



Banner 9

Waitlist

Student User Guide

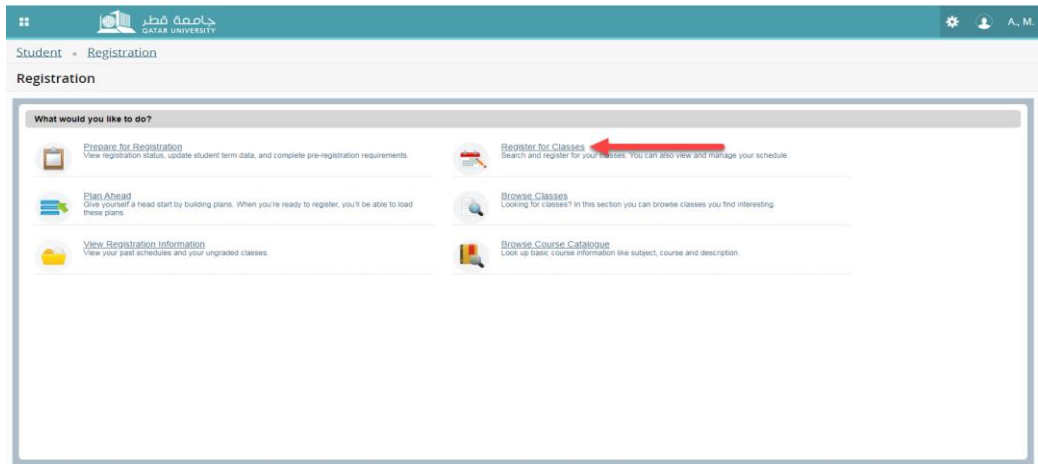
Prepared by,
Banner Team

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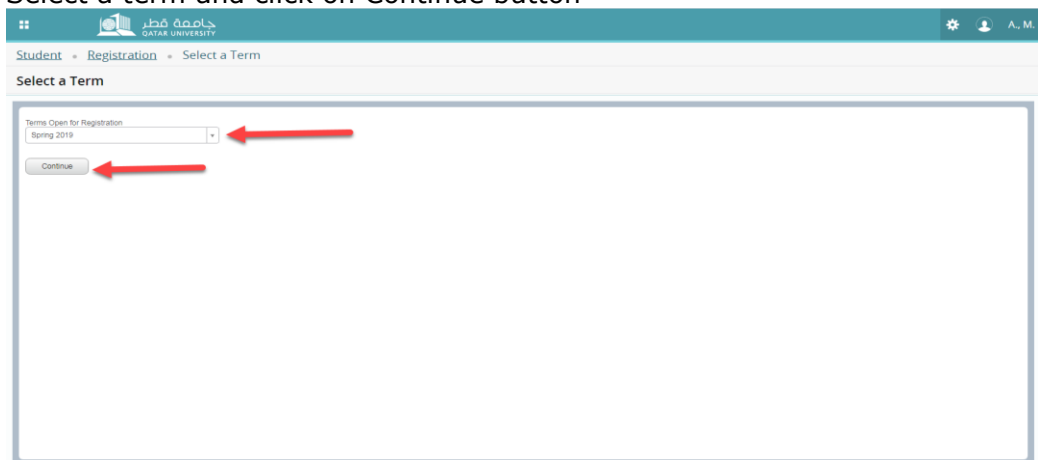
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1 Enroll in Waitlist

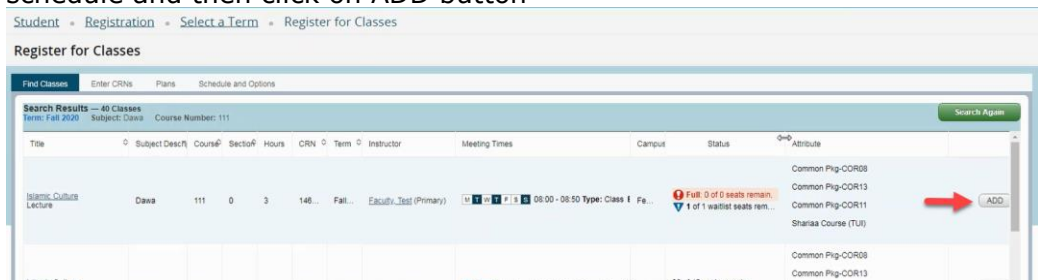
- 1) Select Register for Classes in the Registration page.



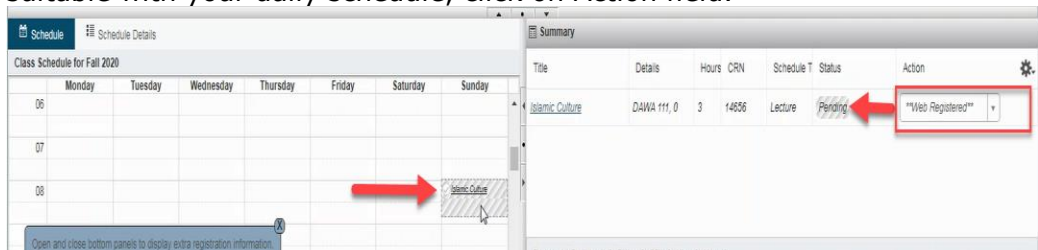
2) Select a term and click on Continue button



3) Search and add section that has an available waitlist seat from class schedule and then click on ADD button



4) After adding section, the section will appear in the summary pane of the page on the right and the section status will be pending. On the left pane, the class meeting time will appear. If the section is suitable with your daily schedule, click on Action field.



5) Select Waitinglist from Action field

Summary						
Title	Details	Hours	CRN	Schedule T	Status	Action
Islamic Culture	DAWA 111, 0	3	14656	Lecture	Pending	<div style="border: 1px solid #ccc; padding: 2px;"> **Web Registered** ▲ **Web Registered** Remove Waitinglist </div>

6) Click on Submit button.

Summary						
Title	Details	Hours	CRN	Schedule T	Status	Action
Islamic Culture	DAWA 111, 0	3	14656	Lecture	Pending	<div style="border: 1px solid #ccc; padding: 2px;"> Waitinglist ▼ </div>

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 12 | Max: 18

Submit

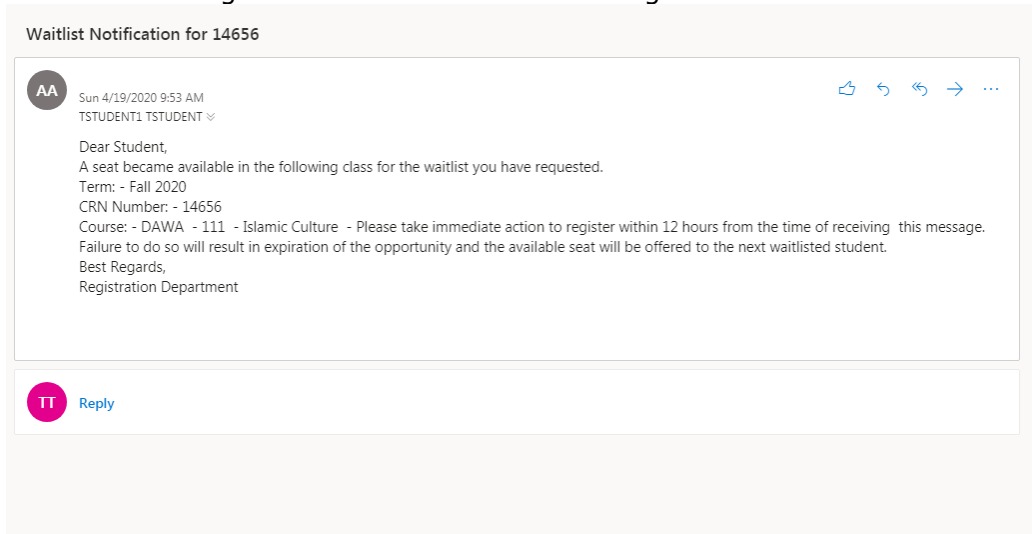
7) After clicking on Submit button, the section status will change to Waitlisted

Summary						
Title	Details	Hours	CRN	Schedule T	Status	Action
Islamic Culture	DAWA 111, 0	0	14656	Lecture	Waitlisted	<div style="border: 1px solid #ccc; padding: 2px;"> None ▼ </div>

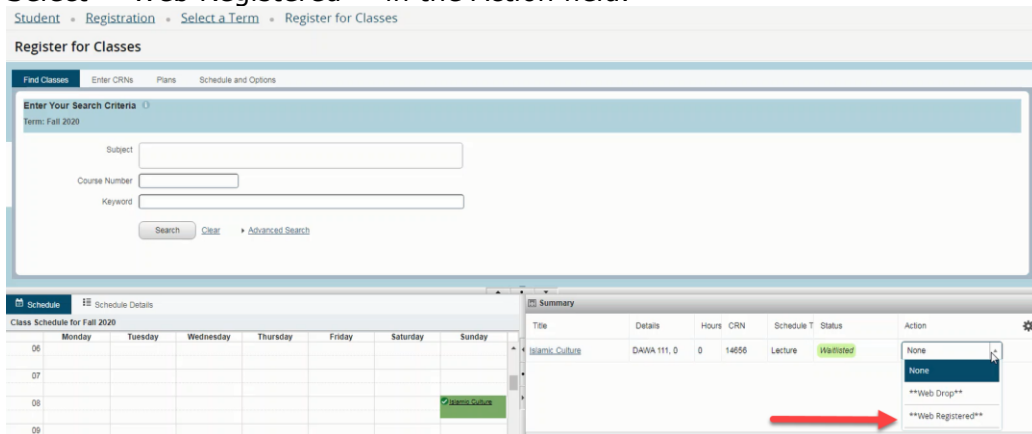
Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 12 | Max: 18

2 Register from Waitlist

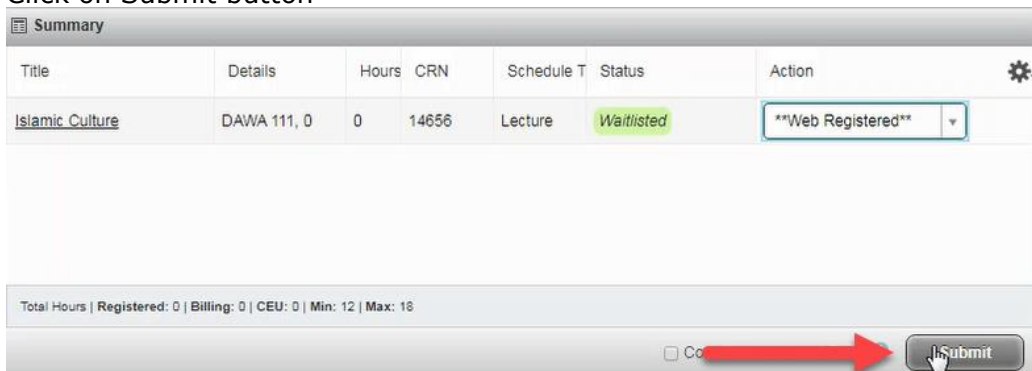
- 1) When a seat becomes available in a section that has been waitlisted, an email notification will be sent as shown below and the student must register in 12 hours after receiving the notification.



- 2) Select ****Web Registered**** in the Action field.



- 3) Click on Submit button



- 8) After clicking on Submit button, the section status will change to Registered

