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 selfservice 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

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Students-You will need to contact the Office of the Registrar at (9 reactivated.	10)672-1185 to have your account	
Employees-You will need to contact the ITTS Help Desk at (910)672-2	085 to have your account reactive	ted.
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3) Click the "Student" tab



4) Click "Registration"



5) Click "Add/Drop from Classes"



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

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7) Enter your Alternate PIN





8) Click Class Search

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9) Search the class schedule using the selection option

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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.

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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.

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

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

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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.

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



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

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Web Registered on Oct 31, 2011 None	- 2895 HEED 113 44 Undergr	aduate 2,000 Normal Grade Health and Wellness	
Web Registered on Nov 02, 2011 None	- 2674 PSYC 352 D1 Undergr	raduate 4.000 Normal Grade Research Methodology	
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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.

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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
- 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**.

