Waitlist Procedures for Students

The following classes will use the waitlist (WL) feature in BANNER:

**BIO 2113 (not open to students in provisional status)**
BIOL 2114
CHEM 1151
CHEM 1152
CHEM 1211
CHEM 1212
BUSN 2370
NAST 1100

If you want to be placed on a waitlist for a class section that is full, you will need to follow the below instructions:

1. Log in to Self Service Banner by clicking **Login** on the top right of this page.
   - Enter your User ID and PIN, then click “Login”.
   - If this is your first time logging in, refer to the First-Time User Tutorial below.

2. Click **Student Services and Financial Aid** tab.

3. Click **Registration**.

4. Click **Add/Drop Classes** and select **Term**.

5. Click **Class Search**, at the bottom of the screen, to search for available class offerings.

6. Select the **Subject** and then the **Course Number** and **View Sections**.

7. If the class is **C (Closed)** you will not be able to register or add it to your worksheet from here. Make note of the **CRN** and then return back to the **Add/Drop/Withdraw Classes** screen.

8. Place the **CRN** in the **Add Classes Worksheet CRNs field** and **Submit Changes**.

9. This provides a drop down **Action Field** where you can choose **None** or **Wait Listed**, select **Wait Listed** and **Submit Changes**.

10. The class will display on your **Student Detail Schedule** with a status of **Wait Listed**

Make sure that the waitlisted class doesn’t conflict with your existing schedule. You may be waitlisted for **only one** class section of a course.

Students will be placed into available seats in the order in which they have registered. Students who are on a waitlist will not be contacted by phone, but you will be emailed through your student email account. You will be **automatically added** to a class as seats become vacant, so it’s crucial that the waitlisted class does not conflict with your other classes. If there is a time conflict with your existing schedule, you will not be added to the waitlisted class if a seat becomes available. This process will be completed by a designated instructional representative, not by your advisor.
If you elect to be placed on a waitlist, you must follow this process in order to take full advantage of the opportunity:

You must check BannerWeb and your student email no later than the day before late registration.

Have you been registered (RE) into the waitlisted class?

- [ ] YES
- [x] No

**Congratulations!**
Now you must pay any outstanding fees before the fee payment deadline.

Sorry, but you have not been moved from the waitlist to a class. You can make any necessary adjustments to your schedule during late registration/drop/add.

Students who do not pay all applicable fees will be dropped by the business office and will not be reinstated to the waitlisted class.