist Priority Management: use term code and CRN to look up who is on the waitlist and in what order. This does not include students that have already been offered a seat; these may be seen on SFIWLNT.
- **SFAXWLP** – Cross list Waitlist Priority Management: use Term code and cross list code to look up who is on the waitlist and in what order for sections that are cross listed. This list includes all students on the waitlists for all the cross listed sections.
- **SFIWLNT** – Waitlist Notification: use Term code and CRN to look up which students have received a waitlist notification for a section.
- **SFASLST** – Class roster of everyone who is enrolled in the course and will also show who are on the waitlist. The students on the waitlist will be noted as WL under the Status field.
- **SFASTCA** – will display an audit of the waitlist activity (Note: this includes when the student was notified and when the notification expires.