**Wait List Policies and Practices at Ohio Faculty Council Institutions**

**Executive Summary**

During the months of May, June and July, 2018 representatives of the Ohio Faculty Council were asked: "How and when are wait lists for filled classes established at your institution?  Do all filled classes automatically have a wait list?  If so, how (and for what reason) can an instructor or a department opt out of having a wait list?  If not, how (and for what reason) can an instructor or a department choose to have a wait list created for a class?"  Responses were received from most of the OFC institutions.

Wait lists give students who encounter a "closed" class an option to be placed on a list in the event that seats in the course later open (e.g. other students drop the course or the capacity of the course is increased).  Students are then notified (usually automatically by email) on a first-come first-served basis when seats become available and are given a period of time (usually 24 hours) to add the class before the next student on the list is notified.  The same restrictions and/or holds that prevent a student from registering for a class with open seats apply to students entering a wait list.  Students who are no longer interested in a class are encouraged to drop it (even if they are on a wait list) so that other students can move up on the wait list.  When wait lists are available for a class they are usually purged at the start of a term.

Many institutions have found that wait lists provide significant advantages to students (convenience), instructors (elimination of the need to manually sign students into a full class) and administrators (allows the tracking of demand for courses and better management of curriculum offerings).

Summaries of institution-specific answers to questions about wait list policies and practices:

**<u>Akron</u>**
Akron does not have a formal/official policy regarding wait lists.  Some departments choose to use them and others do not.

**<u>Bowling Green</u>**
Bowling Green has no formal/official policy regarding wait lists.  But in general, all classes do have waitlists.

**<u>Central State</u>**
Wait lists are not an option for any course offering at Central State.

**<u>Cleveland State</u>**

Classes at Cleveland State are set up with electronic waitlists during the schedule building process. New classes are created with waitlist functionality enabled by default. Classes that were taught in the previous year roll over the waitlist setup from the previous year. Only classes that require co-requisites are automatically excluded from having waitlists enabled. Co-requisite classes are not enabled with waitlists because of the difficulty in aligning available seats in more than one section at a time. Waitlists are not actually activated until the class is full – it's only at that point that a student can join the waitlist. A department can also request that a waitlist be deactivated; this would have to be approved through their dean's office. This is not common and usually happens with very small classes with controlled enrollment e.g. thesis classes. The university would be reluctant to do it in cases where a class is full and students are already on the waitlist.

Waitlists are not "purged." After the first week of classes, students can no longer enroll from waitlists but the University does not actually delete the waitlist information.

## Kent State
There are no wait lists for any classes at Kent State. Students interested in taking a closed class can ask the instructor for the course for special permission to be included in the class. Alternatively, students simply continue to try to register for closed classes in the hopes that a student already in the class withdraws early in the semester.

## Miami
Miami students interested in taking closed classes are encouraged to participate in our online 'force-add' process. The force-add process asks students to identify their reason for needing to add the class to their schedules (major or minor requirement is the most common reason). Time of the class meeting (students not wanting to take the 8 am class that they are already in) is not typically seen as a reason to force-add a student into a class. All force-adds are managed by one person in each department (chief academic advisor; faculty member; department chair). Faculty are not involved in the process.

## Ohio State
Ohio State allows the decision to turn on/off waitlists to be made at the department level. Some departments take the instructor preference into consideration, so in those cases the decision is arguably made at the instructor level.

Waitlists are at the individual section level such that students identify the specific time/location/instructor of a course that they would like to add to their schedule.

## Ohio University
Faculty and/or departmental administrators can request that a course have a wait list but that is not a default.

## Shawnee State
Wait lists are not an option for any course offering at Shawnee State.

## University of Cincinnati
The University of Cincinnati allows individual colleges to determine whether and to what extent wait lists will be an option for each course offering.  Student may wait list up to (but not more than) 9 credit hours each semester (so as to minimize the impact of students "squatting" in the hopes of changing to a preferred class meeting time or instructor).  Information for students regarding wait lists is available at:

http://www.uc.edu/registrar/registration/reg_info/waitlist.html

## University of Toledo
The University of Toledo allows department schedulers to choose whether or not a waitlist will be associated with a course at the time the course is scheduled with the Registrar.  As a result, not all classes will have waitlists.  Details on how the waitlists work for students and faculty are available at:

http://www.utoledo.edu/offices/registrar/waitlisting.html

and at:

https://www.utoledo.edu/offices/registrar/pp/Waitlisting_Tutorial_Faculty_10072011.ppt

## Wright State
The default at Wright State is for classes to not have wait lists.  Department schedulers need to specifically "opt-in" for a wait list to be associated with a class at the time of schedule creation.  An exception is that if a course had a waitlist the previous time that it was offered it is automatically given a waitlist in a subsequent offering (unless a department scheduler specifically opts-out).  A change to a strategic "opt-out" approach for wait lists is being considered – courses for which it appears that wait lists would be helpful will have them centrally turned on while still allowing department schedulers to "opt-out."

## Youngstown State
Students who would like to enroll in a filled class can electronically choose to be placed on a wait list for the course.  Students on the list are notified in a "first-come-first-served" basis as seats become available in the course.  They have a limited amount of time to add the course once they have been notified of an opening.  The wait list for courses are eliminated after about seven meetings of the class have taken place.