

Waitlisting and Course Swap Enrollment Features

What is waitlisting?

The waitlist feature is now available in PeopleSoft for Katz classes. This new feature allows students to place themselves on a waitlist for a class section that is full and be given a position number. As seats open up in the class, the waitlist process will run to auto-enroll students according to their position number.

Waitlisting options, features, and limitations

Waitlisting – Adding a course:

- Students place themselves on a waitlist solely for those courses that they wish to add to their schedule if seating becomes available.
- Students should **NOT** use this option if a closed course of interest is being offered during the same day(s) and time(s) of another course for which you are already enrolled. In such an instance, students should use the course swap option instead.
- Waitlist FAQs: http://www.registrar.pitt.edu/enrollment_waitlisting.html
- Waitlist demo: http://technology.pitt.edu/Documents/PeopleSoft_Students/Waitlist.swf

Course swap option – Adding a desired course while dropping another:

- Students utilize this option to “swap out” a course for which they are currently enrolled for a more desirable course if/when a seat becomes available for the latter.
- Use this option if a closed course of interest is being offered during the same day(s) and time(s) of another course for which you are already enrolled.
- A caveat: Part-Time MBA students in particular should utilize the course swap option when possible to prevent accidental registration and subsequent tuition charges. (When a PT student registers **for less than 9 credits** of coursework, he/she is charged tuition at a per-credit rate. Once that student registers **for 9 or more credits**, he/she is charged at the then-current full-time 1-year MBA rate but can register for up to 18 credits of coursework: <http://www.business.pitt.edu/katz/mba/financial-aid/tuition-oneyear.php>) The course swap option should stem unintended registration into more-than-desired semester credits.

Special Permission courses:

- The majority of Katz MBA classes will utilize the waitlist feature if/when a class closes due to meeting the maximum seating capacity. However, certain classes will not utilize the waitlist feature, namely those with a prerequisite of special permission or department consent, Negotiations, and independent study projects.

Salient takeaways

1. Use the standard waitlist option to add a given course to your current schedule if/when seating becomes available. Use the course swap option to add a desired course in lieu of another course to be dropped, especially if the courses are offered during the same day(s) and time(s).
2. The automated waitlist process will run throughout the add/drop period at the beginning of each academic semester (not including Fall 2, Spring 2, or Summer 2 sessions). Students will be notified via their university email address if they have been successfully enrolled in a previously waitlisted course. It is recommended that students monitor their class schedules and university email accounts frequently if waiting to be enrolled in a class.
3. Students *can* remove themselves from a waitlist by dropping themselves from the waitlisted section in self-service enrollment within the add/drop period. Students *should* remove themselves from waitlists for courses no longer of interest; otherwise, if a seat becomes available and you are still on a given waitlist, the automated system will place you into the course as it is designed to do.

Common questions about waitlisting of particular relevance to Katz students

The following information was adapted from the above-mentioned FAQ website.

1) *Which classes have a waitlist at this time?*

The majority of Katz MBA classes will utilize the waitlist feature if/when a class closes due to meeting the maximum seating capacity. However, certain classes will not utilize the waitlist feature, namely those with a prerequisite of special permission or department consent, Negotiations, and independent study projects.

2) *How does the waitlist process work?*

When seats become available in a closed class section, the class remains closed until a process runs that automatically enrolls students from the waitlist. The class remains closed until the waitlist empties or the enrollment capacity has been met, whichever comes first. If a student does not meet the criteria to enroll in the class, the process will select the next student on the waitlist according to their position number.

3) *What will prevent students from being enrolled in a class while on the waitlist?*

Students will not be enrolled from the waitlist if any of the following occur:

- Adding the waitlisted class will exceed the maximum number of units for which students can be enrolled
- The waitlisted class presents a time scheduling conflict with another class in which they are already enrolled
- Student is still enrolled in another section of that class.
 - o Students should initially SWAP the section they are currently enrolled in with the section they would like to waitlist, if the preference is to be enrolled in the waitlisted section.
 - o If students ADD themselves to the waitlist for a different section of the same class (instead of using the SWAP feature), they must DROP the section in which they are enrolled before they will be moved from the waitlist.

If students are not enrolled from the waitlist due to any of these issues, they will be passed over and the next eligible student on the waitlist will be auto-enrolled.

4) *When should the “SWAP” enrollment feature be used?*

If students are already enrolled in another section of the class for which they want to waitlist, SWAP should be used. If students use the ADD enrollment feature to get on a waitlist for a different section of the same class, they must DROP the section in which they are enrolled before they will be moved from the waitlist.

Students may also want to use SWAP if there is a known time conflict between an already enrolled class section, and the section for which they want to waitlist. If students get on a waitlist using the ADD enrollment feature, they will not be auto-enrolled into the waitlisted class until they DROP the class that presents the time conflict or the class

Finally, students may want to use SWAP if they are already enrolled in the maximum number of units for a term and want to still get on a waitlist. If a student gets on a waitlist using the ADD enrollment feature, they will not be auto-enrolled into the waitlisted class until they DROP a class that would allow the waitlisted class to fall within the maximum number of allowable units to be enrolled in for a term.

5) *What will prevent students from getting on a waitlist?*

- Requisites for the class are not met
- Instructor or Department Consent is required
- A(n) academic/financial/other hold exists on the student’s record
- Enrollment appointment has not arrived
- Last day to waitlist for classes has passed
- Maximum number of waitlisted units has been reached (8 units)
- Already enrolled in that class section
- Already on the waitlist for that class section
- Waitlist capacity has been met
- Class is not closed