

# Administrator Instructions

## - The NOVO Waitlist

**What is NOVO Waitlisting?** Waitlisting is an option for students who encounter classes that are 'closed' but may still want to try to register if a seat opens up again.

**How does NOVO Waitlisting work?** Students who attempt to register for a class that is full or 'closed' may put themselves on a waiting list. The waitlist queue works on a first-come, first-served basis. When a seat becomes available, an email will be sent to the student at the top of the waiting list. The student will have 24 hours (or other time frame to be adjusted at the Registrar's discretion) from the delivery, not the receipt, of the email to add the class.

**Advantages of NOVO Waitlisting** Students will automatically be notified by email when a seat becomes available if they have put themselves on a waitlist for a specific class. If they drop or decide not to add, the class will become available for the next student on the waitlist. Administrators can track the demand for courses by utilizing waitlisting data. The NOVO waitlist requires no intervention by the department offering the course.

### **How to Create a NOVO Waitlist:**

- NOVO Waitlists are created for individual sections through Courseleaf CLSS. Only departmental users with edit access to a section in Courseleaf can create, modify or eliminate a NOVO waitlist.
- By default, all sections in Courseleaf CLSS will show a Wait Cap of "0". Changing the "0" to any other number and clicking "Save Section" will automatically create a NOVO waitlist for this section. Regardless of when a NOVO waitlist is created, students will not have an option to add themselves to a NOVO waitlist until a specific date. This date is determined by the registration tables maintained by the Registrar. For Fall 2023, this date will be April 24, 2023 for all but the classes falling with the Law part of term.

**Edit Section – ECON 10020-02: Principles of Macroeconomics (CRN: 23560; CLSS ID: 3555)** Spring Semester 2023, econ

**Section Information**

Title/Topic: Principles of Macroeconomics (Default V) Part of Term: \* Full Term (1/17/23 to 5/3/23)  
 Section #: 02 Campus: Main (M)  
 Credit Hrs: 3 Inst. Method: In-Person or Hybrid  
 Status: Active Dept. Apr.: (None Assigned)  
 Grade Mode: Standard Letter (Default Value) Cross-list With: ECON 20020-02 (40)  
 Restrictions: Classification Prerequisites: 8 configured

**Section Attributes** SOSC - old Core Social Science  
 WKSS - new Core Social Science  
 ZFYS - FYS Bulletin (Admin)

**Course Attributes (Catalog)** SOSC - old Core Social Science  
 WKSS - new Core Social Science  
 ZFYS - FYS Bulletin (Admin)

**Instructor** Dziadula, Eva (EDZIADUL) **Room** 1144 155 - DeBartolo Hall 155 (263) **Schedule** MW 8am-9:15am

**Enrollment** **Seat Allocations:** No 57 current, 54 prior, 0 waiting **Cross-list Enrollment** 65 current

Maximum: 80 **Wait Cap:** 10 Maximum: 120

**Comments (will display in class search)** **Internal Memo to the Registrar**

Bridge Tools User View Cancel Save Section

- Wait Cap – Entering a “0” closes the waitlist and does not allow that option when students are registering. If students are already on the waitlist, it will not kick them off of the waitlist but will still allow the waitlisting features to continue.
- If canceling a class with students on the waitlist, they need to be informed as well. If students are enrolled or on the NOVO waitlist, please notify those students first before submitting the request.
- Once a class reaches its full enrollment and a student puts themselves on the waitlist, no other students can enroll in that class until the waitlist is empty of everyone, even if an enrolled student drops and a seat becomes available.
- Students are not automatically enrolled into a class from a waitlist if a spot opens up in the class.
- Students can add themselves to a waitlist up until the 5th day of the term. Waitlists will close to any new additions on that day. All students that are on the waitlist on that day will remain as such.
- Students cannot see who is on the waitlist for a class other than themselves.
- Once a seat has become available, either through increasing the maximum enrollment for the section or by another student dropping the class, the first student in line will be notified via email.

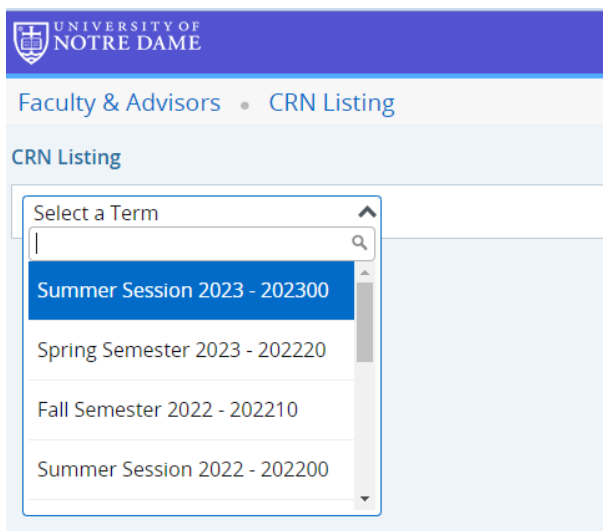
- The waitlist seats will be viewable in NOVO Browse Classes. PATH will NOT display waitlisted seats unless the class is full and the student has added the section to their plan. Please note that students may put themselves on more than one section’s waitlist for a course, however they can only register for one section of a course.

### ADDING & REMOVING STUDENTS ON THE WAITLIST:

- Students can add themselves to a NOVO waitlist through NOVO registration. Information for students is at the end of this document and will be posted on the registrar’s website.
- Students can verify that they are on a waitlist by reviewing their Class Schedule. The section will indicate ‘waitlisted’ in the status field. Students will not have the ability to verify their position on the waitlist, however they will be able to see the total number of names on the waitlist from the Browse Classes results or when they go to add their name to a waitlist.

### VIEWING THE NOVO WAITLIST:

- For instructors, advisors, and staff, the “Class List - Class Roster” application will show the names of all the students on the NOVO waitlist as well as their priority. You can access this list through InsideND.



The screenshot shows the University of Notre Dame NOVO system interface. At the top, it says 'UNIVERSITY OF NOTRE DAME' and 'Faculty & Advisors > CRN Listing > Class List'. Below that, it shows 'Class List' and 'Spring Semester 2023 - 202220 ECON 10020 | 23560'. The main content area is divided into 'Course Information' and 'Enrollment Counts'. The course information includes 'Principles of Macroeconomics - ECON 10020 02', 'CRN: 23560', 'Duration: 01/17/2023 - 05/03/2023', and 'Status: Active'. The enrollment counts table shows: Enrollment (80), Wait List (10), and Cross List (120). The 'Actual' column shows 57, and the 'Remaining' column shows 23. Below this, there are tabs for 'Class List' and 'Wait List'. The 'Summary Class List' section shows a table with columns: Student Name, ID, Registration Status, Level, Credit Hours, Midterm, Final, and Class. The first row shows a student's name (blacked out), ID (blacked out), and other details.

- This Summary waitlist tells you the total number of students who have their name on the waitlist as well as their waitlist position. The waitlist position of “0” indicates the student has been sent a notification that a seat is available. This also lists the date and time that notification will expire. The student must log into NOVO, and register for that seat before the notification expires. If they do not, at the point the notification expires, their name will be automatically removed from the waitlist and the next person on the list (in waitlist position order) will be notified of the open seat.
- Students are able to add their name to multiple class section waitlists for a given course. When the student accepts a seat in one section, they are not automatically removed from the additional waitlisted sections.
- Students should be encouraged to drop their waitlist seats if they are no longer interested to allow the next student on the list to be processed in the timeliest manner possible.
- All Holds and Registration Restrictions will still apply for a student to add themselves to a class once it is their turn to register for a class.
- Once a student has been notified that a seat has opened for them, they must resolve any time conflicts between the waitlisted class and the conflicting registered class. This should be done by dropping the class that conflicts the waitlisted class.
- Advising Deans/admins who are assisting students in registering for classes need to be aware of waitlisted classes. Overriding a waitlist error for one student will cause a second student to be denied access to a class that they have waited in line for and been notified by email of their priority.
- Instructors and departments can see waitlisted students in Online Photo and Class List - Class Roster. Students should be instructed to add themselves to the NOVO waitlist if a student wants to get into a waitlisted class.
- In order for the system to work correctly, manually adding students into classes and overriding capacity should never be done.
- Administrators will still be able to enter overrides for other restrictions such as prerequisites, corequisites, duplicates, etc.

- After web registration has ended, all students on a waitlist will be purged from that waitlist. Regardless of their place on the waitlist at that time, adding students to a class using eforms, after web registration has ended, will be on a first-come, first-serve basis based upon when the eform was created and processed, independent of their previous NOVO waitlist priority.
- Waitlisting does work with crosslisted sections.

### **CHANGING THE ORDER OF THE NOVO WAITLIST:**

We understand that there are times that a specific student needs to be moved to the top of the waitlist. The lower the Waitlist Priority number, the higher the priority. The priority numbers for students on the waitlist can be changed. For now, the Registrar will manage that process. The student who needs immediate first priority should be added to the waitlist prior to contacting the Registrar's office through the [NOVO@nd.edu](mailto:NOVO@nd.edu) email account.

### **SUGGESTIONS FOR WAITLISTING:**

Since we have just begun using NOVO Waitlisting, we welcome feedback and suggestions about the business processes and best practices that we are developing. Please contact [NOVO@nd.edu](mailto:NOVO@nd.edu) with any and all questions, concerns or suggestions.

### **SAMPLE EMAIL TO STUDENT:**

*Dear Jason,*

*An open seat is available to you in ECON 33580 Section 01 Sports Economics CRN: 31446 for the Spring Semester 2023.*

*You must take action and add yourself to the class by 24-JAN-2023 07:27 PM or before your web registration time ends, whichever is earlier.*

*Failure to add this class in your allotted time will forfeit your seat and it will be offered to the next student on the waitlist. To register, log into NOVO Registration (<https://bxeregprod.oit.nd.edu/StudentRegistration/ssb/registration>). The class will be in your summary with an action type of WAITLIST. Toggle the action from WAITLIST to ADD CLASS and then click SUBMIT.*

*Thank you,*

*Office of the Registrar*

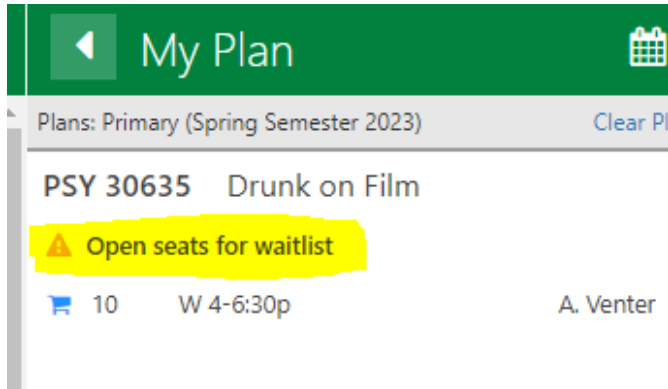
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## STUDENT INSTRUCTIONS - NOVO Waitlists

### Add Your Name to a Class Wait List:

If a class has reached its maximum enrollment limit, you may be able to add your name to the NOVO waitlist if the department offering the course has set up a waitlist. Waitlisting will NOT be available to students (except Law students) *until April 24, 2023*.

**NOVO Waitlisting in PATH Class Search/PATH Plan:** If a class enrollment is at its maximum, you have added it to your plan, and the class has been activated for a NOVO waitlist, you will see this as a message in your Plan in PATH:



### NOVO Waitlisting in NOVO Browse Classes/Add/Drop:

Once you go into NOVO, you will also see that the class has a NOVO waitlist created and you will see the ADD button available to you:

## Browse Courses

Catalog Search Results **Search Results — 3 Classes**  
Term: Spring Semester 2023 : ECON10020 Economics

Term	CRN	Subject	Course Num	Section	Title	Hours	Meeting Times and Locations	Instructor	Campus	Status
Spring Semester 2023	21211	ECON	10020	01	Principles of Macroeconomics	3	S M T W T F S 09:30 AM - 10:45 AM Type: Lectur	Dziadula, Eya (Primary)	Main	2 of 82 seats remain.
Spring Semester 2023	23560	ECON	10020	02	Principles of Macroeconomics	3	S M T W T F S 08:00 AM - 09:15 AM Type: Lectur	Dziadula, Eya (Primary)	Main	23 of 80 seats remain 10 of 10 waitlist seats remain

**Search Results — 1 Classes**  
Term: Fall Semester 2023 Subject and Course Number: REG30999

Subject	Course Num	Section	Title	Hours	Meeting Times	Instructor	Campus	Status	Linked Sections	Add
REG	30999	14	Registrar.test.course	0 TO 3	S M T W T F S - Type: Lecture Building: None Room: Nor		Main	FULL: 0 of 0 seat... 10 of 10 waitlist s...		Add

10 Per Page Record

You will need to add the class to your Summary then SUBMIT the class.

ber: REG30999

Hours	Meeting Times	Instructor	Campus	Status	Attribute	Seat Allocations	Linked Sections	Add
0 TO 3	S M T W T F S - Type: Lecture Building: Nor		Main	FULL: 0 of 0 seat... 10 of 10 wal...				Add

Records: 1

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**Summary**

Day	Thursday	Friday	Saturday	CRN	Course ID	Title	Hours	Status	Action
				22222	REG 30999, 14	Registrar.test.course	0	Pending	Add Class

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 1 | Max: 7

Conditional Add and Drop **Submit**

REG 30999 CRN 22222: Closed - 0 Waitlisted

Building: Nor

Main

FULL: 0 of ...  
10 of 10 wait...

Search

Instructor

Campus

Status

Attribute

Seat Allocations

Linked Sections

Add

Add

Records: 1

Summary

CRN	Course ID	Title	Hours	Status	Action
22222	REG 30999, 14	Registrar test course	0	Errors Preventing Registration	Remove

Remove

Add Class

Waitlist for Class

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 1 | Max: 7

Conditional Add and Drop

Submit

Once NOVO confirms that the class is full, it gives you an error message telling you that the class is full and also the number of students on an existing NOVO waitlist. You will then be given an option of “Waitlist for class” in the drop down menu to choose.

Summary

CRN	Course ID	Title	Hours	Status	Action
22222	REG 30999, 14	Registrar test course	0	Waitlisted	None

You can then see the class on your schedule with a status of “Waitlisted”. Other classes that you are actually registered for will show “Registered” as a status.



## Register for Classes

Find Classes Enter CRNs Plans **Schedule and Options**

### Summary

Term: Fall Semester 2023

CRN	Course ID	Title	Hours	Grade Mode	Level	Date	Status
10940	MUS 10210, 01	Chorale	0	Satisfactory/Unsatisfactory	Employee Non-Degree	04/06/2023	Registered
22222	REG 30999, 14	Registrar test course	0	Satisfactory/Unsatisfactory	Employee Non-Degree	04/06/2023	Waitlisted

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 1 | Max: 7

## Adding yourself to a class from the NOVO Waitlist:

If your name comes to the top of the waitlist, you will be sent an email from [NOVO@nd.edu](mailto:NOVO@nd.edu) instructing you to register for class. The email will tell you exactly how much time you will have to register for the class (usually 24 hours but that time frame may be longer during the summer months or shorter right before the end of web registration). If you fail to register in the allotted time, the space will be offered to the next student, and your name will be dropped from the waitlist. If you still wish to be on the waitlist, you will have to go through the registration process again.

Here is a sample email that you will receive:

*Dear Jason ,*

*An open seat is available to you in ECON 33580 Section 01 Sports Economics CRN: 31446 for the Spring Semester 2023 .*

*You must take action and add yourself to the class by 24-JAN-2023 07:27 PM or before your web registration time ends, whichever is earlier.*

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*Thank you,*

*Office of the Registrar*

## Questions about the NOVO Waitlist?

Email [NOVO@nd.edu](mailto:NOVO@nd.edu) if you have any questions about registration or how the NOVO waitlist works.