Waitlist Detail

Students, faculty, and staff all have access to waitlist information as described below. The OneStop Registration website also includes waitlist policy and FAQ information.

**Student View**

Students may search for classes and include/not include courses that are open, closed with a waitlist, or full without a waitlist.

If a student attempts to register for a closed course with a waitlist, they will be prompted to accept or decline a waitlist seat automatically.
Staff View

Go to Banner Admin page SFAWLPR to view a list of students on the waitlist by Term and CRN.

When a student is emailed a notification of an empty seat, that student’s name is dropped from the list above and moved to SFIWLNT and they have 24 hours to log in and register for the class.

This form shows you which students have been invited to register for the course and the result after the 24-hour notification expiration.

- “Pending” (invited to register but has not yet taken action);
- “Registered” (invited to register and did complete registration);
- “Dropped” (invited to register, but dropped the course waitlist instead)

To view seat availability for cross listed sections, go to Banner page SFAXWLP.

- Look up by Term Code and Cross List Group
- This will display the course sections that are cross listed and the maximum versus actual enrollment for all sections in the group
- Note: There may be a lower maximum than the sum of each individual section.
Faculty View

Faculty can view the waitlist of students in Banner Faculty self-service on the Faculty Class Roster page. The enrolled students display on the main Class List tab, and on the second tab Wait List students display.