New Enrollment Permissions & Waitlist Functionalities

Target Audience: Academic department chairs, their assistants, and others who currently assist with student registration (Advisors, pre-major advising, etc.)

Description:

Beginning with Fall 2015 class registration, the Registrar's Office is rolling out new enrollment permission functionalities. This will allow chairs, faculty and staff to grant students permission to enroll into restricted courses. This functionality eliminates the need to manually enroll students into courses and gives students the opportunity to complete their own registrations. Enrollment permissions can be used to override prerequisite requirements, grant department consent and allow students to enroll into closed classes. Come learn the ins and outs of enrollment permissions.

During the fall 2015 registration period, the Registrar's Office is piloting class waitlists. Waitlists are an automated process that prioritizes student enrollment into closed class. Once a course fills, students can register on the waitlist, if a seat becomes available in the class the process will automatically move waitlisted students into the class. Come learn more about waitlist, how students can enroll onto them, and how this functionality will be piloted.

Course Includes:

This course will include information on:

- Entering enrollment permissions to allow students to register into restricted courses.
- Tools to monitor enrollment permissions
- How utilizing enrollment permissions vs. the enrollment request screen helps WCU
- Information on the waitlist pilot program.
- How the waitlist process works
- What every chairperson, advisor, and academic support staff needs to know about waitlists for the fall 15 registration period.

Prerequisite:

None.