

BANNER SELF-SERVICE WAIT LIST INSTRUCTIONS FOR STUDENTS

Banner 8.5.6

FSU Registrar's Office

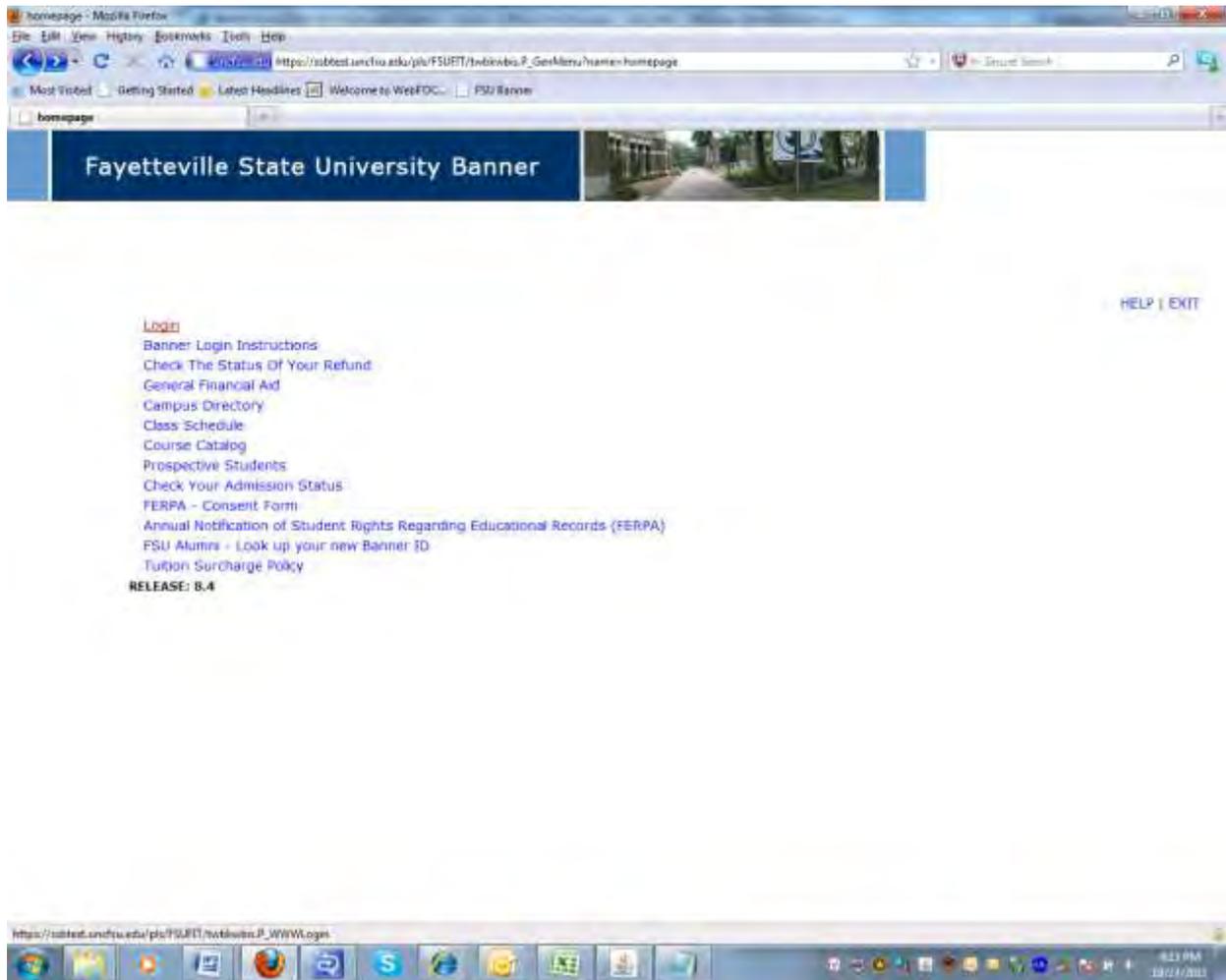
December 2013

Waitlist Basics

- After a course has reached its maximum enrollment limit, the waitlist option may become available during the pre-registration and the regular registration periods.
- You must select "Waitlisted" from the pull-down menu on Web Self-Service Banner in order to add your name to the waitlist.
- The system will not allow you to waitlist multiple sections of the same course.
- The system will not override time conflicts. Thus, if you are registered for a class that already exists for that time slot, you will not be allowed to waitlist the class.
- Once you become the first person on the waitlist, you will receive an automatic e-mail notification.
- You must register for the course within 24 clock hours of the e-mail notification. Otherwise, you will be dropped from the waitlist and the next person will move to the top of the list.
- If you no longer wish to be on the waitlist, you must drop the course through the self-service menu using the Drop/Add menu.
- If the course prerequisites are not met, you will not be able to register for the course without override permissions. Consult with the instructor if you do not meet the course prerequisites.
- Being on a waitlist does not guarantee registration for the class. It is recommended that you register for an alternate class in case the course never becomes available to you.

HOW TO ADD YOUR NAME TO A WAIT LIST

1) Go to the Self-Service Banner login page



2) Enter your Banner ID and PIN

The screenshot shows a Mozilla Firefox browser window displaying the Fayetteville State University Banner User Login page. The browser's address bar shows the URL https://sibtest.lanctio.edu/pls/FSUBRT/belviewba.P_WWWLogin. The page header features the text "Fayetteville State University Banner" and a "HELP EXIT" link. The main content area is titled "User Login" and contains the following instructions:

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.
When you are finished, please Exit and close your browser to protect your privacy.

Please do not try to log in more than 3 times. If you have forgotten your PIN, please use the FORGOT PIN feature to assist you. If not, your account will be automatically deactivated by the system for security reasons.

Students-You will need to contact the Office of the Registrar at (910)672-1185 to have your account reactivated.

Employees-You will need to contact the ITTS Help Desk at (910)672-2085 to have your account reactivated.

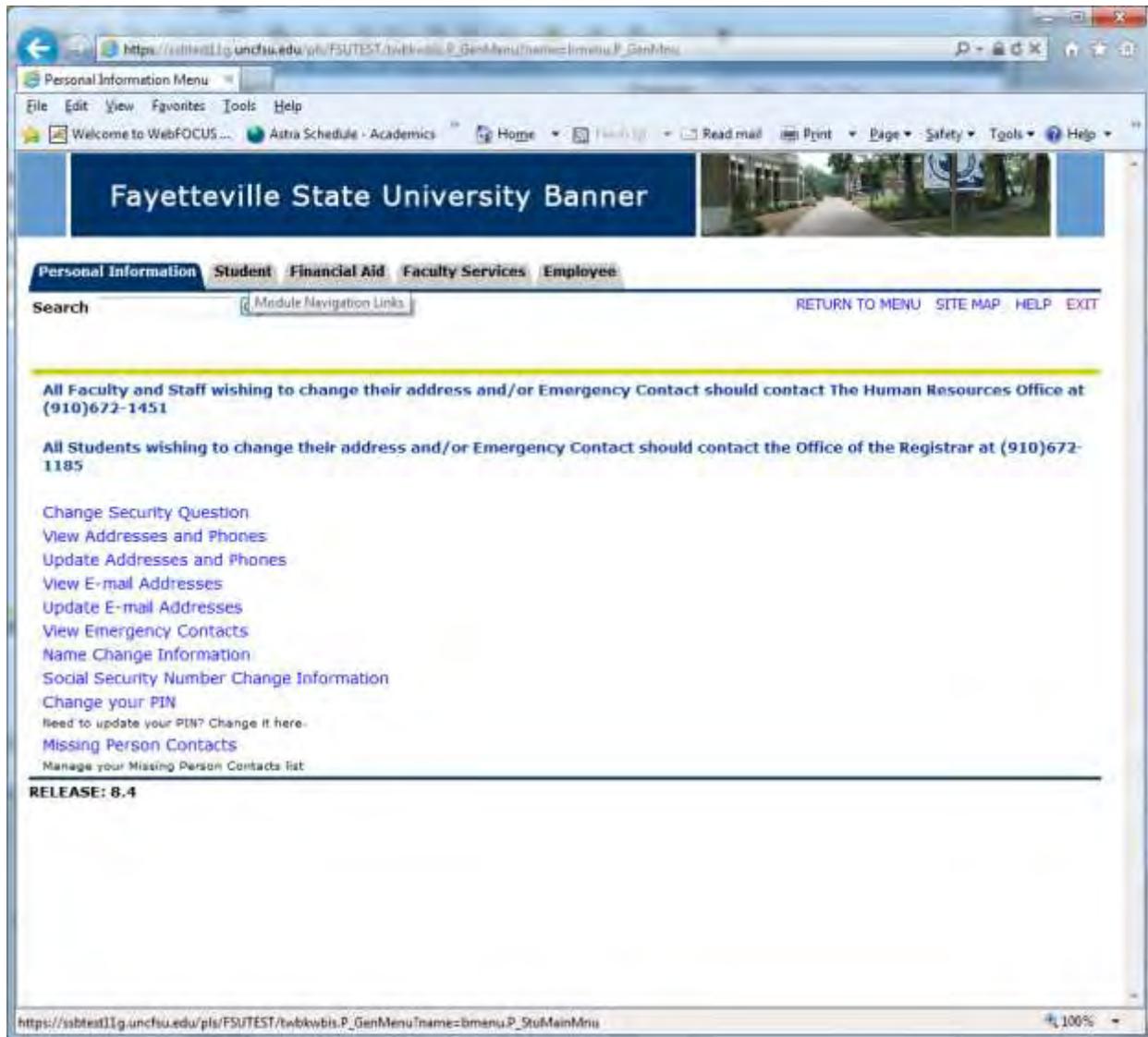
User ID:
PIN:

Buttons: Login, Forgot PIN?

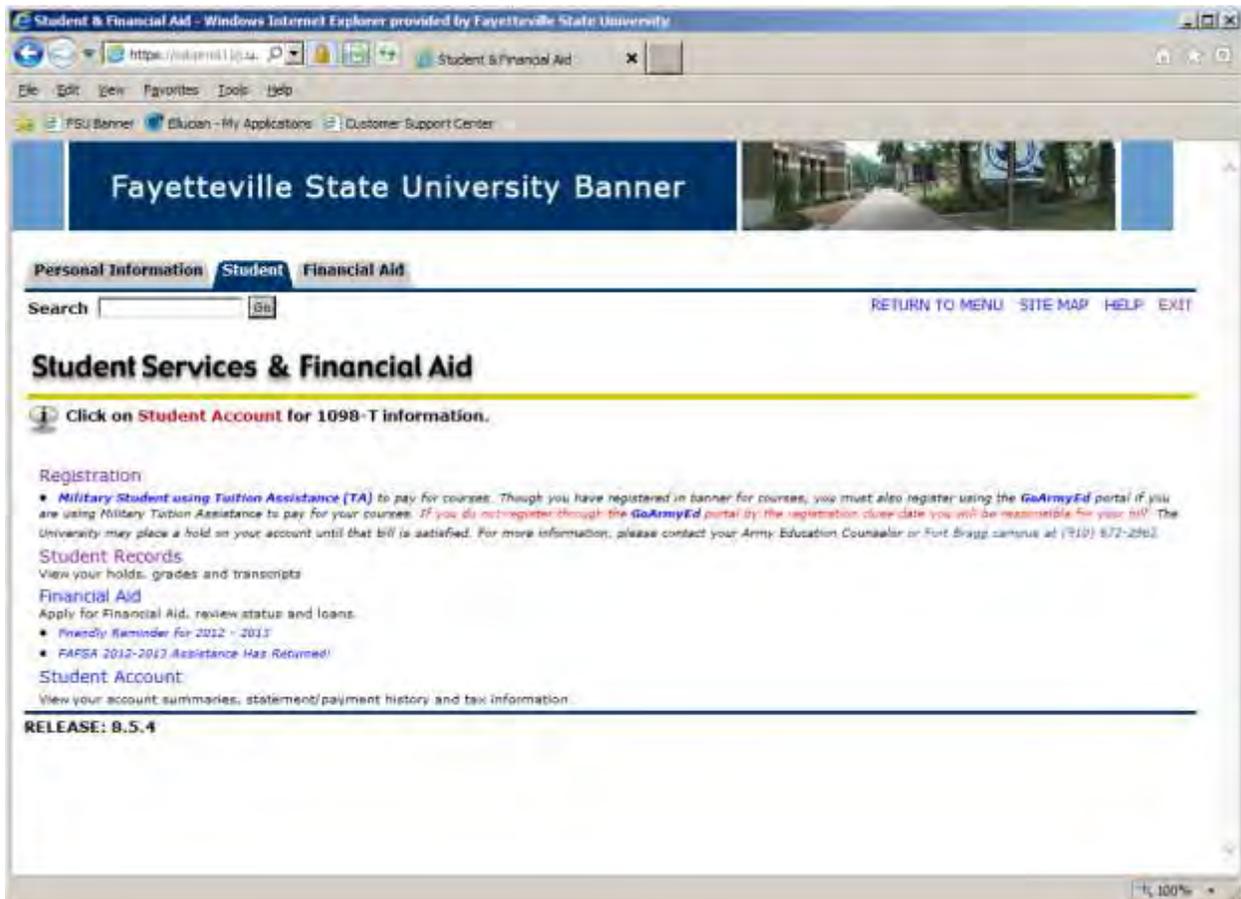
RELEASE: 8.4

The browser's taskbar at the bottom shows the system tray with the date and time: 6:14 PM 12/11/2013.

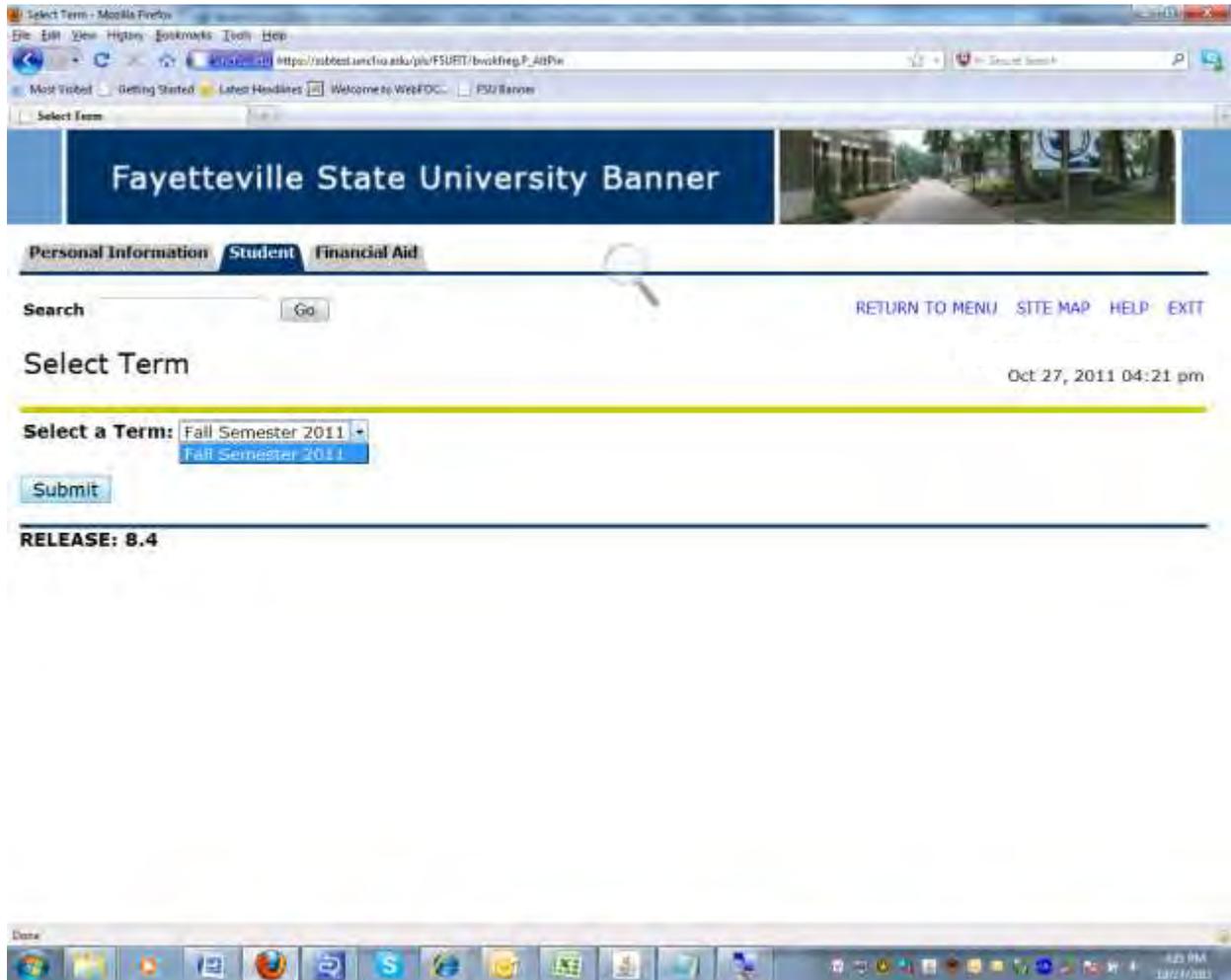
3) Click the "Student" tab



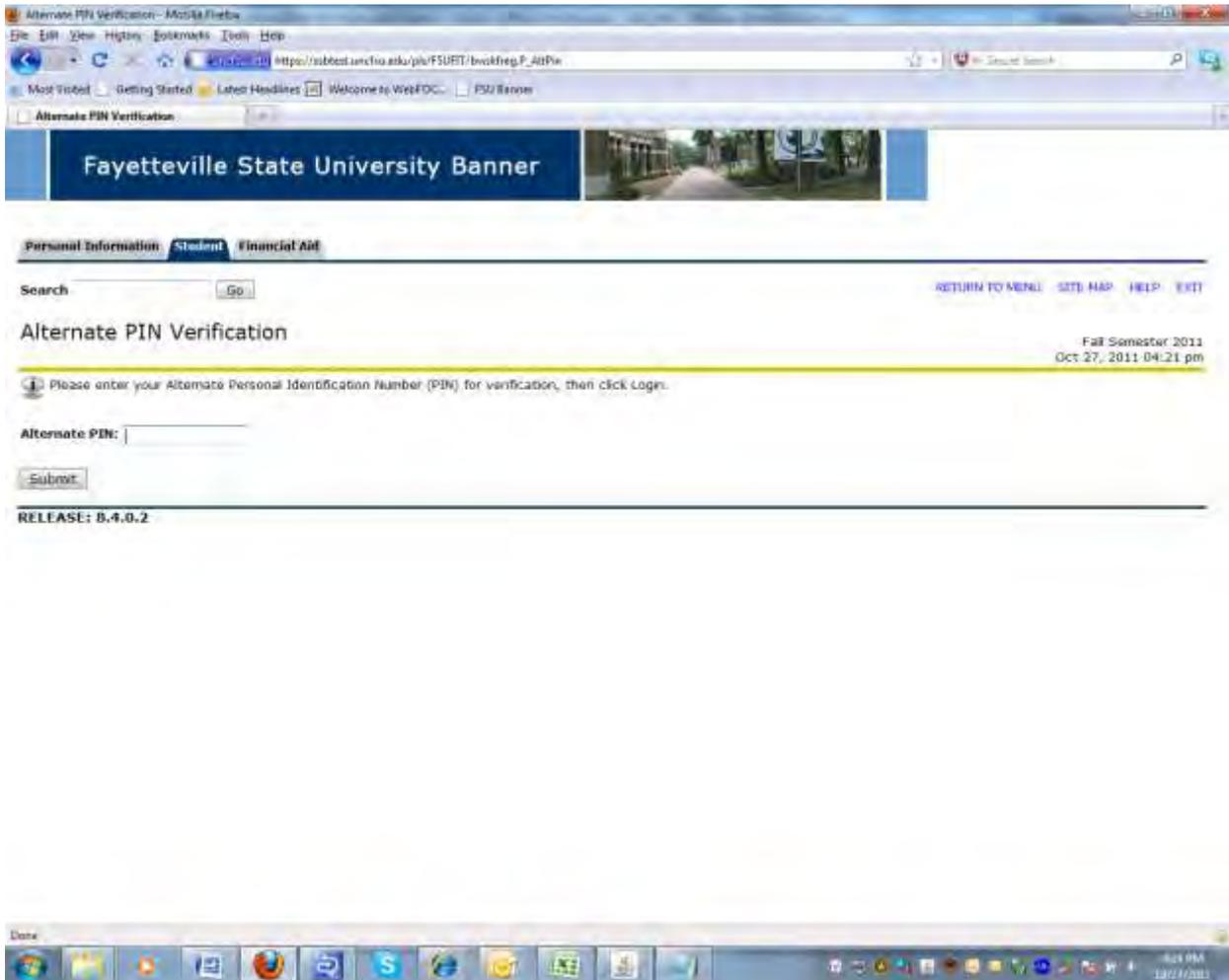
4) Click "Registration"



6) Select a term that you are registering for, and then click “Submit.”



7) Enter your Alternate PIN



8) Click Class Search

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Apr 12, 2011		6739	PSYC	320	D1	Undergraduate	3.000	Normal	Grade	Theories of Learning
Course Withdrawal on Nov 18, 2011		6822	MATH	123	46	Undergraduate	4.000	Normal	Grade	College Algebra
Web Registered on Aug 18, 2011		6764	PSYC	400	D1	Undergraduate	3.000	Normal	Grade	History & Systems of Psych.

Total Credit Hours: 10.000
Billing Hours: 10.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Dec 02, 2011 03:48 pm

Add Classes Worksheet

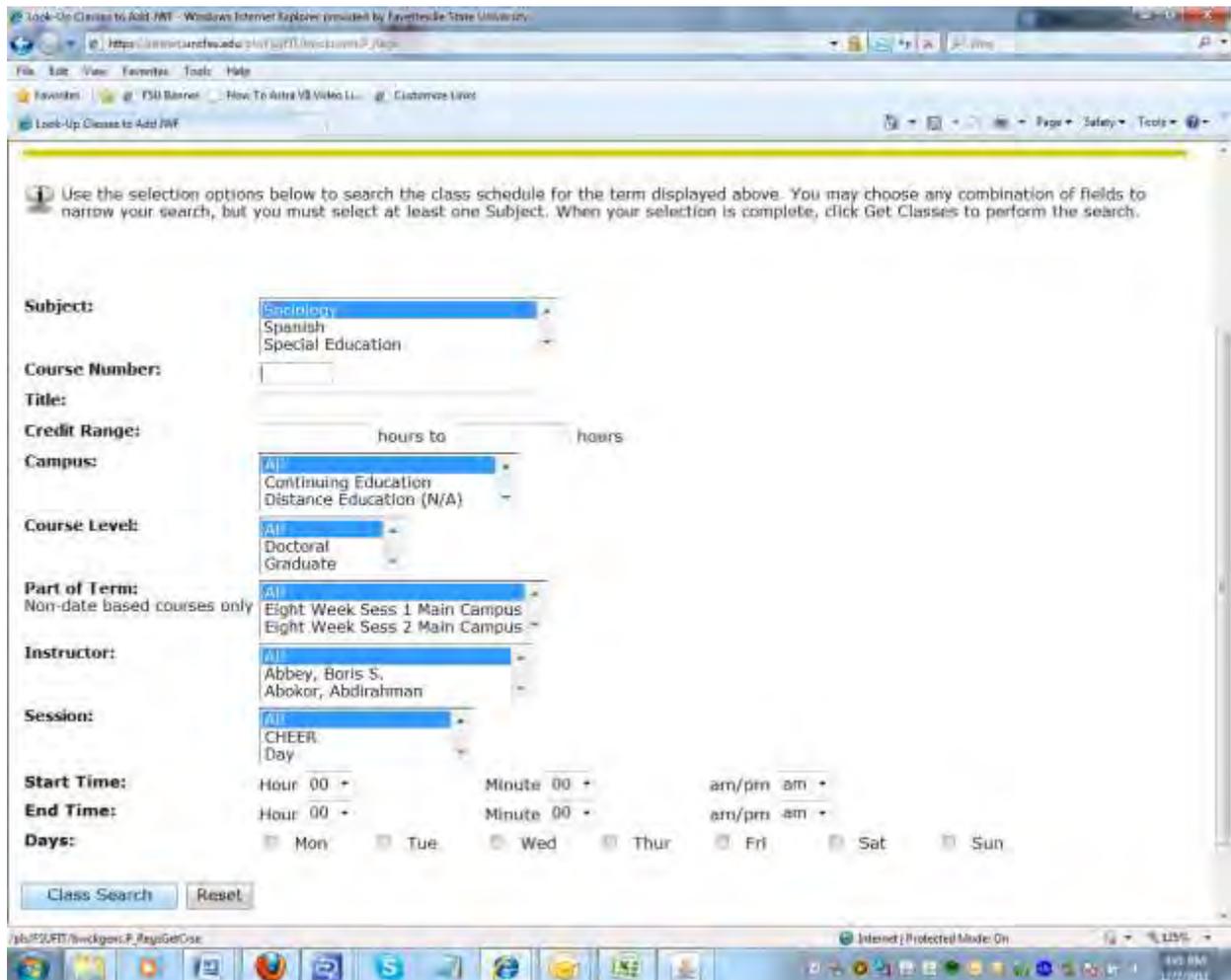
CRNs

Submit Changes **Class Search** Reset

[View Holds]

RELEASE: 8.4.0.2

9) Search the class schedule using the selection option



HOW DO YOU KNOW IF A CLASS HAS A WAIT LIST?

Not all courses have a wait list. WL means wait list. If you see any numbers under WL CAP, a wait list option is available.

- **Cap:** The maximum seats available for the course
- **Act:** Actual number of seats currently taken
- **Rem:** Remaining seats for the course
- **WL Cap:** The maximum seats allowed on the wait list
- **WL Act:** The current number of students on the wait list
- **WL Rem:** Remaining seats on the wait list

The example below shows that CRN 6269 SOCI 210-01 Principles of Sociology has 27 maximum seats for the course, all 27 seats have been taken, and 0 remaining seat. However, the course has 10 waitlist seats, 1 student is currently waiting for a seat to become available, and 9 students are still allowed to be on the wait list.

Look-Up Classes to Add: Fall Semester 2011
Dec 02, 2011 04:20 pm

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

Sections Found
Sociology

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 /
<input type="checkbox"/>	6243	SOCI	150	01	M	3.000	The Global Society	MWF	03:00 pm-03:50 pm	37	37	0	2	2	0	0	0	0	Yoshiko O. Guy (P)	08/18/12/09	TAYLOR 103
<input type="checkbox"/>	7270	SOCI	150	H1	M	3.000	Global Soc-Global Scholars LC	MWF	01:00 pm-01:50 pm	30	20	10	0	0	0	0	0	0	Pamela L. Collins (P)	08/18/12/09	TAYLOR 102
<input checked="" type="checkbox"/>	6269	SOCI	210	01	M	3.000	Principles of Sociology	MWF	08:00 am-08:50 am	27	27	0	10	1	9	0	0	0	Stacye A. Blount (P)	08/18/12/09	TAYLOR 103
<input type="checkbox"/>	6270	SOCI	210	02	M	3.000	Principles of Sociology	TR	08:00 am-09:15 am	40	39	1	5	0	5	0	0	0	Stacye A. Blount (P)	08/18/12/09	TAYLOR 103
<input type="checkbox"/>	6271	SOCI	210	03	M	3.000	Principles of Sociology	TR	09:30 am-10:45 am	40	40	0	0	0	0	0	0	0	Stacye A. Blount (P)	08/18/12/09	TBLDG 240
<input type="checkbox"/>	6517	SOCI	210	04	M	3.000	Principles of Sociology	MWF	09:00 am-09:50 am	38	38	0	7	4	3	0	0	0	Ella T. Keller (P)	08/18/12/09	TAYLOR 102

HOW CAN YOU GET ON THE WAIT LIST?

The Waitlist option becomes available once the class has closed and if the department has designated a waitlist.

Verify that the closed class has a waitlist and there are remaining seats on the waitlist. Write down the CRN number of the course that you wish to be on the waitlist.

Look-Up Classes to Add: Fall Semester 2011
Dec 02, 2011 04:20 pm

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

Sections Found
Sociology

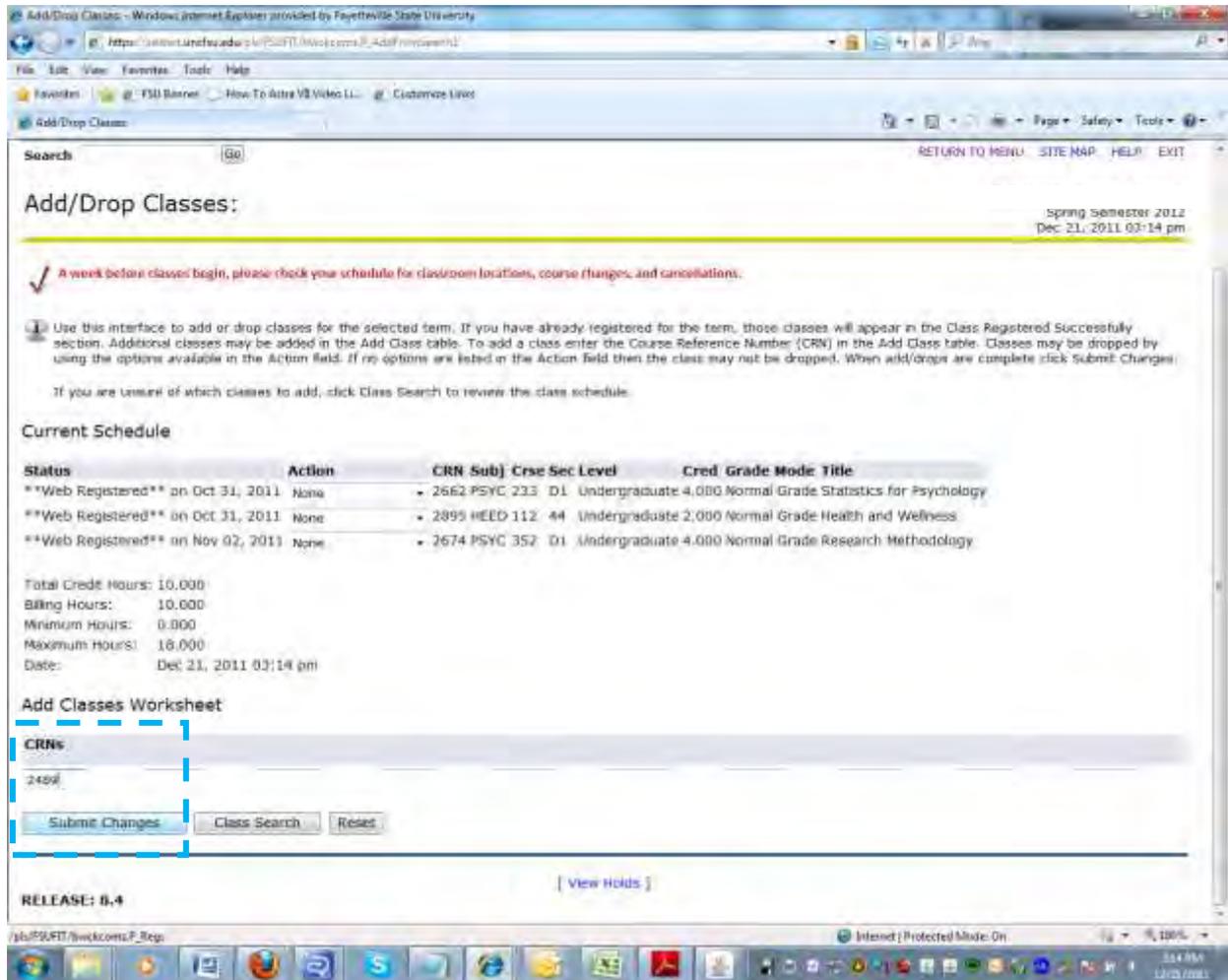
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Ren	WL Cap	WL Act	WL Ren	XL Cap	XL Act	XL Ren	Instructor	Date (MM/DD)	Location /
<input type="checkbox"/>	6243	SOCI	150	01	M	3.000	The Global Society	MWF	03:00 pm-03:50 pm	37	37	0	2	2	0	0	0	0	Yoshiko O. Guy (P)	08/18-12/09	TAYLOR 103
<input type="checkbox"/>	7270	SOCI	150	H1	M	3.000	Global Soc-Global Scholars LC	MWF	01:00 pm-01:50 pm	30	20	10	0	0	0	0	0	0	Pamela L. Collins (P)	08/18-12/09	TAYLOR 102
<input type="checkbox"/>	6269	SOCI	210	01	M	3.000	Principles of Sociology	MWF	08:00 am-08:50 am	27	27	0	10	1	9	0	0	0	Stacye A. Blount (P)	08/18-12/09	TAYLOR 103
<input type="checkbox"/>	6270	SOCI	210	02	M	3.000	Principles of Sociology	TR	08:00 am-09:15 am	40	39	1	5	0	5	0	0	0	Stacye A. Blount (P)	08/18-12/09	TAYLOR 103
<input type="checkbox"/>	6271	SOCI	210	03	M	3.000	Principles of Sociology	TR	09:30 am-10:45 am	40	40	0	0	0	0	0	0	0	Stacye A. Blount (P)	08/18-12/09	TBLDG 240
<input type="checkbox"/>	6517	SOCI	210	04	M	3.000	Principles of Sociology	MWF	09:00 am-09:50 am	38	38	0	7	4	3	0	0	0	Ella T. Keller (P)	08/18-12/09	TAYLOR 102

Scroll down to the bottom of the page, and click “Register” to go back to your Current Schedule page.

The screenshot shows a web browser window titled "Look-Up Classes to Add" from Fayetteville State University. The browser address bar shows the URL: https://www.fsu.edu/ps/PS/FTI/Workshops/RegGetClass. The page displays a table of classes with columns for course ID, title, credits, days, times, and instructors. At the bottom of the table, there are three buttons: "Register", "Add to WorkSheet", and "Class Search". The "Register" button is highlighted with a red dashed box. Below the buttons, there are links for "Student Schedule by Day & Time", "Student Detail Schedule", and "View Fee Assessment". The browser's taskbar at the bottom shows various application icons and the system clock.

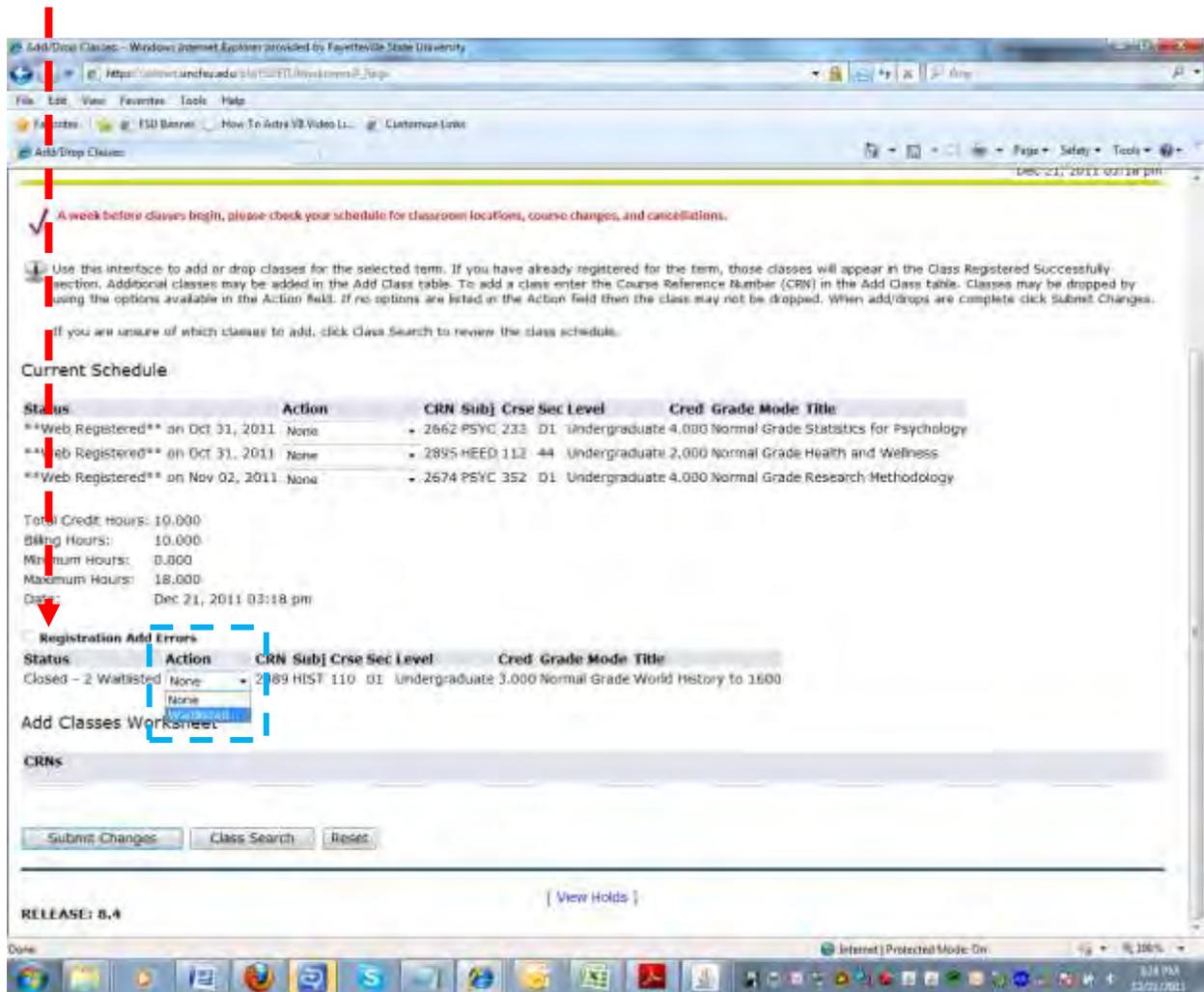
Course ID	Section	Credits	Days	Time	Instructor	Start/End	Notes
3288	HIST 311 50 FB	3.000	Modern European History, 1848-	TR	John A. Berta (P)	01/07-02/29	TBA
2629	HIST 312 01 M	3.000	Modern European History, 1848-	MWF	Bradley C. Kadel (P)	01/07-05/04	TBA
3307	HIST 312 60 FB	3.000	Modern European History, 1848-	TR	John A. Berta (P)	03/10-05/04	TBA
2630	HIST 322 01 M	3.000	Ethnic Minorities in American	W	Linda D. Tomlinson (P)	01/07-05/04	TBA
2631	HIST 350 01 CE	3.000	History of Latin America		Claude Hargrove (P)	01/07-05/04	TBA
2632	HIST 362 01 CE	3.000	American Military Experience		Kelli E. Walsh (P)	01/07-05/04	TBA
2634	HIST 372 01 M	3.000	Hist of Women in Western World	MWF	Kelli C. Walsh (P)	01/07-05/04	TBA
2635	HIST 390 01 CE	3.000	North Carolina History		Thomas J. Hennessey (P)	01/07-05/04	TBA
2636	HIST 430 01 M	3.000	Twentieth Century Europe	TR	Bradley C. Kadel (P)	01/07-05/04	TBA
2637	HIST 490 01 M	3.000	Sr. Seminar: Selected Topics	MWF	Thomas J. Hennessey (P)	01/07-05/04	TBA
2638	HIST 490 02 M	3.000	Sr. Seminar: Selected Topics	R	Sidney L. Pash (P)	01/07-05/04	TBA
2641	HIST 512 01 M	3.000	Interpret of 19th Cent US Hist	T	Claude Hargrove (P)	01/07-05/04	TBA

Enter the CRN number in the “Add Classes Worksheet”. Click the Submit Changes button to add the class(es) to the Worksheet.



Because the course is closed, the “Registration Add Error” message will display. Under Registration Add Error, the current status of the waitlist for the class is displayed. One of two options will display:

Option 1: Closed – # Waitlisted (# indicates the number of students currently on the waitlist). The example below shows that 2 students are already on the waitlist.



Option 2: Closed – Waitlist is full (No waitlist seat is currently available.)

The screenshot shows a web browser window displaying a registration page. A red arrow points to the top of the page. Below the browser window, a table lists three classes with their details. A second red arrow points to the 'Registration Add Errors' section, which contains a table with one entry: 'Closed - Waitlist Full 6816 MATH 121 03 Undergraduate 4.000 Normal Grade Intro to College Algebra'. Below this, there is a section for 'Add Classes Worksheet' with a 'CRNs' input field and three buttons: 'Submit Changes', 'Class Search', and 'Reset'. A third red arrow points to the 'Submit Changes' button. The Windows taskbar at the bottom shows the system clock as 11:04 AM on 10/02/2011.

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - Waitlist Full	6816	MATH	121	03	Undergraduate	4.000	Normal Grade		Intro to College Algebra

Under the Action column, click on the pull-down menu and select "Waitlisted."

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Oct 31, 2011	None	2662	PSYC	233	D1	Undergraduate	4.000	Normal	Grade	Statistics for Psychology
Web Registered on Oct 31, 2011	None	2895	HEED	112	44	Undergraduate	2.000	Normal	Grade	Health and Wellness
Web Registered on Nov 02, 2011	None	2674	PSYC	352	D1	Undergraduate	4.000	Normal	Grade	Research Methodology

Total Credit Hours: 10.000
 Billing Hours: 10.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Dec 21, 2011 03:18 pm

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 2 Waitlisted	None	2689	HIST	110	D1	Undergraduate	3.000	Normal	Grade	World History to 1600

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[View Holds]

RELEASE: 8.4

Your name has been added to the waitlist

Should you no longer wish to remain on the waitlist, you MUST remove yourself from the waitlist by selecting “Drop through web” under the pull-down menu and click Submit Changes.

- Total credit hours include ONLY officially registered courses. Waitlisted courses are not included in the credit hours.
- It is advised to enroll in an alternate course in case the waitlisted course never becomes available to you.

The screenshot shows the 'Add/Drop Classes' web application. At the top, it says 'Add/Drop Classes:'. Below this, there is a search bar and a date/time stamp: 'Fall Semester 2011, Jan 05, 2012 12:07 pm'. A red checkmark icon is followed by the text: 'A week before classes begin, please check your schedule for classroom locations, course changes, and cancellations.' Below this, there is a paragraph of instructions: 'Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes. If you are unsure of which classes to add, click Class Search to review the class schedule.'

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Apr 12, 2011		6739	PSYC	320	D1	Undergraduate	3.000	Normal	Grade	Theories of Learning
Course Withdrawal on Nov 19, 2011		6822	MATH	123	46	Undergraduate	4.000	Normal	Grade	College Algebra
Web Registered on Aug 18, 2011		6764	PSYC	400	D1	Undergraduate	3.000	Normal	Grade	History & Systems of Psych.
Waitlisted on Jan 05, 2012	None None Drop through web	6455	HIST	110	01	Undergraduate	0.000	Normal	Grade	World History to 1600-SI

Total Credit Hours: 10.000
Billing Hours: 10.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Jan 05, 2012 12:07 pm

Add Classes Worksheet

CRNs

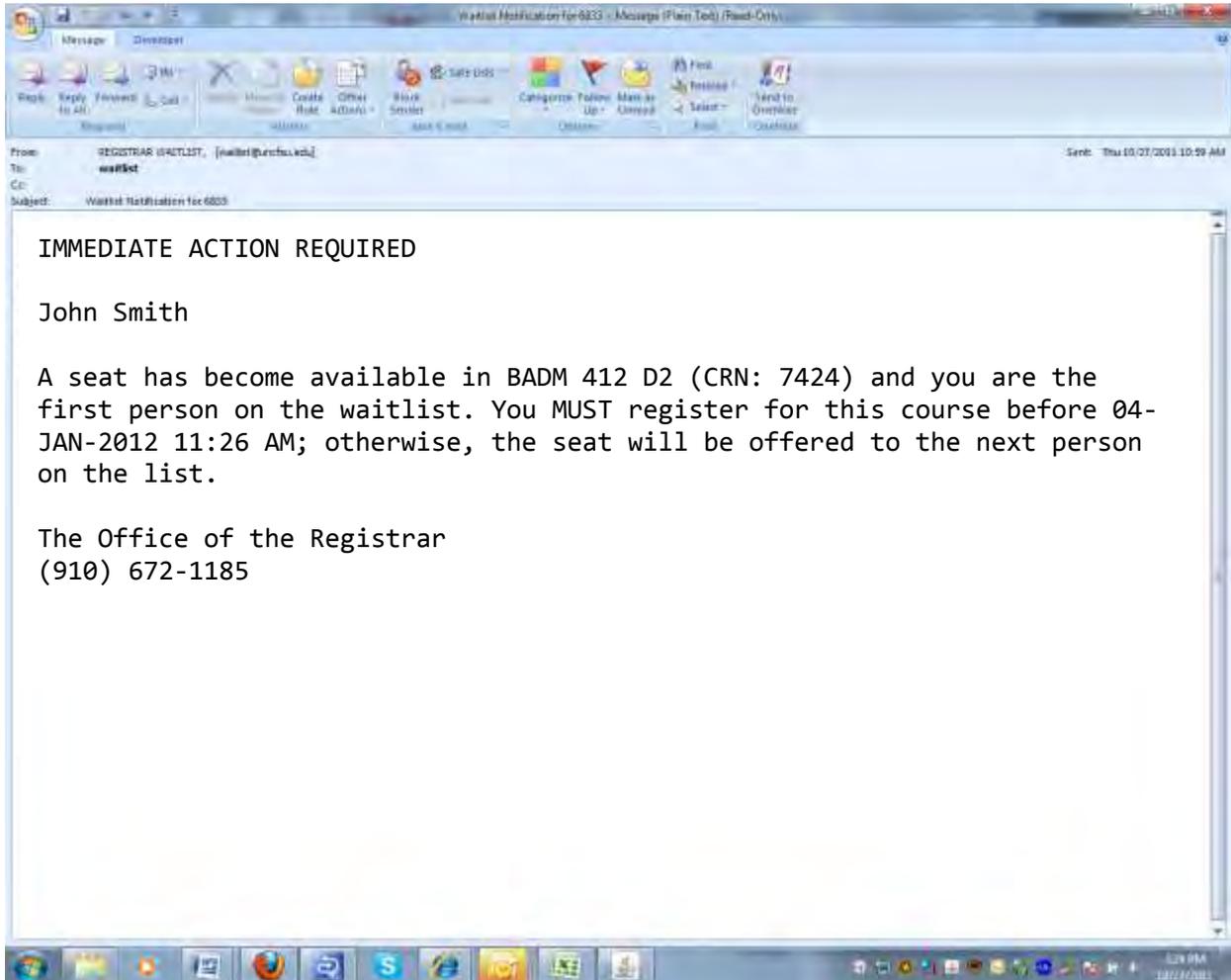
Submit Changes Class Search Reset

[View Holds]

RELEASE: 0,4

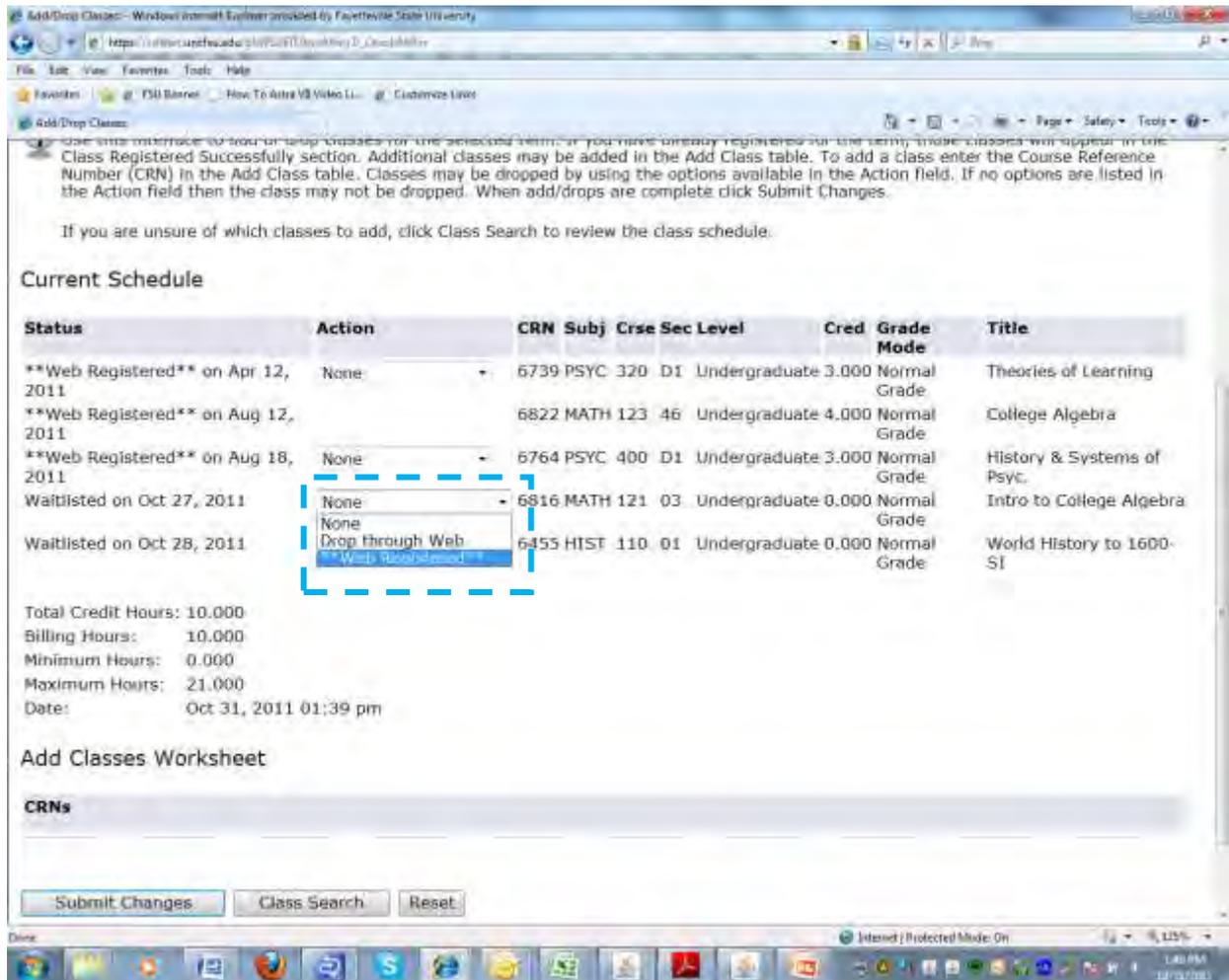
E-mail notification

When you become the first person on the waitlist, you will receive an automatic e-mail notification. **You MUST register for the course within 24 clock hours of receiving the notification.** You will receive only one e-mail notification. If you do not register within 24 clock hours, you will be dropped from the waitlist and the next person will move to the top of the list.



When you receive the notification, log into your self-service account and register for the course as follows:

1. On the Registration page, click **“Add/Drop from Classes.”**
2. Click on the pull-down menu of the waitlisted course under the Action.
3. ****Web Registered**** will display
4. Select ****Web Registered****
(You must select Web Registered in order to officially enroll in the course)
5. Click **Submit Changes**



Registration complete

The status has been changed from Waitlisted to ****Web Registered****.

Add/Drop Classes: Spring Semester 2012
Dec 21, 2011 03:40 pm

✓ A week before classes begin, please check your schedule for classroom locations, course changes, and cancellations.

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Oct 31, 2011	None	2662	PSYC	233	D1	Undergraduate	4.000	Normal	Grade	Statistics for Psychology
Web Registered on Oct 31, 2011	None	2895	HEED	112	44	Undergraduate	2.000	Normal	Grade	Health and Wellness
Web Registered on Nov 02, 2011	None	2674	PSYC	352	D1	Undergraduate	4.000	Normal	Grade	Research Methodology
Web Registered on Dec 21, 2011	None	2489	HIST	110	01	Undergraduate	3.000	Normal	Grade	World History to 1600

Total Credit Hours: 13.000
Billing Hours: 13.000
Minimum Hours: 0.000
Maximum Hours: 16.000
Date: Dec 21, 2011 03:40 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

RELEASE: 6.4.0.2 [View Holds]