Restrictions, Seat Reservations & Waitlists

Updated: May 29, 2019
• What is a restriction?
  • A restriction is used to limit the type of student enrolling in a section. For example, a restricted to majors restriction would allow only a student majoring in the academic unit offering the course.

• How is a restriction created?
  • Department submits a Restriction Request Form
    • Form available on our website: https://registrar.uiowa.edu/forms/Registration/Restriction Request Form
  • Form is processed through workflow
  • Reviewed for approval by college, our office, and in some circumstances, the Office of the Provost
  • Information reviewed for approval:
    • Number of students affected
    • Courses using the restriction
    • Targeted population of students
    • Rationale for request
  • If approved, our office creates restriction using information provided on form
• Adding a restriction
  • When viewing a section in offerings planner, click on Restrictions hyperlink.
  
  • Click Create new restriction hyperlink.
  
  • Choose restriction from drop down and click Save.
  
  • If students are already enrolled, restriction affects only those students enrolling after the restriction has been added.
Restrictions

• Viewing a restriction
  • Offerings Planner
    • Within the Restriction field

| Restrictions: | Restricted to Honors Program members |

• MyUI
  • Section listing

<table>
<thead>
<tr>
<th>ACCT210:0008</th>
<th>Introduction to Financial Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>Restricted to Honors Program members.</td>
</tr>
<tr>
<td>Waitlist</td>
<td>25 of 25 enrolled</td>
</tr>
</tbody>
</table>

• After clicking on course hyperlink

| Restrictions | Restricted to Honors Program members |

• If multiple restrictions exist on sections, restrictions are displayed based on restriction sort order.
• **What is a seat reservation?**
  - Based on a restriction, which can be separate from the overall section restriction, the seat reservation holds a set number of seats within a section.

• **What is a One-Click seat reservation?**
  - One-Click course combinations allow students to enroll in a given set of course sections in one step. Typically, they are used for students attending Orientation.

• **Adding a section seat reservation**
  - For Summer and Fall 2019 no additional departmental seat reservation requests will be added.

  - Additional information will be provided at a later date as to how to request a seat reservation for Spring 2020 courses and forward.
Restriction and Seat Reservation Guidelines

Course restrictions will be created based on the number of students affected, the course(s) affected, and the targeted population of students. Restrictions should not be based on race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual, in conjunction with the University of Iowa’s Nondiscrimination Statement. Additionally, restrictions are not created based on GPA as that can be managed through course prerequisites.

Please be aware that requests will be sent to the department's collegiate office for review following submission. Once approved by the college, the Office of the Registrar reviews all restriction requests. In some circumstances, review and approval from the Office of the Provost may be required.
Seat Reservations

- Viewing a seat reservation (MAUI)
  - Offerings Planner
    - Within the Restriction field
  - First date indicated is seat reservation open date (opens at 12:01 am that day)
  - Second date indicated is release (expiration) date (releases at 12:01 am that day)
  - May have multiple lines for same or different seat reservations
  - A future seat reservation is one that has not opened yet. In the example below the seat reservation with an open date of 4/2 would be considered current; the one with a 6/4 open date and later would be considered a future seat reservation.

```
Restrictions:
1st yr undergraduates - 0 of 2 seats (04/02/2019 - 07/04/2019)
1st yr undergraduates - 0 of 1 seats (06/04/2019 - 07/04/2019)
1st yr undergraduates - 0 of 2 seats (06/11/2019 - 07/04/2019)
1st yr undergraduates - 0 of 1 seats (06/18/2019 - 07/04/2019)
1st yr undergraduates - 0 of 2 seats (06/20/2019 - 07/04/2019)
1st yr undergraduates - 0 of 1 seats (06/26/2019 - 07/04/2019)
1st yr undergraduates - 0 of 1 seats (07/02/2019 - 07/04/2019)
```
Seat Reservations

- Viewing a seat reservation (MyUI)
  - Section listing indicates “Some seats are reserved”

- Hover over “Some seats are reserved” to see student population for which seats are being held

- If all seat reservations are future seat reservations, “Some seats are reserved” will not display until the day the seat reservation opens

- After clicking on course hyperlink, additional information regarding seat reservation is displayed

- Only current seat reservations are displayed here; future seat reservations display on the day they open
Seat Reservations

How does a student qualify for a reserved seat?

- If a section has a restriction, student must first meet the restriction (or have special permission) and then meet the seat reservation criteria to use a reserved seat.

- Any of the student’s programs of study meeting seat reservation criteria and if reserved seat available, student uses reserved seat.

- Use of reserved seat looks at all programs of study, not just primary.
Seat Reservations

• What is an unreserved seat?
  • They are available to anyone regardless if they meet the seat reservation or not.
  • If all seat reservations are full and a student qualifies for the reserved seat but an unreserved seat is available for them, they may enroll in the unreserved seat.

• How are unreserved seats displayed?
  • Unreserved seats are based on a MyUI calculation and are not displayed in MAUI.
  • Number of unreserved seats available are displayed on section listing in MyUI.
• **How are unreserved seats calculated?**
  • Overall opt enrollment – Total of future reserved seats = Opt enrollment displaying on MyUI
  • Opt enrollment displaying on MyUI – Current enrollment = Remaining seats available
  • Remaining seats available – Current reserved seats still not used = Unreserved seats available

  • Example: ANTH:1101:0A10
  • Overall opt enrollment: 25
  • Total of future reserved seats: 8 (see MAUI Offerings Restriction panel)
  • Opt enrollment displaying on MyUI: 17
  • Current enrollment: 14
  • Remaining seats available: 3
  • Current reserved seats still not used: 2
  • Unreserved seats available: 1

  • MyUI opt enrollment display reduces the opt enrollment count by the number of seats not yet open.

  • Unreserved seat calculation on section listing is updated at time of MyUI refresh from MAUI (approximately 30 minutes)

  • When drilling into section, unreserved seat calculation is live.
• **What is a section waitlist?**
  • A list of students waiting to enroll in that section.

• **How are waitlists added?**
  • Offerings Planner – changing Waitlist Plan from No Waitlist to MAUI Waitlist

• **How long are waitlists in effect?**
  • Through the first 5 days of a session for a full session course.
  • If section is off-cycle, until 11:59 pm the day prior to the first day of class.

• **How do waitlists function?**
  • When a open seat becomes available, a waitlist offer is sent to the first student qualifying for the open seat.
  • Student has 24 hours to accept or decline the offered seat.
  • Notifications are sent via text (if applicable), email, and a MyUI message.
  • If student does not accept seat within 24 hours, offer expires and seat is offered to next student who qualifies for the open seat.
Seat Reservations & Waitlists Working Together

• How do seat reservations and waitlists work together?
  • Only one overall waitlist; no separate waitlist for reserved seats
  
  • Unable to use waitlists and seat reservations together:
    • Sections with One-Click course combinations until all One-Click seat reservations are released
    • Sections with future seat reservations until seat reservation opens
  
  • The waitlist program looks at the last student dropped and finds the next similar student on the waitlist.
    • If a reserved seat is available the next student on the waitlist qualifying for the reserved seat, will be sent a waitlist offer.
      • If the offer expires or is declined, the waitlist program offers the seat to the next student on the waitlist who qualifies for the reserved seat (as long as reserved seats have not been released).
    • If reserved seats are full but there is an open unreserved seat, the next student on the waitlist is offered the seat (regardless if they qualify for a reserved).
  
  • If no additional waitlisted students qualify for the reserved seat, the reserved seat remains open for enrollment until a qualifying student either adds to the waitlist or the seat reservation expires.
Scenario 1

In Scenario 1, Students D and E do not meet the open seat reservation so they will be bypassed and Student F will receive a waitlist offer.

- If a reserved seat is available the next student on the waitlist qualifying for the reserved seat, will be sent a waitlist offer.
  - If the offer expires or is declined, the waitlist program offers the seat to the next student on the waitlist who qualifies for the reserved seat (as long as reserved seats have not been released).
In Scenario 2, if Student A drops from an unreserved seat, the offer will go out to the next person on the waitlist regardless of whether they qualify for a seat reservation.
Seat Reservations & Waitlists Working Together

• How do pending waitlist offers affect seat reservation counts?
  
  • Pending waitlist offers are included in the current enrollment count and if the offer sent out is for a reserved seat, offer is also reflected in reserved seat used count.

• Once seat reservations are released (expired), waitlists function normally.
Seat Reservations & Waitlists Working Together

• Course Offerings Notes
  • Seat reservations will not be added if section has existing active waitlist.
  • If seat reservation is added after student is enrolled, student is not sloted into reserved seat.
  • Unable to administratively add student to waitlist if student qualifies for open reserved seat. Student needs to enroll via MyUI.
  • Lowering the opt enrollment count on a section with a seat reservation and waitlist can be problematic as seat counts won’t be reflected accurately on MyUI and may also cause issues with waitlist functionality.
    • There is currently only a warning on enrollment count screen; it does not prevent lowering the opt enrollment count from occurring.
  • Seeding the waitlist
    • Seat reservations should be added or increased prior to attempting to seed the waitlist.
    • If a One-Click course combination exists on a section, will not be able to seed the waitlist for that section.
Reports, Website Link, & Who to Contact

• Reports
  • Forthcoming

• Who to Contact
  • Reg-MAUI-Support Team
  • Email: reg-maui-support@uiowa.edu
  • Phone: 7-0781

• Seat Reservation and Waitlist Integration
  https://registrar.uiowa.edu/seat-reservation-and-waitlist-integration

Thank you for attending this session!

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