

Items to Note

- To add a student to a waitlist, enter the class in RGN. You will confirm then add and then the section will disappear from RGN. I recommend having students manage their waitlist in OTC Central.
- When registering in RGN for a section, the student will be removed from any waitlisted sections of the same course with no warning. The same thing happens when the student registers in OTC Central. No warning is given.
- E-mails will be sent to offer students a reserved seat in the section just after mid-night each night (including weekends).
- Students have the current day to register when they are offered a seat in the class.
- Removal from classes for non-payment will not remove students from the waitlist.
- When a section is canceled so is the waitlist.
- The last time students from the waitlist are offered reserved seats in a section is the day before the term begins.
- On the first day of the term the waitlist is closed and the students are notified that the waitlist has ended. The students will be encouraged to make their final course selections during late registration.
- Waitlist status codes:

| Code | Description | Meaning |
|------|--------------------------|---|
| A | Active | Active on waitlist. The student is waiting to get into the section. |
| E | Enrolled | The student was on the waitlist and then registered for the section. |
| D | Dropped | The student dropped the waitlist or dropped the section after being on the waitlist. |
| P | Permission | The student is in the 24 hour permission to register period. |
| X | Expired | The student did not register in the 24 hour permission time period. |
| C | Canceled | The section and waitlist was canceled. |
| L | Closed | The waitlist period ended for the term while the student was waitlisted. |
| OS | Other Section Enrollment | The student was on the waitlist but then registered in a different section of the course. |

Waitlist Screens

- CWLI - Enter the subject and course. This will give you a list of the section seat availability.
 - G is the global cap line, and L is the local section cap line.
 - Students who have been offered a seat impact available seats and the waitlist. The available seats is reduced and they count on the waitlist because they have not yet registered.

- Multiple terms are shown at the same time.

CWLI - Course Waitlist Inquiry

Course : ENG-101 Title : COMPOSITION I

| Course Section/Title | Term | Stat | (G)Cap (L)Cap | Used Used | Avail Avail | Wait Wait | Pct Pct |
|-----------------------------|-------|------|------------------|--------------|----------------|--------------|------------|
| 1 ENG-101-107/COMPOSITION I | 15/FA | Wcls | 10 | 17 | 2 | 0 | 0 |
| 2 ENG-101-107/COMPOSITION I | 16/SP | Wst | 1 | 1 | 0 | 1 | 100 |
| 3 | | | | | | | |
| 4 | | | | | | | |

- CWLM - Enter the term and course information to see a list of all the students who are currently on a waitlist for the course or who have ever been on the waitlist for the course. This is a quick way to see a total number of students on the waitlist for a course.

CWLM - Course Waitlist Management

Course Name : ENG-101 Title : COMPOSITION I

| Current Waitlist | Wait Sec | Rating | Stat | Status Date | Home Telephone |
|------------------------|----------|--------|------|-------------|----------------|
| 1 0297725 REA, JILL C. | 107 | 0 | A | 11/03/15 | 417-766-8772 |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |

| Previous Waitlist | Stat | Status Date | Enrolled Section | Enrolled Term |
|------------------------------|------|-------------|------------------|---------------|
| 1 0003382 KLEIER, DONALD W. | L | 10/27/15 | | |
| 2 0213882 MATTHEIS, LACEY E. | D | 11/03/15 | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |

- SWLM - Enter the section information. You will see a list of all the students who are currently on a waitlist for the section or who have ever been on the waitlist for the section.

SWLM - Section Waitlist Management

Section : ENG-101-107 Title : COMPOSITION I
 Term : 16/SP Cross-List : No Status : Active

| Current Waitlist | | Rating | Status | Status Date | Home Telephone |
|------------------|----------------------|--------|--------|-------------|----------------|
| 1 | 0297725 REA, JILL C. | 0 | A | 11/03/15 | 417-768-8772 |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |

| Previous Waitlist | | Status | Status Date | Enrolled Section | Enrolled Term |
|-------------------|----------------------------|--------|-------------|------------------|---------------|
| 1 | 0213882 MATTHEIS, LACEY E. | D | 11/03/15 | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |

Controller Current Waitlist Value 1/1

- STWM - Enter the student ID number or name. It will give you a summary of the student's waitlist activity as well as the student's rank on the waitlist.

STWM - Student Waitlist Management

File Options Help Keep Context Open Save Save All Cancel Cancel All

| Current Waitlist | | Term | Status | Status Date | Rating | Rank | Cap | Avail | Wait |
|------------------|------------------------------|-------|--------|-------------|--------|------|-----|-------|------|
| 1 | ENG-101-107 COMPOSITION I | 16/SP | A | 11/03/15 | 0 | 1 | 1 | 0 | 1 |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |

| Previous Waitlist | | Status |
|-------------------|--|--------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

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- STWI - Detail into this screen from RGN or enter it directly with the student's ID number or name. It will give you a summary of the student's waitlist activity. You may detail into the sections and the status from this screen.

MATTHEIS, LACEY E. ID: 0213882 SSN: XXX-XX-1625 PRIVACY: N
NIXA, MO 65714

| Course Section | Title | Term | Status | Active WL | Section |
|----------------|--------------------|-------|--------|-----------|---------|
| 1 BUS-101-222 | MICROCOMPUTER KEYB | 15/FA | D | 0 | 10 |
| 2 AUM-135-1B2 | MANUAL DRIVE TRAIN | 15/FA | D | 0 | 18 |
| 3 BCS-132-WB1 | ALLIED HEALTH NUTR | 15/FA | D | 0 | 25 |
| 4 ENG-101-107 | COMPOSITION I | 16/SP | D | 1 | 1 |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |