



جامعة قطر  
QATAR UNIVERSITY

# Banner Waitlist User Manual

Prepared by,  
Banner Team



**Dear Student,**

myBanner student information system was upgraded from version 7 to 8 on 24<sup>th</sup> of October, 2010. Banner 8 includes new features that smooth registration processes and give student better opportunities for class registration. One of these features is class waiting list which allow student to register once there is an available seat in the section as long as student on waiting list

The purpose of this manual is to provide you with basic instructions to use waiting list by demonstrating the following:

- Finding waiting list through searching for classes
- Adding a student on waitlist
- Registering for a section from waitlist



## 1 Finding waiting list through searching for classes

Click on the CRN number after searching for class through link **Search for Classes** under **Registration** menu

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

Accounting																			
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Reg	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute
C	<u>23820</u>	ACCT	102	0	M	3.000	Principles of Accounting II	UTR	08:00 am-08:50 am	1	1	0	5	1	4	Raed I. Ismail (P)	02/13- 05/26	TBA	Business Course
<input type="checkbox"/>	<u>23821</u>	ACCT	102	0	M	3.000	Principles of Accounting II	UTR	08:00 am-08:50 am	1	0	1	10	0	10	TBA	02/13- 05/26	TBA	Business Course
<input type="checkbox"/>	<u>23822</u>	ACCT	102	0	M	3.000	Principles of Accounting II	UTR	08:00 am-08:50 am	1	0	1	1	2	-1	TBA	02/13- 05/26	TBA	Business Course
C	<u>20804</u>	ACCT	110	L01	M	3.000	Financial Accounting	TBA		5	5	0	10	0	10	TBA	02/13- 05/26	TBA	Business Course
<input type="checkbox"/>	<u>23157</u>	ACCT	110	L02	M	3.000	Financial Accounting	UTR	10:00 am-10:50 am	35	0	35	0	0	0	TBA	02/13- 05/26	A05 0255	Business Course
<input type="checkbox"/>	<u>20807</u>	ACCT	116	L01	M	3.000	Managerial Accounting	UTR	12:00 pm-12:50 pm	50	0	50	0	0	0	Zaki K. Abu- Shawish (P)	02/13- 05/26	A05 0209	Business Course
<input type="checkbox"/>	<u>20809</u>	ACCT	221	L01	M	3.000	Intermediate Accounting I	UTR	09:00 am-09:50	35	0	35	0	0	0	Fethi Saidi (P)	02/13- 05/26	A05 0101	Business Course

Click on the section title as it is shown below

Class Schedule Listing

Home > Class Schedule Listing

Sections Found

Principles of Accounting II - 23820 - ACCT 102 - 0

Associated Term: Spring 2011  
 Registration Dates: Nov 08, 2010 to May 26, 2011  
 Levels: Undergraduate  
 Attributes: Business Course  
 Instructors: Raed I. Ismail (P)

Male Campus  
 Lecture Schedule Type  
 Traditional Instructional Method  
 3.000 Credits  
[View Catalog Entry](#)




Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 8:50 am	UTR	TBA	Feb 13, 2011 - May 26, 2011	Lecture	Raed I. Ismail (P)

[Return to Previous](#) [New Search](#)



**Detailed Class Information** shows the availability on waiting list. For example, this section has 5 seats for waitlist. There is 1 seat is taken and 4 seat are available.

Detailed Class Information			
Principles of Accounting II - 23820 - ACCT 102 - 0			
Associated Term: Spring 2011			
Levels: Undergraduate			
Male Campus			
Lecture Schedule Type			
Traditional Instructional Method			
3.000 Credits			
<a href="#">View Catalog Entry</a>			
Registration Availability			
	Capacity	Actual	Remaining
Seats	1	1	0
Waitlist Seats	5	1	4
Restrictions: Must be enrolled in one of the following Levels: Undergraduate	 Maximum	 Booked Seats	 Available Seats



## 2 Adding a student on waitlist

Go to **Add or Drop Class** page and enter the CRN number in the Add Classes Worksheet as it is shown below. Do not use the **Search for Class** page because the section will appear with status C (Closed)

**Important Note: Student is not enrolled in the section once s/he is added to waitlist**

Add or Drop Classes

Home > Add or Drop Classes

To add a class, enter the 5-digit Course Reference Number (CRN) in the [Add Classes Worksheet] field below. If you do not know the 5-digit CRN, you should select the [Class] To drop or withdraw a class, use the options available in the [Action] pull-down list.

**Add Classes Worksheet**

CRNs

23820

Submit Changes Class Search Reset

View Holds Registration Fee Assessment

CRN number

RELEASE: 8.4

An error message will be displayed and it shows the number of student on waitlist and **Action** to be selected for being on the waiting list. For example, there is one student on the waiting list and there is availability on waitlist

Add or Drop Classes

Home > Add or Drop Classes

**One Student on the waitlist**

To add a class, enter the 5-digit Course Reference Number (CRN) in the [Add Classes Worksheet] field below. If you do not know the 5-digit CRN, you should select the [Class] To drop or withdraw a class, use the options available in the [Action] pull-down list.

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Class Full; 1 already on Waitlist - Choose Waitlist?	None	23820	ACCT	102	0	Undergraduate	3.000	Standard Letter	Principles of Accounting II

**Add Classes Worksheet**

CRNs

Submit Changes Class Search Reset



Select **Waitinglist** from the drop down option under **Action** and then click on **Submit Changes** button.

**Add or Drop Classes**

Home > Add or Drop Classes

To add a class, enter the 5-digit Course Reference Number (CRN) in the [Add Classes Worksheet] field below. If you do not know the 5-digit CRN, you should select the [Class Search] button. To drop or withdraw a class, use the options available in the [Action] pull-down list.

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Class Full; 1 already on Waitlist - Choose Waitlist?	Waitinglist	23820	ACCT	102	0	Undergraduate	3.000	Standard Letter	Principles of Accounting II

**Add Classes Worksheet**

CRNs

Submit Changes Class Search Reset

The waitlisted class will be displayed in **Add or Drop Classes** as shown below.

**Add or Drop Classes**

Home > Add or Drop Classes

To add a class, enter the 5-digit Course Reference Number (CRN) in the [Add Classes Worksheet] field below. If you do not know the 5-digit CRN, you should select the [Class Search] button. To drop or withdraw a class, use the options available in the [Action] pull-down list.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Waitinglist on Nov 30, 2010	None	23820	ACCT	102	0	Undergraduate	0.000	Standard Letter	Principles of Accounting II

Total Credit Hours: 0.000  
Billing Hours: 0.000  
Minimum Hours: 0.000  
Maximum Hours: 12.000  
Date: Nov 30, 2010 11:10 am



## My Detailed Schedule

Home > Student Registrations and Records > Registration > My Detailed Schedule

Total Credit Hours: 3.000

### Principles of Accounting II - ACCT 102 - 0

<b>Associated Term:</b>	Spring 2011
<b>CRN:</b>	23820
<b>Status:</b>	Waitinglist on Nov 09, 2010
<b>Waitlist Position:</b>	0
<b>Notification Expires:</b>	Nov 09, 2010 02:44 pm
<b>Assigned Instructor:</b>	Raed I. Ismail
<b>Grade Mode:</b>	Standard Letter
<b>Credits:</b>	0.000
<b>Level:</b>	Undergraduate
<b>Campus:</b>	Male

An email notification was expired which after student cannot register

### Scheduled Meeting Times

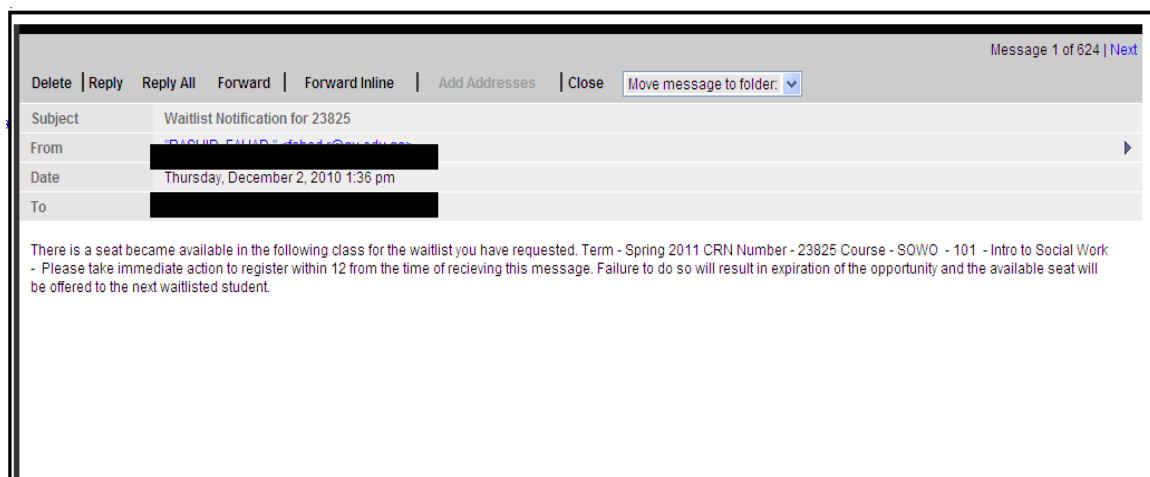
Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 8:50 am	UTR	TBA	Feb 13, 2011 - May 26, 2011	Lecture	Raed I. Ismail (P)



### 3 Registering for a section from Waitlist

When a seat became available, an email notification will be sent to you as shown below notifying you that you must register within 12 hours of receiving the message. Therefore, it is highly important to check your email constantly during the add and drop period. You can access email through <http://mail.qu.edu.qa> or <http://my.qu.edu.qa>

**Important Note: Student must register through Student Self Service after receiving the email notification because enrollment to class is not automatic for waitlist Failing to register within 12 hours will result losing your chance to register for the section and the next student on waitlist will get an email notification**



After receiving the email notification, the status **\*\*Web Registered\*\*** will be available in the drop down option as shown below





## Add or Drop Classes

Home > Add or Drop Classes

To add a class, enter the 5-digit Course Reference Number (CRN) in the [Add Classes Worksheet] field below. If you do not know the CRN, you should select the class from the list below. To drop or withdraw a class, use the options available in the [Action] pull-down list.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Waitinglist on Nov 30, 2010	None	23820	ACCT	102	0	Undergraduate	0.000	Standard Letter	Principles of Accounting II

Total Credit Hours: 0.000  
Billing Hours: 0.000  
Minimum Hours: 0.000  
Maximum Hours: 12.000  
Date: Dec 01, 2010 01:55 pm

### Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset

Select status **\*\*Web Registered\*\*** and click on **Submit Changes** button.

## Add or Drop Classes

Home > Add or Drop Classes

To add a class, enter the 5-digit Course Reference Number (CRN) in the [Add Classes Worksheet] field below. If you do not know the 5-digit CRN, you should select the class from the list below. To drop or withdraw a class, use the options available in the [Action] pull-down list.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Waitinglist on Nov 30, 2010	<b>**Web Registered**</b>	23820	ACCT	102	0	Undergraduate	0.000	Standard Letter	Principles of Accounting II

Total Credit Hours: 0.000  
Billing Hours: 0.000  
Minimum Hours: 0.000  
Maximum Hours: 12.000  
Date: Dec 01, 2010 01:55 pm

### Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

The registered section will be displayed in **Add or Drop Classes** as shown below.



## Add or Drop Classes

Home > Add or Drop Classes

To add a class, enter the 5-digit Course Reference Number (CRN) in the [Add Classes Worksheet] field below. If you do not know the CRN, use the options available in the [Action] pull-down list.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode
**Web Registered** on Dec 01, 2010	None	23820	ACCT	102	0	Undergraduate	3.000	Standard Lett

Total Credit Hours: 3.000

Billing Hours: 3.000

Minimum Hours: 0.000

Maximum Hours: 12.000

Date: Dec 01, 2010 02:09 pm

### Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset