

WAIT LIST AUTOMATION

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The Office of the University Registrar has partnered with Columbia University Information Technology (CUIT) to offer a Wait List feature for faculty and students.

Background

- Historically, faculty who created a Wait List did so independently and manually (often on paper)
- Faculty take responsibility for managing the list personally without central technical support
- Students have no consistent way to add their names to a Wait List
- Faculty & student feedback indicates a desire to electronically create, maintain, and monitor Wait Lists

Goals

Our goals for the Wait List program are to:

- Provide students with a fast, easy, and intuitive way to join a Wait List and secure admission to the course
- Admission on either a first-come first-served basis (as space allows), or through direct action by an instructor
- Provide instructors with a simple, centralized, flexible way to manage Wait Lists based on course requirements, whether the need is for first-come, first-served enrollment or selective registration

Benefits for Faculty and Students

Faculty and students are able to use the Wait List – students to join a Wait List for desired courses that are full, and faculty to admit students into their courses from a Wait List.

Additionally, faculty can:

- Maintain the list electronically either through a custom Wait List or through the auto-fill feature
- Opt out of the Wait List entirely, if they so choose
- Be as involved in or removed from the Wait List process as they need to be

How It Works

The Wait List feature is available to faculty and students using SSOL (<https://ssol.columbia.edu>).

Faculty have two options for Wait List management:

- All faculty will be defaulted to having a Wait List established for their courses using the first-come, first-served “Auto-Fill” option.
 - Under this option, the auto-fill will admit students from a course Wait List as space is available, based on the date and time stamp of their initial placement on the Wait List
 - The simplicity of the auto-fill Wait List is its primary feature. Faculty need do nothing to create, monitor, and admit students from the Wait List. The tool handles all of this automatically.
- For faculty who want to take a greater role in managing their Wait Lists, there is also a custom option.
 - Under this option, faculty keep track of their Wait Lists using SSOL.
 - If a spot opens up in a course, they can personally decide which student on the Wait List gets put into the course based on any criteria they want to use.
 - The faculty member will admit the student into the course, the student will be registered for it automatically, and then the student will receive an email confirming enrollment in the course.

For students, the Wait List functions seamlessly:

- Students who add their names to a Wait List will either be handled first-come, first-served, or will be asked to provide evidence they meet an instructor’s custom criteria.
- Once a student is admitted to the course, he or she is notified by email that course registration is successful and removed from the Wait List.