

WAITLIST

POLICY NUMBER: AAPC-WAITLIST

POLICY TYPE: ACADEMIC & ADMISSIONS POLICY COMMITTEE

RESPONSIBLE OFFICIAL TITLE: PROVOST & EXEC. VICE PRESIDENT FOR ACADEMIC AFFAIRS

RESPONSIBLE OFFICE: UNDERGRADUATE ACADEMIC AFFAIRS

APPROVAL DATE: PRESIDENTIAL APPROVAL – 5/23/2017

NEXT REVIEW DATE: PREVIOUS REVIEW PLUS TWO (2) YEARS – 5/23/2024

BOARD OF REGENTS REPORTING (CHECK ONE):

☐ PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

☒ PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

This policy describes the use of a course registration waitlist within Northern Kentucky University's (NKU) registration software.

1. Any eligible NKU student may use the waitlist system.
2. Department chairpersons and school directors may set parameters for designating course sections that should be placed on the waitlist throughout the class development and registration periods.
3. A combination of enrolled and waitlisted courses should not exceed the maximum course load allowed per the catalog, unless the student designates the course(s) to be dropped if a seat in the desired course(s) becomes available. The student will be clearly warned at the time of signing up for the waitlist.
4. Students must meet all course prerequisites and pass all restrictions (e.g., major restrictions, classification restrictions) to be eligible to waitlist courses. Students may waitlist a course for which they are fulfilling a prerequisite in the current semester.
5. Students may waitlist a course in which they are enrolled at the time of registration (i.e., waitlisting a course for which they may not receive a passing grade).
6. Open seats will be assigned on a first-come, first-served basis.
7. When a student chooses to waitlist a course, the student will receive a confirmation from IT via NKU email. When an open seat in the waitlisted course becomes available, the student will receive notification that they have been enrolled in the open spot. If another class is dropped as a result (see item #3 above), the student will be notified as well.
8. Students may waitlist multiple sections of a course. Once a seat is assigned, the system will drop the student from the waitlists in other sections. The student will receive clearly worded communication that the first available seat will be assigned, even though it may not be their first choice.
9. Students will remain on the waitlist until they are successfully enrolled in the course, or until 12:00 a.m. the first day of the session (semester or subsession), when all waitlists are automatically purged.
10. If a student is on the waitlist, that is not a guarantee that a seat will become available or that they will be enrolled in the course.

II. ENTITIES AFFECTED

All NKU students, department chairpersons/school directors, academic advisors, Registrar, and IT.

III. RESPONSIBILITIES

Department Chairpersons/School Directors: Designate courses eligible for waitlist and revise as needed each semester. Additionally, department chairs/school directors may adjust enrollment limits as needed throughout the registration period.

Information Technology (IT): Configure the software system (currently SAP) to allow waitlist capabilities. Automatically send a message to students on waitlist on the first day of classes and require students to opt in to continue on the list.

Registrar's Office: Manage process each term.

Advisors: Convey appropriate messages to students regarding waitlist options.

IV. PROCEDURES

IT will reconfigure the registration software (currently SAP) to allow waitlist options. When a student drops a course, the system needs to be able to hold the seat as unavailable except for students on the waitlist.

Registrar staff will manage the process. Advising staff will assist students.

V. EXCEPTIONS

Department chairs/school directors or their designee will have the authority to override waitlists according to departmental/school priorities.

VI. TRAINING

Department chairs/school directors (and designees), advisors, students.

VII. COMMUNICATIONS

Advising Council, Council of Chairs, Academic Affairs Council, Associate/Assistant Deans Council, Graduate Council, Student Government Association.

REVISION HISTORY


REVISION TYPE	MONTH/YEAR APPROVED
Minor Revision/Edits	May 2022
New Policy	May 2017

WAITLIST

SIGNATURES

IT POLICY COUNCIL REVIEW

CHIEF INFORMATION OFFICER

Signature  Date 5-16-17

Printed Name Tim Ferguson

HUMAN RESOURCES REVIEW

SENIOR DIRECTOR, HUMAN RESOURCES

Signature _____ Date _____

Printed Name _____

LEGAL & COMPLIANCE REVIEW

VICE PRESIDENT FOR LEGAL AFFAIRS/GENERAL COUNSEL OR ASSISTANT GENERAL COUNSEL

Signature _____ Date _____

Printed Name _____

COMPLIANCE OFFICER

Signature _____ Date _____

Printed Name _____

ACADEMIC AFFAIRS COUNCIL (AAC) REVIEW

PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Signature

Sue Ott Rowlands

Date

5/17/17

Sue Ott Rowlands

ACADEMIC & ADMISSIONS POLICY COMMITTEE (AAPC) 1ST READING

**VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS
CO-CHAIR, AAPC**

Signature

Idna M. Corbett

Date

5/16/17

Printed Name *Idna M. Corbett*

**VICE PRESIDENT FOR ENROLLMENT AND DEGREE MANAGEMENT
CO-CHAIR, AAPC**

Signature

Kimberly Scranage

Date

5/16/17

Printed Name *Kimberly Scranage*

PRE-COMMENT PERIOD EXECUTIVE TEAM REVIEW

SENIOR VICE PRESIDENT, ADMINISTRATION & FINANCE

Signature

Date

Printed Name

COMMENT PERIOD

POLICY COORDINATOR

Signature

Date

Printed Name

PROFESSIONAL CONCERNS COMMITTEE REVIEW/APPROVAL

PROVOST/EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Signature

Sue Ott Rowlands

Date

5/17/17

Printed Name *Sue Ott Rowlands*

FACULTY SENATE REVIEW**PROVOST/EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

Signature

Date

Printed Name

GRADUATE COUNCIL APPROVAL**VICE PROVOST FOR GRADUATE EDUCATION, RESEARCH, & OUTREACH**

Signature

Date

Printed Name

FINAL EXECUTIVE TEAM REVIEW**1. ACADEMIC & HYBRID POLICIES****PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

Signature

Date

Sue Ott Rowlands

2. ALL POLICIES**SENIOR VICE PRESIDENT, ADMINISTRATION & FINANCE**

Signature

Date

Sue Hodges Moore

PRESIDENTIAL APPROVAL**PRESIDENT**

Signature

Date

5/19/12

~~Geoffrey S. Mearns~~

GERARD A. ST. AMAND

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

☐ This policy WAS NOT forwarded to the Board of Regents.

☐ This policy WAS forwarded to the Board of Regents.

☐ The Board of Regents approved this policy on ____/____/____.

(Attach a copy of Board of Regents meeting minutes showing approval of policy.)

☒ The Board of Regents rejected this policy on ____/____/____.

(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

POLICY COORDINATOR

Signature

Date

Printed Name