

# Pace University Waitlist Information for Faculty

The purpose of this document is to share information relevant to faculty. Faculty are encouraged to review the document for students that outlines the advantages of the waitlist feature, provides information regarding related policies and procedures, and offers a walk-through guide with corresponding screenshots and a frequently asked questions and answers section.

## Viewing the Waitlist

Viewing the waitlists for courses you teach is nearly identical to viewing the class roster. Follow these steps:

- ⇒ Pace Portal
- ⇒ Faculty Home
- ⇒ Faculty Resources
- ⇒ Course Rosters
- ⇒ Select the Term and Course

The following screenshot is an example of what this screen looks like. In this case, there are two students on the waitlist. Their Waitlist Position number indicates the order of students on the waitlist. Waitlist Position 0 means the student has received their notification email and is within 24 hours to act (e.g., register for the course).

The screenshot displays the 'Wait List' tab for course CS 312. The course information includes 'Research Methods - CS 312 0' with CRN 23922, duration from 01/22/2024 to 05/10/2024, and an active status. The enrollment counts table shows a maximum of 1 enrollment, 1 actual enrollment, and 0 remaining. The waitlist table contains two entries:

Student Name	ID	Registration Status	Level	Credit Hours	Waitlist Position	Notification Expires	Class
[REDACTED]	U-[REDACTED]	Waitlist	Undergraduate	0	1	-	Freshmen
[REDACTED]	U-[REDACTED]	Waitlist	Undergraduate	0	0	03/01/2024	Freshmen

For courses without a waitlist or without any students on the waitlist, the following message will appear:

The screenshot displays the 'Wait List' tab for course CS 232. The course information includes 'Computer Organization - CS 232 0' with CRN 23921, duration from 01/22/2024 to 05/10/2024, and an active status. The enrollment counts table shows a maximum of 10 enrollment, 1 actual enrollment, and 9 remaining. The waitlist table shows 0 waitlist positions and 0 remaining. A message at the bottom states: 'There are no students wait listed for this course.'

For additional information on the waitlist process and how students are prioritized, please visit the Registrar's Waitlist webpage here: <https://www.pace.edu/registrar/registration/course-registration-waitlist>.

## Questions

If you have any questions or encounter issues with the process, please contact the Registrar's Office by visiting <https://www.pace.edu/registrar/contact-us>.