AUTOMATED WAIT LIST (AWL)

Informational Session for Faculty & Staff
Thursday, March 14, 2013
AWL Benefits Students and Faculty: Fairness and Efficiency

Students

• This first-come, first-served strategy rewards (proactive) students, eliminates repeatedly checking course enrollment for seats and/or contacting the instructor or department for a permission number.

Faculty/Staff

• Frees faculty/staff from maintaining manual wait lists and responding to countless e-mail requests for permission numbers (all that time-consuming “enrollment management”).
What Does AWL Do?

- Identifies courses AWL-enabled in students’ MyUAlbany & gives them the option to enroll in wait list

![Wait List](image-url)
What Does AWL Do?

- If a student attempts to enroll without checking “Wait list if class is full”, error message received.
What Does AWL Do?

• Once on the wait list, position provided.

![AWL Wait List Example](image.png)
What Does AWL Do?

• ‘My Class Schedule’ will also show student’s Enrollment Status as ‘Waiting’ and what Wait List Position they are (updated twice daily-11:59 a.m. & 11:59 p.m.)
What Does AWL Do?

- Allows faculty to see students on their wait list by selecting ‘Waiting’ from the Enrollment Status drop down on the Class Roster.
What Does AWL Not Allow?

- Will not allow wait list enrollment if the student does not meet a course’s pre- or co-requisite(s).
- Will not allow enrollment on multiple wait lists for the same class.
- Will not allow wait list enrollment if it would result in going over the maximum allowable credit load (19 credits throughout entire summer term). Wait listed course credits are included in overall enrollment credits for the term.
What Does AWL Not Allow?

- Will not allow course enrollment (but will allow wait list enrollment) if another class day/time pattern conflicts with the wait listed class.
- Will not allow course enrollment (but will allow wait list enrollment) in a class that will exceed the maximum allowable repeat attempts for a given course.
- Will not allow student to remain on wait list if the student successfully enrolls in an open section of the same class.
What does AWL Not Do (Yet)

• Does not (yet) send automated e-mail notification to student when they are automatically enrolled in the class from the wait list but:
  – Summer students who are enrolled in a class via the automated wait list function will receive an e-mail notification from the Registrar’s Office advising them that they have been enrolled, and if they no longer wish to take the class, they must drop to avoid financial liability.

• Does not prevent a student enrolling if the department or instructor provides a permission number, BUT in order to utilize the full benefits of the AWL process, as well as to promote its fairness and efficacy, use of permission numbers should be reserved for rare exceptions only.
• The last time the wait list processes is at 11:59 p.m. the first day of the session. After that, a process is run that purges all wait listed classes from students’ Class Schedule list and Weekly Schedule views and wait listed students are removed from class rosters. No further enrollment via the wait list can occur.

• FAQs for students & faculty/staff will be posted at:
  – www.albany.edu/summer

• For further assistance, contact Summer Sessions:
  – 442-5140
  – summer@albany.edu
Questions?