MEMORANDUM

TO: Susan Hippensteele, Chairperson
    Mānoa Faculty Senate Executive Committee

FROM: Reed Dasenbrock
    Vice Chancellor
    for Academic Affairs

SUBJECT: Registration Waitlisting

Attached is something Hae Okimoto of ITS presented to CCAO yesterday that urgently needs faculty consideration. It is an implementation plan to set up an electronic system of waitlisting students for courses, and they propose to begin this Fall 2011. The system allows faculty to add students to full classes as they can at present, and the electronic waitlisting would be turned off before the semester, so faculty would be in complete charge of any adds after classes start. This looks to me like a good extension of Banner that should relieve the pressure of students trying to find faculty to add classes, particularly over the summer, but doesn’t create any loss of faculty control.

We need, however, to make a couple of decisions. The main one is whether we want to do this. The second crucial one is whether we simply make this an automatic feature for all classes once they are full, which is what I think would work best. But there may also be implementation issues that Banner Central has not thought out, so we need to identify any issues and concerns as soon as possible.

I am sending this to the deans, and Hae is coming to a meeting of the deans on Monday, January 31st, to discuss this. I am also sending it to the Council of Academic Advisors to see if they can identify any implementation issues we need to be aware of. If we are to utilize this for the Fall, we will need to have made any decisions related to it before the beginning of registration, which is April 28, 2011.

I appreciate your input on this.

Attachment
“Implementation Plan for April 2011 for Fall 2011 Registration Waitlisting at the University of Hawaii

**Banner Central will** do the setup for all campuses by April 2011.
- Capacity Overrides will be available during waitlisting

All campuses will have the same notification deadline during registration periods.
- The registration deadline after notification will be 48 hours from April through July for Fall 2011.
- The registration notification deadline will change to 24 hours for August 2011.

The following email notification will be setup for each campus with individualized contact information.

Sample Email Notification:

Dear Macy:

A class you have waitlisted for has a seat available for you.

Term: Fall 2011
Class: ART 101, CRN 31274
Deadline to Register: 15-JUL-2011 02:30 PM

Please log in now to MyUH [www.myuh.hawaii.edu](http://www.myuh.hawaii.edu) to add this class or remove yourself from the waitlist.

If you do not take action by the deadline above, you will AUTOMATICALLY REMOVED from the waitlist and the next student on the waitlist will be given the opportunity to register for the class. You will NOT receive notification of this action. For more information, go to MyUH Info at [http://myuhinfo.hawaii.edu/page/waitlistfaqs](http://myuhinfo.hawaii.edu/page/waitlistfaqs) or contact the Maui College registration office at ........

Please do not reply to this email. No action or response will be made to replies received. Thank you.

Banner Central will disable waitlisting prior to first day of instruction. All waitlists will be purged prior to the first day of instruction.

**Campus instructional units will** inform campus schedulers to add the desired number of waitlist spaces for each section that will use waitlisting.
- Faculty should be cautioned regarding the use of overrides with waitlisting (tutorial with screen shots will be provided)
- Banner Central will post waitlist announcement on MyUH and post waitlist FAQs. Campuses will manage their own campus announcements.

**UH System Administration will** activate and monitor the job to send the automatic email notifications.

1/19/11
hae@hawaii.edu
Waitlist

Available for Fall 2011 registration
• once upgrade to Banner Student 8.3/8.4
  - scheduled downtime for the upgrade: 2/18 (5 pm) - 2/23 (8 am).
• Banner Central will enable for all campuses
• Campus needs to decide which courses they want to waitlist
• Campus needs to decide on waitlist limit

Once waitlist enabled:
• Students can see their position on the waitlist
• Faculty/Staff can see students on the waitlist
• Faculty/Staff can continue to provide capacity override exemptions
  - could be problematic if override provided for student not on the waitlist
  - campus will have to handle student concerns
• Waitlist will be purged on early Monday morning when Banner goes down for backups (12:05 am)
  and this functionality will not be available once Banner comes back online at 6:00 am on the first
day of classes

Waitlist timeline (based on Fall 2011)

April  Waitlist enabled
Through July  Students provided 48 hours to register once they clear the waitlist
Aug – beg of sem  Students provided 24 hours to register once they clear the waitlist
Aug 22 (12:05 am)  Waitlist purged