

# Removing Students from Waitlists, Classlists, and Request Removal Lists (System Users)

Students who register for courses in PRISM have at any point in time one, but only one, of the following statuses for each course for which they have registered:

- A = Accepted
- AC = Accepted Completed (used in Con Ed courses to indicate that a course has been completed and the completion date)
- W = Waitlisted
- WC = Waitlisted Cancelled (waitlisted for a course for which there are no current offerings in the particular semester)
- RR = Removal Requested
- R = Removed



Since only System Users can officially remove students from classes in PRISM, it is essential that you stay on top of [REMOVAL REQUESTS](#), processing each as soon as possible once received.

When a GC selects **Remove** for an accepted student, the student is NOT officially unenrolled from the class in PRISM... Instead, the student remains enrolled in the class but their status is changed from [ACCEPTED](#) to [REQUEST REMOVAL](#) and an email is sent by PRISM to stakeholders as identified here: [http://bit.ly/PRISM\\_Emails](http://bit.ly/PRISM_Emails).

Note: Sometimes, you may have to cancel a [REMOVAL REQUEST](#). You are able to do this at any time up until the request has been completed (i.e., when the System User from the Host Board officially completes the removal).

Note: You are responsible for officially removing students from classes who have accumulated 15 consecutive days of non-attendance (even in instances in which a request for removal is not received).

To remove a student from a waitlist, classlist, or a request removal list, there are two methods...

## METHOD 1

Please:

Go to [Registration – Verify, Remove, and Cancel](#).

[Search By Name](#) or [OEN](#) AND/OR [Filter by Semester](#) and/or [Status](#).

[Accepted](#) – to remove students currently in the class from any Board OR to add students back to the waitlist



Caution: You should only remove students who are on the Request Removed list, as their removal has been officially requested by their GC.



Click the Action button and select [Remove](#) or [Add to Waitlist](#).

[Waitlisted](#) – to remove students currently waitlisted for the class

Click the Action button  and select **Remove**.

**Request Removed** – to remove students currently in the class for which their GC has requested their removal OR to cancel the removal request, thereby placing the student back onto the Accepted classlist.


Click the Action button  and select **Remove** or **Cancel Removal Request**.

## METHOD 2

Please:

Go to **Course Management – Manage Course Offerings**. Use the filters or search functions, if required, to locate the appropriate course.

Click the **Action**  button next to the course and select **View**.

Click the appropriate tab, click the **Action**  button next to the appropriate student, then make the selection (as shown here):

**Accepted** – to remove students currently in the class from any Board OR to add students back to the waitlist



Caution: You should only remove students who are on the Request Removed list, as their removal has been officially requested by their GC.

Select **Remove** or **Add to Waitlist**.

**Waitlisted** – to remove students currently waitlisted for the class

Select **Remove**.

**Request Removed** – to remove students currently in the class for which their GC has requested their removal OR to cancel the removal request, thereby placing the student back onto the Accepted classlist.

Select **Remove** or **Cancel Removal Request**.

Stakeholders receive PRISM-generated removal messages as indicated here: [http://bit.ly/PRISM\\_Emails](http://bit.ly/PRISM_Emails) .