

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.
 - o Enter your User ID and PIN, then click "Login".
 - o 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**

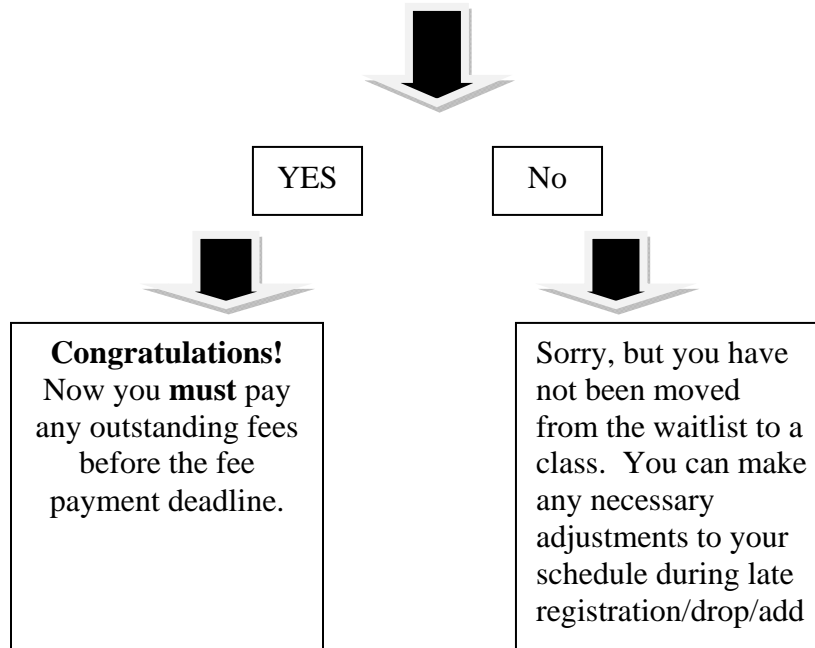
Make sure that the waitlisted class doesn't conflict with your existing schedule. You may be waitlisted for **only one** class section of a course.

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?



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