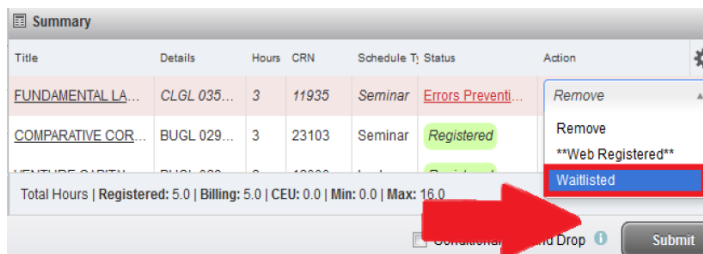


Waitlist

Waitlist is a feature in Bannerweb that allows you to get “in line” for closed classes, only sections with an option to waitlist will appear. This automated process notifies you, via Cardinal Email, that a seat has opened and you are able to register for the class.

1. When you attempt to register for a closed class, the “Status” will indicate **Closed - 0 Waitlisted**. To add yourself to the waitlist, select “Wait List” from the drop-down box under the “Action” field and click Submit Changes.



Note: The Status message **Closed – 0 Waitlisted** means that the class is closed and there is no one on the waitlist. If the message read **Closed – 3 Waitlisted** that would mean the class is closed and there are three people on the waitlist. If you added yourself to the list, you will become 4th in line.

If the waitlist is full, the “Status” will indicate **Closed- Waitlist full**. Please review the class schedule to select another class.

EMAIL NOTIFICATION EXAMPLE:

Dear <Student Name>

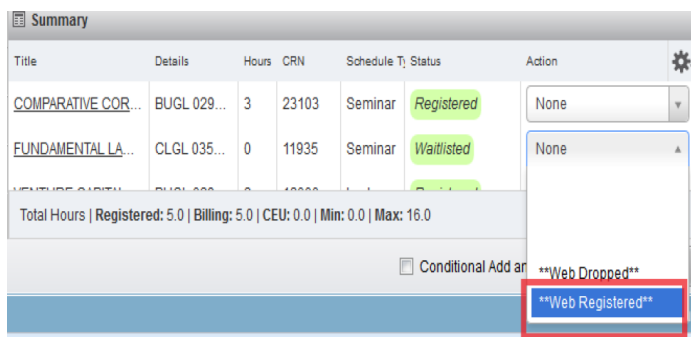
A seat has become available in CRN 81335 ENGL 1312 01 Composition II

As the next student on the waitlist, you have until 15-NOV-2016 11:44 AM to register for the course. After 15-NOV-2016 11:44 AM if no action is taken, you will automatically be dropped from the waitlist and the seat will be offered to the next student.

It is your responsibility to register for the class or remove yourself from the waitlist. You can do this by logging in to Cardinal Apps and choosing Bannerweb > Student Services > Add or Drop Classes. Change your status in the class from Waitlisted to WEB REGISTERED to add the class or WEB DROPPED to remove your name from the waitlist. Click Submit Changes.

Please do not reply to this message as it was sent from an address that is not monitored.

2. When a seat becomes available, you will receive an email notification that you have 24 hours to register for the class. To register for the class, select “Web Registered” from the drop-down box under the “Action” field and click Submit Changes. If you do not register within that 24 hour time limit, the spot will no longer be available and will be offered to the next student in line for the wait list.



3. To remove yourself from the waitlist, select “Web Dropped” from the drop-down box under the “Action” field and click Submit Changes.

