

# How to Register for a Waitlisted Course Using Self- Service Banner 9

A tutorial on how to register for a course that was on a waitlist.

Breeden-Ware, LaShauna

FAYETTEVILLE STATE UNIVERSITY 1200 Murchison Rd., Fayetteville, N.C. 28301

Now that you have successfully waitlisted for the course.

Student • Registration • Select a Term • Register for Classes ✔ Save Successful

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

**Search Results — 25 Classes**  
Term: Spring Semester 2022 Subject: Accounting Search Again

Subject	Description	Course N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Accounting	Accounting	550	D45	3	2522	Spring	McGee, Robert (Pri...	S M T W T F S	Cont...	23 of 30 seats remain.			Add
Accounting	Accounting	550	D46	3	2564	Spring	McGee, Robert (Pri...	S M T W T F S	Cont...	30 of 30 seats remain.			Add
Accounting	Accounting	610	D1	3	2515	Spring	McGee, Robert (Pri...	S M T W T F S 06:00 PM - 08:50 PM	Main	29 of 30 seats remain.			Add
Accounting	Accounting	610	D1	3	2503	Spring	McGee, Robert (Pri...	S M T W T F S	Cont...	36 of 70 seats remain.			Add
Accounting	Accounting	650	D46	3	2572	Spring	McGee, Robert (Pri...	S M T W T F S	Cont...	<b>FULL: 0 of 6 seats remain.</b> 2 of 2 waitlist seats remain.			Add

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**Schedule** | Schedule Details

Class Schedule for Spring Semester 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

**Summary** | Tuition and Fees

Title	Details	Hours	CRN	Schedule Type	Status	Action
International Accounting	ACCT 650, D46	0	2572	Online Course	Waitlisted	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12

Submit

Once you have received a notification to register for the waitlisted course, may you register for the course.

Waitlist Notification for 2572

REGISTRAR WAITLIST. <waitlist@uncfsu.edu>

[Reply](#) [Reply All](#) [Forward](#) [More](#)

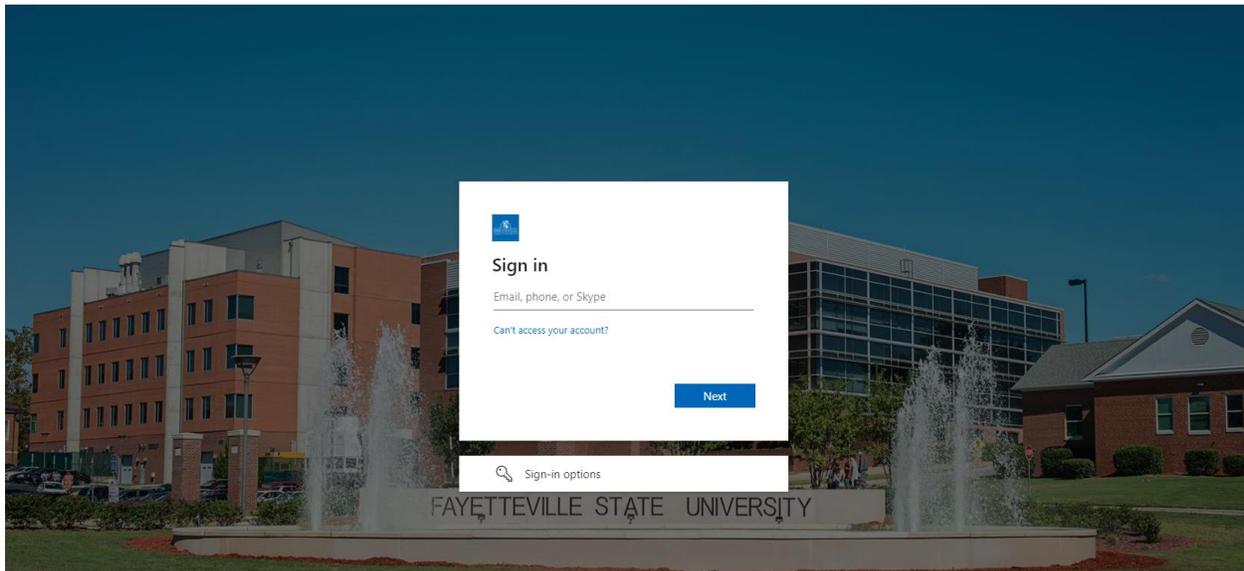
Fri 3/11/2022 10:25 AM

**IMMEDIATE ACTION REQUIRED**

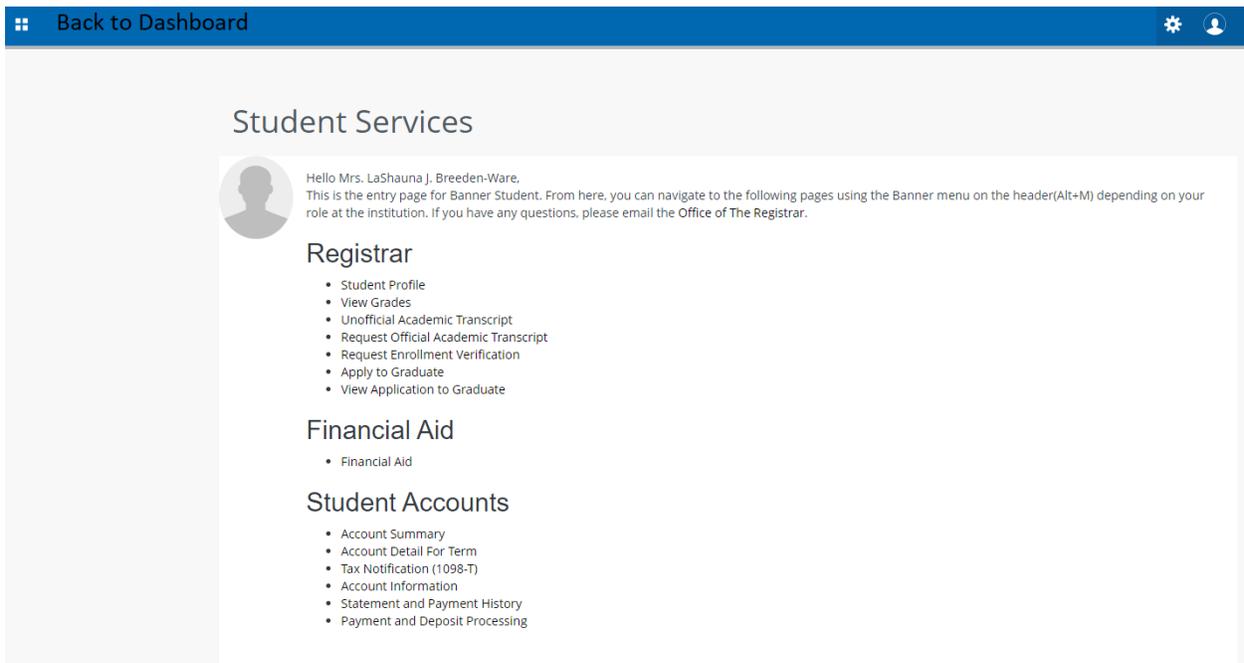
1 seat has become available in ACCT 650 D46 - CRN: 2572 and you are the first person on the waitlist. You MUST register for this course before 12-MAR-2022 10:24 AM, otherwise, the seat will be offered to the next person on the list.

The Office of the Registrar  
910) 672-1185

Login into Student Self-Service Banner, using your network credentials.



On the Student Services dashboard, under the Registrar module, select Student Profile.



Scroll down and click on Registration and Planning.

Student • Student Profile

Student Profile - [REDACTED]

Term: Fall Semester 2022 Standing: Good Standing, as of Spring Semester 2013

Student Information Notes 0

**Bio Information**  
Email: [REDACTED]

**General Information** ⓘ  
Level: Graduate  
Class: Graduate  
Leave of Absence: Not Provided

**Graduation Information**  
Graduation Applications: None  
Awarded Degree: Bachelor of Science  
Term: Spring Semester 2013  
Date: 05/04/2013

**Advisors**  
Primary / Advisor for Major: [Dr. Shawnta M. Cummings](#)  
Department Chair: [Dr. My Abdelmajid Kassem](#)

CURR  
Prima  
Degr  
Stud  
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Curriculum and Courses  
Prior Education and Testing  
Additional Links  
Degree Evaluation  
Academic Transcript  
Registration  
Account Detail For Term  
Account Information  
Account Summary  
Apply to Graduate  
Bill Payment questions - please visit Bursar's Office  
Bronco Pay (Payment Plan) questions, please visit FSU Payment Methods  
Class Section Information  
Consent to Release Information -FERPA

Select here.

Financial Aid  
Graduate Certificate Payment Center  
Instructions on How to Withdraw for Terms and Holds  
Introduction to Online Learning Online Education  
My Personal Information  
NC Residency Determination Service- RDS  
Non-enrolled students Past Due Authorization Form  
Payment and Deposit Processing  
Payroll Deduction Authorization Form  
**Registration and Planning**  
Request an Enrollment Verification  
Request an Official Academic Transcript  
Reverse Transfer (RT) Program

Click on Register for Classes.

[Student](#) • [Registration](#)

### Registration

What would you like to do?

 <a href="#">Prepare for Registration</a> View registration status, update student term data, and complete pre-registration requirements.	 <a href="#">Register for Classes</a> Search and register for your classes. You can also view and manage your schedule.
 <a href="#">Browse Classes</a> Looking for classes? In this section you can browse classes you find interesting.	 <a href="#">View Registration Information</a> View your past schedules and your ungraded classes.
 <a href="#">Browse Course Catalog</a> Look up basic course information like subject, course and description.	 <a href="#">Withdrawal Information</a> Withdrawal Information of a student.

Login in Self-Service Banner, click on Register for Classes.

[Student](#) • [Registration](#)

### Registration

What would you like to do?

 <a href="#">Prepare for Registration</a> View registration status, update student term data, and complete pre-registration requirements.	 <a href="#">Register for Classes</a> Search and register for your classes. You can also view and manage your schedule.
 <a href="#">Browse Classes</a> Looking for classes? In this section you can browse classes you find interesting.	 <a href="#">View Registration Information</a> View your past schedules and your ungraded classes.
 <a href="#">Browse Course Catalog</a> Look up basic course information like subject, course and description.	 <a href="#">Withdrawal Information</a> Withdrawal Information of a student.

Select a term, click on the drop down to view the terms listed.

[Student](#) • [Registration](#) • [Select a Term](#)

### Select a Term

Terms Open for Registration

Select a term...

Under Find Classes, enter the subject of your choice.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

### Register for Classes

[Find Classes](#) | [Enter CRNs](#) | [Plans](#) | [Schedule and Options](#)

**Career Withdrawals**  
Withdrawal Credits Used : Not applicable at student's current level  
Withdrawal Credits Remaining : Not applicable at student's current level

**Enter Your Search Criteria** ⓘ

Term: Spring Semester 2022

Subject

Course Number

Keyword

[Advanced Search](#)

After you have selected a subject, click on search.

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

**Career Withdrawals**  
 Withdrawal Credits Used : Not applicable at student's current level  
 Withdrawal Credits Remaining : Not applicable at student's current level

Enter Your Search Criteria ⓘ  
 Term: Spring Semester 2022

Subject:

Course Number:

Keyword:

[Advanced Search](#)

Panels

The search will generate all associated courses for the specific subject. Review courses to locate the course you would like to register for.

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

**Search Results — 25 Classes**   
 Term: Spring Semester 2022 Subject: Accounting

Title	Subject Descript	Course#(N)	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Principles of Accounting Online Course	Accounting	550	D45	3	2522	Spring...	McGee, Robert (Prim...	S   M   T   W   T   F   S - Type: Web Based	Buildir	Conti...	23 of 30 seats remain.		<input type="button" value="Add"/>
Principles of Accounting Online Course	Accounting	550	D46	3	2564	Spring...	McGee, Robert (Prim...	S   M   T   W   T   F   S - Type: Web Based	Buildir	Conti...	30 of 30 seats remain.		<input type="button" value="Add"/>
Managerial Accounting Lecture	Accounting	610	01	3	2515	Spring...	McGee, Robert (Prim...	S   M   T   W   T   F   S 06:00 PM - 08:50 PM	Type: Main	29 of 30 seats remain.		<input type="button" value="Add"/>	
Managerial Accounting Online Course	Accounting	610	D1	3	2503	Spring...	McGee, Robert (Prim...	S   M   T   W   T   F   S - Type: Web Based	Buildir	Conti...	36 of 70 seats remain.		<input type="button" value="Add"/>
International Accounting Online Course	Accounting	650	D46	3	2572	Spring...	McGee, Robert (Prim...	S   M   T   W   T   F   S - Type: Web Based	Buildir	Conti...	<b>FULL: 0 of 6 seats remain.</b> 2 of 2 waitlist seats remain.		<input type="button" value="Add"/>

Page 3 of 3 | 10 Per Page | Records: 25

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Panels

In summary panel, under the Action tab, select the drop down.

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

**Search Results — 25 Classes**  
Term: Spring Semester 2022 Subject: Accounting

Title	CRN	Hours	Days	Section	CRN	Term	Instructor	Days	Time	Type	Seats
Principles of Accounting Online Course	550	D45	3	2522	Spri...	2022	McGee, Robert	SMTWTFSS		Web Based Bui	23 of 30 seats remain.
Principles of Accounting Online Course	550	D46	3	2564	Spri...	2022	McGee, Robert	SMTWTFSS		Web Based Bui	30 of 30 seats remain.
Managerial Accounting Lecture	610	01	3	2515	Spri...	2022	McGee, Robert	SMTWTFSS	06:00 PM - 08:50 PM	Main	29 of 30 seats remain.
Managerial Accounting Online Course	610	D1	3	2503	Spri...	2022	McGee, Robert	SMTWTFSS		Web Based Bui	36 of 70 seats remain.
International Accounting Online Course	650	D46	3	2572	Spri...	2022	McGee, Robert	SMTWTFSS		Web Based Bui	1 of 6 seats remain. 1 of 2 waitlist seats remain. Open Seats Reserved for Waitlisted Only.

Page 3 of 3 | 10 Per Page | Records: 25

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**Schedule** | Schedule Details

Class Schedule for Spring Semester 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
International Accounting	ACCT 650, D46	0	2572	Online Course	Waitlisted	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12

Submit

In the drop down, click on Drop through web.

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

**Search Results — 25 Classes**  
Term: Spring Semester 2022 Subject: Accounting

Title	CRN	Hours	Days	Section	CRN	Term	Instructor	Days	Time	Type	Seats	Action
Accounting se	550	D45	3	2522	Spri...	2022	McGee, Robert	SMTWTFSS		Web Based Bui	23 of 30 seats remain.	Add
Accounting se	550	D46	3	2564	Spri...	2022	McGee, Robert	SMTWTFSS		Web Based Bui	30 of 30 seats remain.	Add
Accounting se	610	01	3	2515	Spri...	2022	McGee, Robert	SMTWTFSS	06:00 PM - 08:50 PM	Main	29 of 30 seats remain.	Add
Accounting se	610	D1	3	2503	Spri...	2022	McGee, Robert	SMTWTFSS		Web Based Bui	36 of 70 seats remain.	Add
Accounting se	650	D46	3	2572	Spri...	2022	McGee, Robert	SMTWTFSS		Web Based Bui	1 of 6 seats remain. 1 of 2 waitlist seats remain. Open Seats Reserved f...	Add

Page 3 of 3 | 10 Per Page | Records: 25

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**Schedule** | Schedule Details

Class Schedule for Spring Semester 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
International Accounting	ACCT 650, D46	0	2572	Online Course	Waitlisted	Drop through Web

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12

Submit

Click submit and you are now removed from the waitlist.

Student • Registration • Select a Term • Register for Classes

Save Successful

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 25 Classes  
Term: Spring Semester 2022 Subject: Accounting

Accounting se	Accounting	550	D45	3	2522	Spr...	McCae, Robert (Pri...	S   M   T   W   T   F   S	- Type: Web Based Bui	Cont...	23 of 30 seats remain.	Add
Accounting se	Accounting	550	D46	3	2564	Spr...	McCae, Robert (Pri...	S   M   T   W   T   F   S	- Type: Web Based Bui	Cont...	30 of 30 seats remain.	Add
Accounting se	Accounting	610	01	3	2515	Spr...	McCae, Robert (Pri...	S   M   T   W   T   F   S	06:00 PM - 08:50 PM Ty	Main	29 of 30 seats remain.	Add
Accounting se	Accounting	610	D1	3	2503	Spr...	McCae, Robert (Pri...	S   M   T   W   T   F   S	- Type: Web Based Bui	Cont...	36 of 70 seats remain.	Add
Accounting se	Accounting	650	D46	3	2572	Spr...	McCae, Robert (Pri...	S   M   T   W   T   F   S	- Type: Web Based Bui	Cont...	1 of 6 seats remain. 1 of 2 waitlist seats remain. Open Seats Reserved f...	Add

Page 3 of 3 | 10 Per Page | Records: 25

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Schedule | Schedule Details

Class Schedule for Spring Semester 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
International Accounting	ACCT 650, D46	0	2572	Online Course	Deleted	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12

Submit

Go back to the dashboard by clicking on the home tab, then select Register for Classes.

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Student • Registration

### Registration

What would you like to do?

- Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.
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Looking for classes? In this section you can browse classes you find interesting.
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View your past schedules and your ungraded classes.
- Browse Course Catalog**  
Look up basic course information like subject, course and description.
- Withdrawal Information**  
Withdrawal Information of a student.

Select a term, click on the drop down to view the terms listed and click continue.

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration

Spring Semester 2022

Continue

Under Find Classes, enter the subject of your choice.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

[Find Classes](#) | [Enter CRNs](#) | [Plans](#) | [Schedule and Options](#)

**Career Withdrawals**  
Withdrawal Credits Used : Not applicable at student's current level  
Withdrawal Credits Remaining : Not applicable at student's current level

Enter Your Search Criteria ⓘ

Term: Spring Semester 2022

Subject

Course Number

Keyword

[Advanced Search](#)

Panels ▾

After you have selected a subject, click on search.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

### Register for Classes

[Find Classes](#) | [Enter CRNs](#) | [Plans](#) | [Schedule and Options](#)

#### Career Withdrawals

Withdrawal Credits Used : Not applicable at student's current level  
Withdrawal Credits Remaining : Not applicable at student's current level

Enter Your Search Criteria ⓘ  
Term: Spring Semester 2022

Subject:

Course Number:

Keyword:

[Advanced Search](#)

Search Results

The search will generate all associated courses for the specific subject. Review courses to locate the course you would like to register and add the course by selecting the add button.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

### Register for Classes

[Find Classes](#) | [Enter CRNs](#) | [Plans](#) | [Schedule and Options](#)

#### Search Results — 25 Classes

Term: Spring Semester 2022 Subject: Accounting

Title	Subject	Course N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Principles of Accounting Online Course	Accounting	550	D45	3	2522	Spr...	McGee, Robert (Pri...	S   M   T   W   T   F   S	- Type: Web Based Buil	Cont...	23 of 30 seats...		<input type="button" value="Add"/>
Principles of Accounting Online Course	Accounting	550	D46	3	2564	Spr...	McGee, Robert (Pri...	S   M   T   W   T   F   S	- Type: Web Based Buil	Cont...	30 of 30 seats...		<input type="button" value="Add"/>
Managerial Accounting Lecture	Accounting	610	01	3	2515	Spr...	McGee, Robert (Pri...	S   M   T   W   T   F   S	06:00 PM - 08:50 PM Tyr	Main	29 of 30 seats...		<input type="button" value="Add"/>
Managerial Accounting Online Course	Accounting	610	D1	3	2503	Spr...	McGee, Robert (Pri...	S   M   T   W   T   F   S	- Type: Web Based Buil	Cont...	36 of 70 seats...		<input type="button" value="Add"/>
International Accounting Online Course	Accounting	650	D46	3	2572	Spr...	McGee, Robert (Pri...	S   M   T   W   T   F   S	- Type: Web Based Buil	Cont...	1 of 6 seats re... 2 of 2 waitlist ...		<input type="button" value="Add"/>

Page 3 of 3 | 10 Per Page | Records: 25

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

After you have selected add, in the summary panel at the bottom right corner, click on submit. You are not registered for the course until you have selected submit.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 25 Classes  
Term: Spring Semester 2022 Subject: Accounting

Title	Subject Descrip	Cours# N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Principles of Accounting Online Course	Accounting	550	D45	3	2522	Spr...	McGee, Robert (Pri...	S M T W T F S	- Type: Web Based Buil	Cont...	23 of 30 seats...		Add
Principles of Accounting Online Course	Accounting	550	D46	3	2564	Spr...	McGee, Robert (Pri...	S M T W T F S	- Type: Web Based Buil	Cont...	30 of 30 seats...		Add
Managerial Accounting Lecture	Accounting	610	01	3	2515	Spr...	McGee, Robert (Pri...	S M T W T F S 06:00 PM - 08:50 PM T	Main		29 of 30 seats...		Add
Managerial Accounting Online Course	Accounting	610	D1	3	2503	Spr...	McGee, Robert (Pri...	S M T W T F S	- Type: Web Based Buil	Cont...	36 of 70 seats...		Add
International Accounting Online Course	Accounting	650	D46	3	2572	Spr...	McGee, Robert (Pri...	S M T W T F S	- Type: Web Based Buil	Cont...	1 of 6 seats re... 2 of 2 waitlist...		Add

Page 3 of 3 | 10 Per Page | Records: 25

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Schedule | Schedule Details

Class Schedule for Spring Semester 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

---

Summary | Tuition and Fees

Title	Details	Hours	CRN	Schedule Type	Status	Action
International Accounting	ACCT 650, D46	3	2572	Online Course	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12

Submit

You have now successfully registered for the course.

Save Successful

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 25 Classes  
Term: Spring Semester 2022 Subject: Accounting

Title	Subject Descrip	Cours# N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
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Principles of Accounting Online Course	Accounting	550	D46	3	2564	Spr...	McGee, Robert (Pri...	S M T W T F S	- Type: Web Based Buil	Cont...	30 of 30 seats...		Add
Managerial Accounting Lecture	Accounting	610	01	3	2515	Spr...	McGee, Robert (Pri...	S M T W T F S 06:00 PM - 08:50 PM T	Main		29 of 30 seats...		Add
Managerial Accounting Online Course	Accounting	610	D1	3	2503	Spr...	McGee, Robert (Pri...	S M T W T F S	- Type: Web Based Buil	Cont...	36 of 70 seats...		Add
International Accounting Online Course	Accounting	650	D46	3	2572	Spr...	McGee, Robert (Pri...	S M T W T F S	- Type: Web Based Buil	Cont...	1 of 6 seats re... 2 of 2 waitlist...		Add

Page 3 of 3 | 10 Per Page | Records: 25

---

Schedule | Schedule Details

Class Schedule for Spring Semester 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

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Summary | Tuition and Fees

Title	Details	Hours	CRN	Schedule Type	Status	Action
International Accounting	ACCT 650, D46	3	2572	Online Course	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 12

Submit