

## Waitlisting in Banner – Students

Waitlisting is a feature that allows you to get “in line” for courses that have filled/closed prior to the beginning of the class. This automated process notifies you via email, that a seat has opened up and it is now your turn to register for the class.

### Checking to see if a class has a Wait List:

- Log into the College Web Services Portal, and continue to the Look up Classes link
- If you see numbers below the columns listed as WL Cap (Wait List Capacity), WL Act (Wait List Actual), and WL Rem (Wait List Remaining), this means there is a Wait List available for this section.

In the example below, CRN 51145 shows there is a maximum of 10 seats available for waitlisting (WL Cap); there are two students currently on the Wait List for this section (WL Act = 2); which leaves 8 seats still available for waitlisting (WL Rem = 8).

Look Up Classes

Home > Look Up Classes

For prerequisites, course notes, and course descriptions, click on the CRN link below and then choose View Catalog Entry

Sections Found

Phys Ed: Health/Fitn Wins

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location
C	51145	PHHW	163	001	ON	2.000	Healthy Lifestyles		TBA	25	25	0	10	2	8	0	0	0	Joan C Barch (P)	01/14-05/13	ONLINE

### How to add yourself to a Wait List:

If the class you are trying to register for is full, and has an open Wait List, you can log into College Web Services Portal , and select: **Student>Registration>Registration Tasks>Add or Drop Classes>Select Term**. Add the CRN and click the **Submit Changes** button. (as you would for adding any other course).

The result produces a Registration Add Error: Example: “Section is full. If the Action field appears to the right, you may add your name to the waitlist and Submit Change.” Or “Seat reserved for student on the wait list. If the Action field appears to the right, you may add your name to the waitlist and Submit Changes.”

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None None Wait List	60463	MGMT	200	030	Credit	3.000	Numeric standard	Creative Thinking for Business

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

In the Action box, click on the drop-down menu, and select “Wait List”, and click the **Submit Changes** button. Note: If you leave the action box as **None**, you will **NOT** be added to the Wait List.

### **View Your Placement on the Wait list:**

View your class schedule to see the course that is waitlisted, the date you placed yourself on the Wait List, and your priority position on the Wait List.

Total Credit Hours: 0.000

**Principles of Accounting I - ACCG 210 - 001**

**Associated Term:** Summer 2013

**CRN:** 60374

**Status:** Wait List on Mar 22, 2013

**Waitlist Position:** 1

**Notification Expires:**

**Assigned Instructor:** Patricia J. Walczak

**Grade Mode:** Numeric standard

**Credits:** 0.000

**Level:** Credit

**Campus:** Online

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		Internet	Jun 06, 2013 - Aug 04, 2013	Online	Patricia J Walczak (P)

Note: In the example above there is no “Notification Expires” information displaying. The expiration date and time will display when an email notification has been sent informing the student that a seat is available in the waitlisted course.

### **Notifications:**

When a seat becomes available in a waitlisted class, a notification is automatically sent via email. This email lets you know that a seat has become available in the waitlisted class, and that you need to register for the class before the stated deadline (Date/Time - 48 hours), or the seat will be given to the next student on the Wait List. Example:

Dear John Doe,  
A seat has become available in CRN 34567 ENGL 121. You have until **dd/mon/yyyy & time** to register for the course. You must log into College Web Services Portal and register for the course before the deadline or you will be removed from the Wait List, and the open seat will be given to the next student on the Wait List.  
Thank you

When you receive the email notification that a waitlisted seat has become available you must:

1. Log into the Portal, before the deadline date and time stated in your email

2. Click on the **Add or Drop Classes** link and locate the waitlisted CRN
3. In the Action box select “**Web Registered or Enroll in CRN**” from the drop down menu
4. Click on the **Submit Changes** button to register for the open seat.

**Add or Drop Classes**

Home > Student > Registration > Change Grade Type (Audit/Grade) > Add or Drop Classes

To add a class, enter the CRN in the boxes below and click Submit Changes button. Click the Class Search button below to locate available CRNs, prerequisites, course notes, and course descriptions.

If you have registered in a class and want to drop, use the drop down menu in the Action column, select Drop and click the Submit Changes button.

If you want to change the Grade Mode (Audit/Grade) for a class. Click on the grade type for the class (Pass/Fail or Numeric). You will be taken to the Change Grade Type page, where you can select a different grade mode.

Click Help in the upper right corner for information about Registration Errors and adjusting your schedule.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered** on Apr 16, 2013	None	60374	ACCG	210	001	Credit	4.000	Numeric standard	Principles of Accounting I
Wait List on Apr 16, 2013	None	60545	PFWH	181	004	Credit	0.000	Numeric standard	Stress Management
Wait List on Apr 16, 2013	None	60463	MGMT	200	030	Credit	0.000	Numeric standard	Creative Thinking for Business

Tips:

- You can Wait List for multiple courses
- While on a Wait List you must check your email at least once a day
- You should also check the Manage my Waitlist page in your Portal for updates
- Email notifications are sent when a seat becomes available
- When you are notified of an opening, you have 48 hours to register from the time the email was sent (not when you read it). The deadline date and time will be indicated in the email.
- After notification if you do not register by the deadline date and time you will be removed from the Wait List and the available seat will be given to the next student on the list.
- To get back on the Wait List you must re-register for the course’s Wait List