

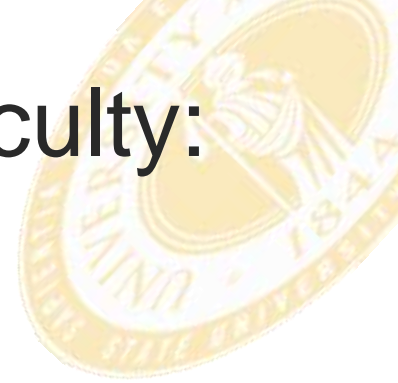


# ***AUTOMATED WAIT LIST (AWL)***

*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

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### AHIS 497 - Independent Study in History

**Class Preferences**

AHIS 497-0001    Ind Study    Wait List    **Wait List**     Wait list if class is full

Permission Nbr    91018

Session    Winter Regular

Career    Undergraduate

Grading    Satisfactory/Unsatisfactory

Enrollment Information

Units    2.00

- Instructor Consent Required to enroll in this class

CANCEL    PREVIOUS    **NEXT**



Section	Component	Days & Times	Room	Instructor	Start/End Date
0001	Ind Study		Arranged	Barry Trachtenberg	12/21/2012 - 01/21/2013


# What Does AWL Do?



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

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 Success: enrolled  Error: unable to add class

Class	Message	Status
AHIS 497	<b>Error:</b> Class 1063 is full. If a wait list is available, click Add Another Class to return to step 1. Click the class link, select the wait list option and resubmit your request.	

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

# What Does AWL Do?



- Once on the wait list, position provided.

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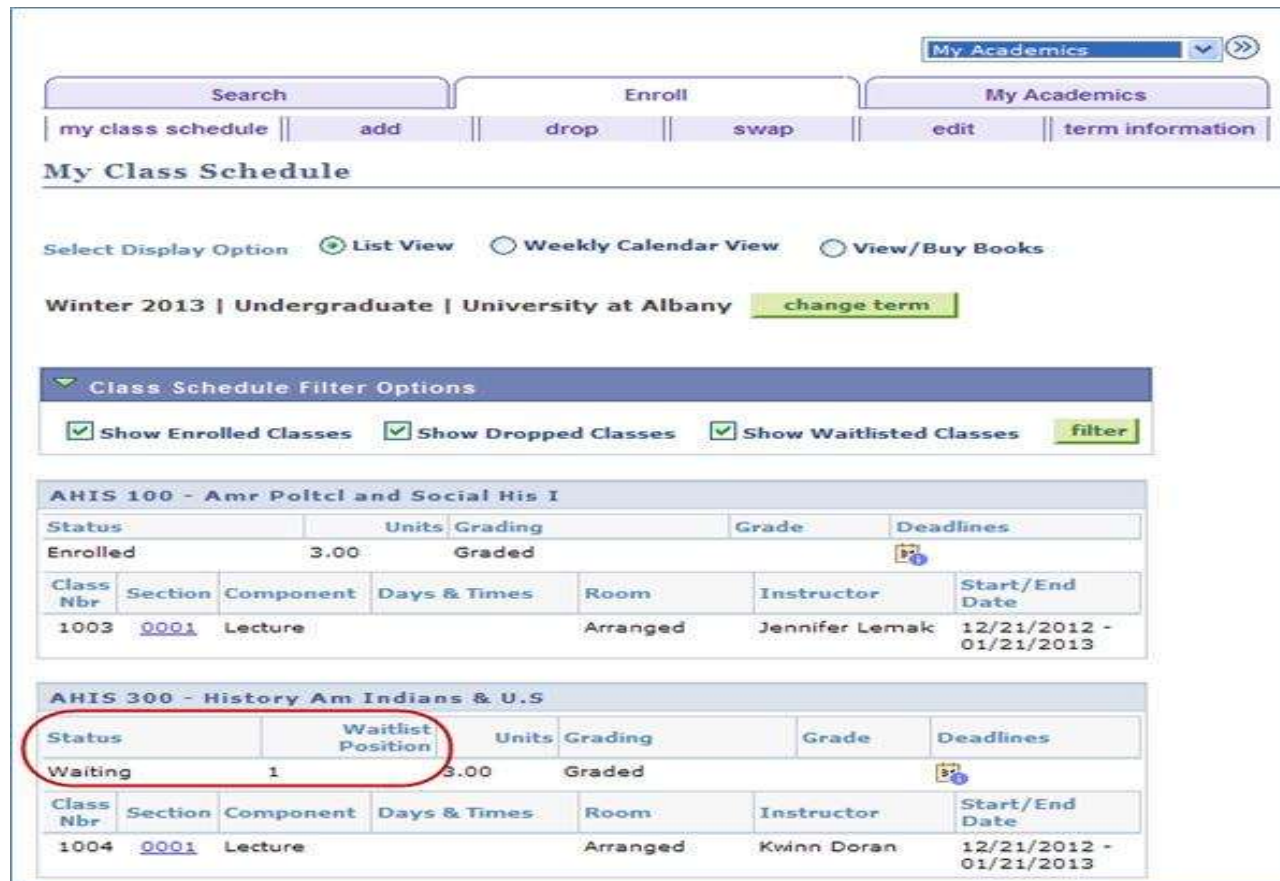
✓ Success: enrolled      ✗ Error: unable to add class

Class	Message	Status
AHIS 497	<b>Message:</b> Class 1063 is full. You have been placed on the wait list in position number 1.	✓

[MY CLASS SCHEDULE](#)   [ADD ANOTHER CLASS](#)

# 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.)



The screenshot displays the 'My Academics' interface. At the top, there are navigation buttons for 'Search', 'Enroll', and 'My Academics'. Below these are links for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main section is titled 'My Class Schedule' and includes options for 'List View', 'Weekly Calendar View', and 'View/Buy Books'. The current term is 'Winter 2013 | Undergraduate | University at Albany'. A 'Class Schedule Filter Options' section shows checkboxes for 'Show Enrolled Classes', 'Show Dropped Classes', and 'Show Waitlisted Classes', with a 'filter' button. Two class entries are shown:

**AHIS 100 - Amr Poltcl and Social His I**

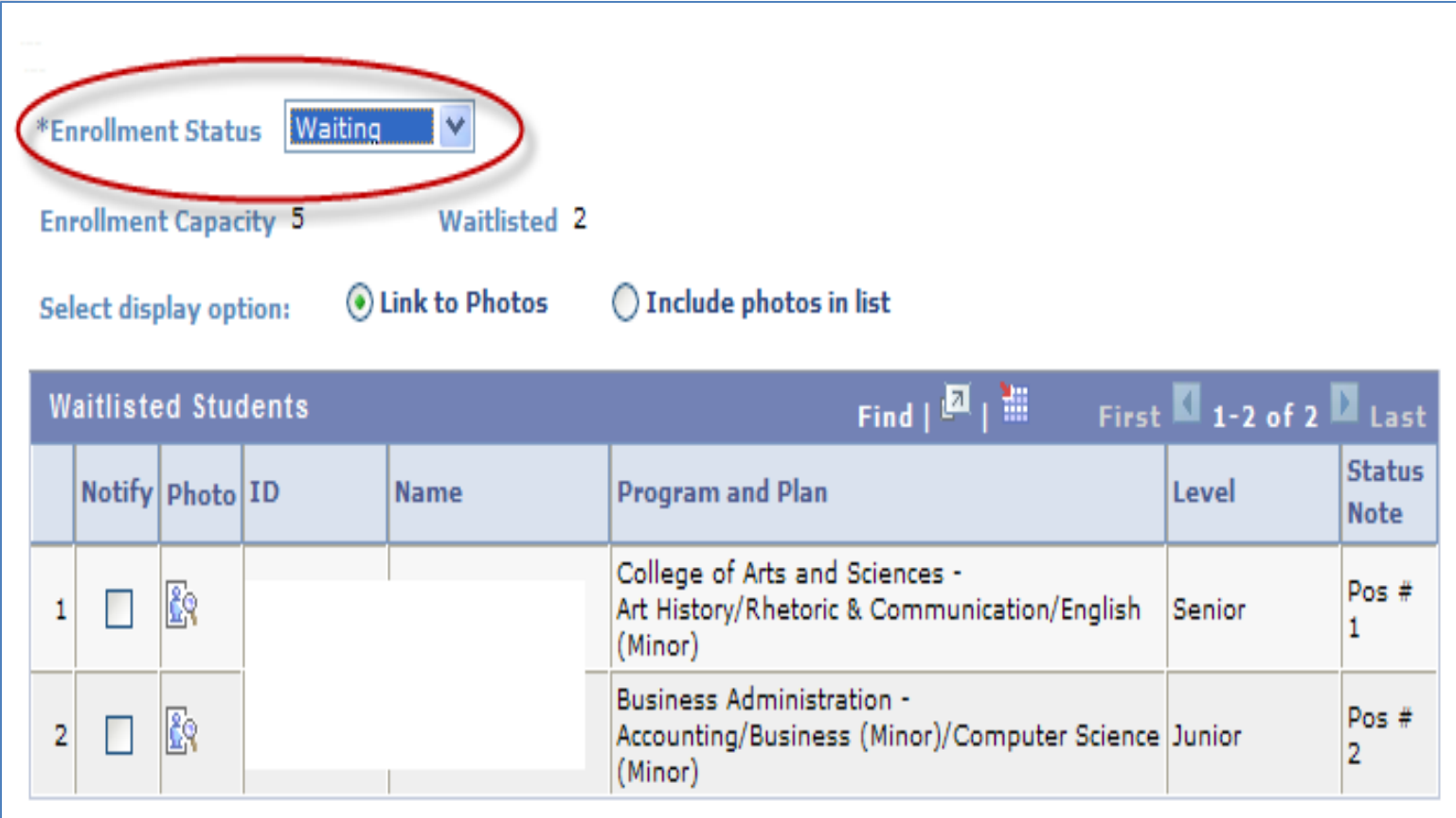
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1003	0001	Lecture		Arranged	Jennifer Lemak	12/21/2012 - 01/21/2013

**AHIS 300 - History Am Indians & U.S**







Status	Waitlist Position	Units	Grading	Grade	Deadlines	
Waiting	1	3.00	Graded			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1004	0001	Lecture		Arranged	Kwinn Doran	12/21/2012 - 01/21/2013

# 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.



The screenshot shows a web interface for managing enrollment. At the top, there is a filter for '\*Enrollment Status' set to 'Waiting', which is circled in red. Below this, it shows 'Enrollment Capacity 5' and 'Waitlisted 2'. There are two radio buttons for display options: 'Link to Photos' (selected) and 'Include photos in list'. Below these is a table titled 'Waitlisted Students' with columns for Notify, Photo, ID, Name, Program and Plan, Level, and Status Note. The table contains two rows of student data.

Waitlisted Students							Find      	First  1-2 of 2  Last
	Notify	Photo	ID	Name	Program and Plan	Level	Status Note	
1	<input type="checkbox"/>				College of Arts and Sciences - Art History/Rhetoric & Communication/English (Minor)	Senior	Pos # 1	
2	<input type="checkbox"/>				Business Administration - Accounting/Business (Minor)/Computer Science (Minor)	Junior	Pos # 2	



# What Does AWL Not Allow?

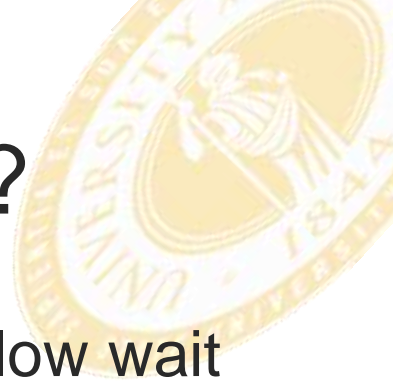
- Will not allow wait list enrollment if the student does not meet a course's pre- or co-requisite(s).
- Will not allow enrollment on multiple wait lists for same class.
- Will not allow wait list enrollment if it would result in going over the maximum allowable credit load (19 credits throughout entire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





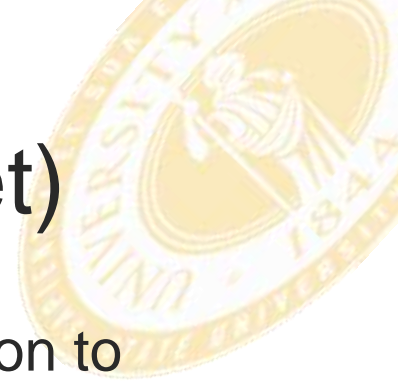
# What Does AWL Not Allow?

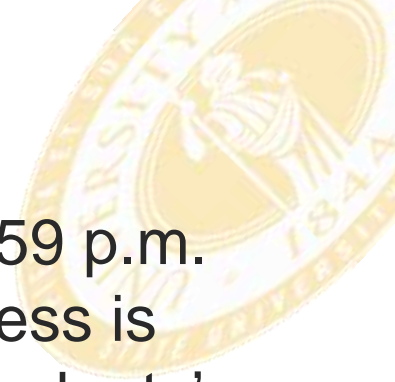
- Will not allow **course** enrollment (but will allow wait list enrollment) if another class day/time pattern conflicts with the wait listed class.
- Will not allow **course** enrollment (but will allow wait list enrollment) in a class that will exceed the maximum allowable repeat attempts for a given 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](http://www.albany.edu/summer)
- For further assistance, contact Summer Sessions:
  - 442-5140
  - [summer@albany.edu](mailto:summer@albany.edu)



# Questions?

