

SOLAR BRIEF SHEET: Wait List for Closed Classes

The wait list feature allows eligible students using SOLAR self-service to secure a position on a waiting list for closed classes (see online [registration calendar](#) for specific wait list dates).

Benefits:

1. Lessens staff workload by allowing SOLAR to auto-enroll students into closed classes on a first-to-arrive basis as seats become available.
2. Provides the University with a way to capture and analyze course demand.

What does it do?

1. A process turns the wait list feature on for all classes. It populates the wait list capacity to match the enrollment capacity at 100%.
2. Students who want to wait list for a closed class must check the wait list if class is full box and complete the self-service transaction.
3. Throughout the day, a process moves students from the wait list into classes with seats available.
4. Once at the end of each day, an email is sent to the student's CSUN Gmail box confirming enrollment or notifying the student of a problem.
5. The wait list process closes all classes that are full. When seats become available or more seats are added, the class status will change to OPEN after SOLAR confirms that all eligible wait-listed students are enrolled. Non-eligible students will retain their wait list position until eligibility conditions are met or the repeat classes date is reached.
6. The wait list feature is turned off when Week 2 of classes begins. From that point forward, all classes require permission to add.

Students can wait list when:

- Space is available on the wait list
- They meet class prerequisites
- They are below the maximum wait list limit of 13 units
- They receive a permission number to wait list for a restricted class that is full

Students are moved from wait list to enrolled when:

- Space is available in the class
- They meet class prerequisites (SOLAR checks again as requisite conditions may have changed after prior term grades are processed)
- They are below the maximum academic unit load for the term
- Students resolve issues that prevent enrollment (time conflict or duplicate enrollment)
- The start date to repeat classes arrives

IMPORTANT! A student cannot wait list for corequisite courses unless they previously have taken and passed one corequisite course or they are currently enrolled in both corequisite courses.

Faculty Class Roster

Faculty can select from three Enrollment Status options: All, Enrolled, and Waiting.
 Select “Waiting” to display a list of students with their wait list priority position numbers.

Class Roster

Fall Semester 2012 | Regular Academic Session | CSU Northridge | Undergraduate

▼ **ACCT 220 - 20 (12978)** change class

INTRODUCTION TO FINANCIAL ACCOUNTING (3) (Lecture)

Days and Times	Room	Instructor	Dates
Th 7:00PM-9:45PM	Johnson Auditorium	Catherine Jeppson	08/27/2012 - 12/10/2012

[Permission Numbers](#)
[View Course Indicators](#)

*Enrollment Status Waiting ▼

Enrollment Capacity 9 Waitlisted 1 ↖

Waitlisted Students							First	1 of 1	Last
	Notify	ID	Name	Program - Plan - Subplan	Academic Level	Status Note	Incomplete Contract		
1	<input type="checkbox"/>			Undergraduate Credit - Music Keyboard/Piano Performnc	Freshman	Pos # 1	Add		

Restricted Classes

Students must obtain permission numbers from the department or instructor **before** they can enroll in classes or wait list for restricted classes.

Setting Permission Numbers to Work with Wait List

- **If you want students to get on a wait list for your restricted classes**, uncheck the “Closed Classes” override box when creating permission numbers. Otherwise, students will be able to enroll directly into a closed class, bypassing the wait list.
- **If you want all students issued permission to enroll directly into restricted classes**, leave all permission override boxes checked except the Career Restriction box (prevents students from crossing from non-credit to credit courses and visa versa).

Late Registration

The night before the start of Week 2 of instruction, the wait list feature is turned OFF. **Faculty who want to use the wait list as a guide when distributing permission numbers during Weeks 2 and 3 should print or download their wait list from the Class Roster before the data is purged.**

Student SOLAR Self Service

Students who want to wait list for a closed class must check the “Wait list if class is full” box and complete the SOLAR self-service transaction.

JAPN 101 - ELEM JAPN I

Class Preferences

JAPN 101-01 Lecture ⚠ Wait List **Wait List** Wait list if class is full

Session: Regular Academic Session Permission Nbr:

Career: Undergraduate Grading: Graded

Throughout the day, a process moves students from the wait list into classes with available seats.

Once at the end of each day, an email is sent to the student’s CSUN Gmail account confirming enrollment or reporting a problem.

Student was successfully added to the wait list in position number 7 (enrollment confirmation page)

✔ Success: enrolled	✘ Error: unable to add class	
Class	Message	Status
JAPN 101	Message: Class 13280 is full. You have been placed on the wait list in position number 7.	✔

View My Class Schedule

Navigation: Log into myNorthridge > Home page > Quick Links box > Class Schedule icon

Students can open their class schedule to view their position numbers by changing the Enrollment Status menu to show wait listed classes.

Fall Semester 2012 [Select a Different Term](#)

*Enrollment Status: Waitlisted

Session	Class #	Course	Component	Wait List	Grading Option*	Units	Days*	Class Time	Location	Class Notes	Instructor
1	13280	JAPN 101	LEC	Pos # 7	GRD	4.00	MWF	2:00PM 3:10PM	JR330	F4, S5	Staff

Class Note Details

F4 Foreign Language (can apply to F2 or F3)
S5 Subj-Exp Comparative Cult

Class Search

Two modifications were made to Class Search for wait listing:

1. The “Show Open Classes Only” box now defaults automatically to show open and closed classes.

California State University, Northridge

Class Search

*Term: 2127 - Fall Semester 2012
 *Session: Regular
 Subject/Department: ARMN - Armenian
 Additional Category:

Show Open Classes Only:

Quick Search Reset

Legend: [Expand](#) [Close](#) [Enroll](#) [Details](#) [Textbooks](#) [Dept Website](#) [Mult Mtg Patterns](#) [Mult Instructors](#)

Course List First 1-4 of 4

ARMN 101 - ELEM ARMENIAN I (LEC 3 Units) (1 Section)

Detail	Sesn	Sect	Class#	Seat Avail	Enrl Stat	Comp	Loc (Map)	Days	Time	Instructor	Consent
	1	01	13270	0	Closed	LEC	SH221	TuTh	10:00pm-11:15pm	Shemmassian,Vahram L	

2. A new **Class Availability** box displays enrollment and wait list totals.

Class Detail

Return

Fall Semester 2012

[ARMN 101 - ELEM ARMENIAN I \(Textbooks\)](#) Legend: [Collapse Info Section](#) [Instructor Website](#)

Class Information

Class #	13270	Class Stat	Active	Consent	
Section	01	Enrl Stat	<input type="checkbox"/> Closed	Session	Regular
Component	Lecture	Units:	3.00	Session Date	08/27/12-12/10/12

Class Availability

Enrollment Capacity	1	Wait List Capacity	5
Enrollment Total	1	Wait List Total	1
Available Seats	0		

Meeting Information

Days	Time	Location (Map)	Meeting Dates	Instructor
TuTh	10:00PM - 11:15PM	Sierra Hall 221	08/27/12 - 12/10/12	Shemmassian,Vahram L

Scheduling Classes

Staff who schedule classes should especially familiarize themselves with these three (3) steps:

1. **Adding classes AFTER the wait list job has run** - All classes (active, canceled, tentative, stopped) are assigned a wait list capacity equal to 100% of the enrollment capacity. Because the wait list activation runs only once, the **college SOLAR coordinator** must manually enter the wait list capacity (match seating limit) and check the Auto Enroll box on the Enrollment Cntrl page for each new class section added.

Enrollment Control Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 14294
 Class Section: 01 Component: Lecture Event ID:
 Associated Class: 1 Units: 3.00

*Class Status: Active

Class Type: Enrollment Enrollment Status: Open
 *Add Consent: No Consent Requested Room Capacity: 30 Total
 *Drop Consent: No Consent Enrollment Capacity: 25 0
 1st Auto Enroll Section: Wait List Capacity: 0
 2nd Auto Enroll Section: Minimum Enrollment Nbr:
 Resection to Section:
 Auto Enroll from Wait List Cancel if Student Enrolled

If the new classes are combined, then the Combined Sections page must also be updated.

Room Capacity

Requested Room Capacity: Enrollment Capacity: 20 Total
 Wait List Capacity: 0

2. **Students need a permission number to wait list for restricted classes.** To enable the wait list process to work as intended with restricted classes, the “closed class” permission override box must be unchecked (OFF). Otherwise, students will be able to enroll directly in the class, bypassing the wait list.

Defaults

Expiration Date: 12/10/2012

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. **Students cannot wait list for corequisite courses** because the process will not see the corequisite requirement as met unless the student has passed / completed a corequisite course in a prior term.

Wait List - Frequently Asked Questions to Assist Students

1. Can I wait list for **multiple sections** of the same course? Yes, but only up to a maximum of **13** wait-listed units.
2. Can I wait list in another section of a course for which I am **already enrolled**? YES, but you will not be enrolled when a seat becomes available. You can either drop the section you're enrolled in and wait list yourself for a different section in the hope that a seat becomes available, or remain enrolled in the section that already exists on your schedule.
3. If I wait list in 2 or more sections of a course and then I am subsequently enrolled into one of them by the wait list process, **will I be dropped** from the wait list of those other sections? **YES**.
4. Can I wait list for a **restricted** course? YES, but only if you obtain a permission number from the department or instructor first.
5. Does the wait list process **check requisites**? YES, so you **can** wait list for a class when you've met **prerequisites**. You **cannot** wait list for a class that is a **corequisite** of another class (e.g., a lecture & a lab taken concurrently) unless you are repeating one of the two corequisite courses.
6. Can I wait list for a class that has a **time conflict** with a class I am already enrolled in? YES, however, you will not be moved from wait listed to enrolled status **until you** clear the conflict from your schedule.
7. Wait list is available, but the **wait list check box** is missing. Why? The wait list option does not display when the wait list capacity is full or the class is restricted to students in cohorted courses (contact the department offering the course if you're not sure).
8. Can I wait list for a class I want to **repeat**? YES, however, you will not be moved from the wait list until the designated time period when enrollment in repeated courses is allowed.
9. Will I be notified when my **wait list status changes**? YES, you will receive an email to your CSUN Gmail account either confirming enrollment or indicating a problem occurred when wait list attempted to enroll you.
10. I forgot my wait list position number. Where can I find it? Log into the myNorthridge portal and on the Home page, go to the Quick Links box, and click the "View My Class Schedule" icon.
11. Why is the class closed when it has **available seats**? Give it some time. When the wait list process enrolls the next eligible student (highest on the list) into the class, the status of available seats will be updated. Your wait list position number will also improve.
12. Will I have to pay **tuition fees** for **wait listed classes**? NO. However, when your wait listed status changes to enrolled and your additional units result in higher tuition fees, you will be charged. You are responsible for paying tuition and other fees by the due date. You will receive an email, so check your student account summary to avoid disenrollment from classes.
13. If you are moved from the wait list into a class, it is your responsibility to **drop the class** (as you would any enrolled class) if you decide to not attend. Failure to officially withdraw will result in a "WU" grade, which counts as an "F" when calculating your GPA.