



## WAIT LIST INSTRUCTIONS FOR STUDENTS

### Wait List Information:

- When a course is full/closed, students can sign up for the course **wait list** to automatically be notified if a seat opens.
- Not all courses will have the wait list function available.
- The wait list function will be available from the start of registration through the add/drop period.
- When a seat becomes available, an email will be sent to your Utica email account and **you will have 36 hours (this includes Saturday and Sunday) to register for the course. If you do not register for the course within 36 hours, you will be dropped from the wait list** and the next student on the wait list will move to the top.
- Students must meet all prerequisite, co-requisite, and registration requirements to be eligible to wait list.  
**Note:** students are allowed to wait list for a class that they are already registered in (different section) and for a course that meets the same day and time as a currently registered course.
- All wait lists expire at the end of the registration (end of add/drop).
- **IMPORTANT:** Being on a wait list does **NOT** guarantee registration for the class. You are encouraged to register for an alternate class in case the course never becomes available to you.

## Steps to see if a course has the wait list function available

1. Sign in to Banner Web
2. Click on “**Student Services**”
3. Click on “**Registration**”
4. Click on “**Look Up Classes**”
5. Select **Term** and “**Submit**”
6. Select “**Subject**”
7. Click on “**View Sections**” of course you want
8. If you see numbers below the columns of **WL Cap** “Wait List Capacity”, **WL Act** “Wait List Actual”, and **WL Rem** “Wait List Remaining”, this means the course has the **Wait List** function available.

### Look Up Classes

#### Sections Found Mathematics

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Re	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location
	8135	MAT	112	A	U	3.000	Basic Statistics(OG)	MWF	04:00 pm- 04:50 pm	23	23	0	10	2	8	0	0		Reggie Test2 Trax (P)	08/29- 12/16	HUBBAR 210
	8332	MAT	112	B	U	3.000	Basic Statistics(OG)	MWF	09:15 am- 10:05 am	25	25	0	10	1	9	0	0		Reggie Test2 Trax (P)	08/29- 12/16	HUBBAR 210
<u>C</u>	9472	MAT	112	C	U	3.000	Basic Statistics(OG)	MWF	10:20 am- 11:10 am	24	24	0	10	0	10	0	0		TBA	08/29- 12/16	HUBBAR 218
<u>C</u>	10088	MAT	112	D	U	3.000	Basic Statistics(OG)	MWF	11:25 am- 12:15 pm	23	23	0	0	0	0	0	0		TBA	08/29- 12/16	HUBBAR B14

- This course does not have the wait list function available as the **WL Cap** number is zero.

## Steps for students to register on the wait list through Banner Web

1. Sign in to Banner Web
2. Click on “**Student Services**”
3. Click on “**Registration**”
4. Click on “**Select Term**”
5. Click on “**Add or Drop Classes**”

## Add or Drop Classes

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### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered**	on Mar 29, 2022	8336	ECN	141	A	Undergraduate	3.000	Standard	Letter	Prin of Macroeconomics(OG)
**Web Registered**	on Mar 29, 2022	8343	SPA	101	C	Undergraduate	3.000	Standard	Letter	Beginning Spanish I(OG)
**Web Registered**	on Mar 29, 2022	8880	CMG	221	A	Undergraduate	3.000	Standard	Letter	Methods and Materials I(OG)
**Web Registered**	on Mar 29, 2022	12590	PHY	141	A	Undergraduate	4.000	Standard	Letter	Technical Physics I(OG)
**Web Registered**	on Mar 29, 2022	12591	PHY	141	L1	Undergraduate	0.000	Standard	Letter	Technical Physics I Lab(OG)

Total Credit Hours: 13.000

Billing Hours: 13.000

Minimum Hours: 0.000

Maximum Hours: 19.000

Date: Sep 22, 2022 03:41 pm

### Add Classes Worksheet

CRNs						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>				

You will see your current schedule and have the ability to “Add” a class below.

6. Under “Add Classes Worksheet” type in the CRNs into the boxes then click **Submit Changes**

## Add Classes Worksheet

**CRNs**

8242

**Submit Changes** **Class Search** **Reset**

- The screen will say **Registration Add Errors**
- From the Action dropdown menu choose “**wait list**”
- Click **Submit Changes** at the bottom of the page

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	Wait List	8242	ENG	101	A	Undergraduate	3.000	Standard	Letter	Written Communication I(OG)

## Add Classes Worksheet

**CRNs**

**Submit Changes** **Class Search** **Reset**

The number in front of “waitlisted” will let you know how many students are in front of you on the list.

- The **course will now appear** under your “Current Schedule” with the **status of “Wait List”** and the date you submitted it.

## Add or Drop Classes

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### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Sep 23, 2022	None	8336	ECN	141	A	Undergraduate	3.000	Standard	Letter	Prin of Macroeconomics(OG)
**Registered** on Sep 23, 2022	None	8343	SPA	101	C	Undergraduate	3.000	Standard	Letter	Beginning Spanish I(OG)
Wait List on Sep 23, 2022	None	8242	ENG	101	A	Undergraduate	0.000	Standard	Letter	Written Communication I(OG)

Total Credit Hours: 6.000

Billing Hours: 6.000

Minimum Hours: 0.000

Maximum Hours: 19.000

Date: Sep 23, 2022 11:16 am

### Add Classes Worksheet

CRNs						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>				

## Steps for students to register through banner web after receiving the WL Notification Email

When a seat becomes available, an email will be sent to your Utica email account. It will look like this.

Waitlist Notification for 8242  Inbox x

  
to me ▾

Dear ,

A seat has become available in CRN 8242 ENG 101 Written Communication I .

You have until 23-SEP-2022 05:19 PM to register for this course.

You must log into Banner Web and register or you will be removed from the waitlist and the open seat will be offered to the next student.

Thank you.

Once you receive the email, follow the steps below to register for the course.

1. Sign in to banner web
2. Click on **“Student Services”**
3. Click on **“Registration”**
4. Click on **“Select Term”**
5. Click on **“Add or Drop Classes”**

From the **Action dropdown menu** choose **“Web Registered”** and click **“Submit Changes”** to register for the section.

## Add or Drop Classes

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### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Sep 23, 2022	None	8336	ECN	141	A	Undergraduate	3.000	Standard Letter	Prin of Macroeconomics(OG)	
**Registered** on Sep 23, 2022	None	8343	SPA	101	C	Undergraduate	3.000	Standard Letter	Beginning Spanish I(OG)	
Wait List on Sep 23, 2022	**Web Registered**	8242	ENG	101	A	Undergraduate	0.000	Standard Letter	Written Communication I(OG)	

Total Credit Hours: 6.000  
 Billing Hours: 6.000  
 Minimum Hours: 0.000  
 Maximum Hours: 19.000  
 Date: Sep 23, 2022 11:24 am

### Add Classes Worksheet

**CRNs**

**Please Note:** If you wish to remove yourself from the wait list, you can select **“Drop Web”** in the Action dropdown menu and then click **“Submit Changes”**.

Once you click **“Submit Changes”**, the course will appear under your **“Current Schedule”**.

## Add or Drop Classes

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### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Sep 23, 2022	None	8336	ECN	141	A	Undergraduate	3.000	Standard Letter	Prin of Macroeconomics(OG)	
**Registered** on Sep 23, 2022	None	8343	SPA	101	C	Undergraduate	3.000	Standard Letter	Beginning Spanish I(OG)	
<b>**Web Registered** on Sep 23, 2022</b>	None	<b>8242</b>	<b>ENG</b>	<b>101</b>	<b>A</b>	Undergraduate	3.000	Standard Letter	Written Communication I(OG)	

Total Credit Hours: 9.000  
 Billing Hours: 9.000  
 Minimum Hours: 0.000  
 Maximum Hours: 19.000  
 Date: Sep 23, 2022 11:31 am

Students are allowed to wait list for a section even if they are already enrolled in another section of the same course, or if it is at the same day and time of a currently registered course.

## Add or Drop Classes

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Registered** on Sep 23, 2022	None	8336	ECN	141	A	Undergraduate	3.000	Standard Letter	Prin of Macroeconomics(OG)
**Registered** on Sep 23, 2022	None	8343	SPA	101	C	Undergraduate	3.000	Standard Letter	Beginning Spanish I(OG)
**Web Registered** on Sep 23, 2022	None	8242	ENG	101	A	Undergraduate	3.000	Standard Letter	Written Communication I(OG)
**Web Registered** on Sep 23, 2022	None	11138	MAT	112	Z1	Undergraduate	3.000	Standard Letter	Basic Statistics(OL)

Total Credit Hours: 12.000  
 Billing Hours: 12.000  
 Minimum Hours: 0.000  
 Maximum Hours: 19.000  
 Date: Sep 23, 2022 12:26 pm



Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	wait List	8851	MAT	112	Z2	Undergraduate	3.000	Standard Letter	Basic Statistics(OL)

### Add Classes Worksheet

#### CRNs

<input type="text"/>						
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Once you click “**Submit Changes**”, the wait list course will appear under your “**Current Schedule**”.

Add or Drop Classes

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Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Registered** on Sep 23, 2022	None	8336	ECN	141	A	Undergraduate	3.000	Standard Letter	Prin of Macroeconomics(OG)
**Registered** on Sep 23, 2022	None	8343	SPA	101	C	Undergraduate	3.000	Standard Letter	Beginning Spanish I(OG)
**Web Registered** on Sep 23, 2022	None	8242	ENG	101	A	Undergraduate	3.000	Standard Letter	Written Communication I(OG)
**Web Registered** on Sep 23, 2022	None	11138	MAT	112	Z1	Undergraduate	3.000	Standard Letter	Basic Statistics(OL)
Wait List on Sep 23, 2022	None	8851	MAT	112	Z2	Undergraduate	0.000	Standard Letter	Basic Statistics(OL)

Total Credit Hours: 12.000  
 Billing Hours: 12.000  
 Minimum Hours: 0.000  
 Maximum Hours: 19.000  
 Date: Sep 23, 2022 12:29 pm

If you receive an email that a spot has opened in the course you wait listed, you will need to drop the other section first, and then register for the wait listed course. If not, you will receive this message for a “Duplicate Course”.

Add or Drop Classes

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Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Registered** on Sep 23, 2022	None	8336	ECN	141	A	Undergraduate	3.000	Standard Letter	Prin of Macroeconomics(OG)
**Registered** on Sep 23, 2022	None	8343	SPA	101	C	Undergraduate	3.000	Standard Letter	Beginning Spanish I(OG)
**Web Registered** on Sep 23, 2022	None	8242	ENG	101	A	Undergraduate	3.000	Standard Letter	Written Communication I(OG)
**Web Registered** on Sep 23, 2022	None	11138	MAT	112	Z1	Undergraduate	3.000	Standard Letter	Basic Statistics(OL)
Wait List on Sep 23, 2022	None	8851	MAT	112	Z2	Undergraduate	0.000	Standard Letter	Basic Statistics(OL)

Total Credit Hours: 12.000  
 Billing Hours: 12.000  
 Minimum Hours: 0.000  
 Maximum Hours: 19.000  
 Date: Sep 23, 2022 12:38 pm

 **Registration Update Errors**

CRN	Subj	Crse	Sec	Status
8851	MAT	112	Z2	Duplicate Course with Section 11138

**This is the message you will receive for a “Time Conflict”.**



**Registration Update Errors**

CRN	Subj	Crse	Sec	Status
8135	MAT	112	A	Time conflict with CRN 10659

**You need to drop the current course and register for the new section. You can do this at the same time.**

Add or Drop Classes

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Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Sep 23, 2022	None	8336	ECN	141	A	Undergraduate	3.000	Standard	Letter	Prin of Macroeconomics(OG)
**Registered** on Sep 23, 2022	None	8343	SPA	101	C	Undergraduate	3.000	Standard	Letter	Beginning Spanish I(OG)
**Web Registered** on Sep 23, 2022	None	8242	ENG	101	A	Undergraduate	3.000	Standard	Letter	Written Communication I(OG)
**Web Registered** on Sep 23, 2022	Drop Web	11138	MAT	112	Z1	Undergraduate	3.000	Standard	Letter	Basic Statistics(OL)
Wait List on Sep 23, 2022	**Web Registered**	8851	MAT	112	Z2	Undergraduate	0.000	Standard	Letter	Basic Statistics(OL)

Total Credit Hours: 12.000  
 Billing Hours: 12.000  
 Minimum Hours: 0.000  
 Maximum Hours: 19.000  
 Date: Sep 23, 2022 12:38 pm



**Registration Update Errors**

CRN	Subj	Crse	Sec	Status
8851	MAT	112	Z2	Duplicate Course with Section 11138

Add Classes Worksheet

**CRNs**

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Submit Changes   Class Search   Reset

Once you click “**Submit Changes**”, your “**Current Schedule**” will be updated.

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Sep 23, 2022	None	8336	ECN	141	A	Undergraduate	3.000	Standard	Letter	Prin of Macroeconomics(OG)
**Registered** on Sep 23, 2022	None	8343	SPA	101	C	Undergraduate	3.000	Standard	Letter	Beginning Spanish I(OG)
**Web Registered** on Sep 23, 2022	None	8242	ENG	101	A	Undergraduate	3.000	Standard	Letter	Written Communication I(OG)
**Web Registered** on Sep 23, 2022	None	8851	MAT	112	Z2	Undergraduate	3.000	Standard	Letter	Basic Statistics(OL)

Total Credit Hours: 12.000

Billing Hours: 12.000

Minimum Hours: 0.000

Maximum Hours: 19.000

Date: Sep 23, 2022 12:44 pm