

Waitlists


Students, faculty, and staff all have access to waitlist information as described below.

See [Waitlist Policy](#) and [FAQ](#) for more information.

Student View

When building their schedule, the default is 'All Classes', or students may elect to search for open sections or those with a waitlist only.

[Build Schedule](#) [Registration Cart \(0\)](#) [Current Schedule \(0\)](#)



If you wish to see classes that have available seats, choose Open Classes Only.

Select Course Status

Course Status


☐ Open Classes Only

☐ Open and Waitlist

☒ All Classes (Includes full classes)

[Cancel](#) [Save](#)

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.

 **Waitlist**

The following courses are full but have room on the waitlist.
Select the courses that you would like to waitlist.

☐ CHE-240, 01W, Kearns, James K.

[OK](#)

Waitlists

Faculty View

Faculty can view the waitlisted students in [Banner Faculty self-service](#) on the Class Roster page.

Tip: The instructor can notify students about other enrollment opportunities in the department due to additional sections or seats that have been added to the schedule elsewhere.

The screenshot shows the Southern Banner Faculty self-service interface. At the top, the 'Southern' logo is displayed. Below it, the navigation path is 'Faculty & Advisors > CRN Listing > Class List'. The 'Class List' tab is selected. The course information for 'American Tongues: Politics of - ANT 214 01' (CRN: 41687) is shown. The enrollment counts table indicates 23 students on the waitlist. The 'Wait List' tab is highlighted, and an email icon is visible in the bottom right corner.

Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	23	1	22
<u>Wait List</u>	23	0	23
Cross List	0	0	0

Department View

Option 1

The department chairperson or secretary can run the Waitlist Report (in [Academic Department Reports](#)) to view the students on the waitlist. See Waitlist Priority (Example):

- There were originally 10 students on the waitlist, but for MKT 200-01.
- There are now only 3 students remaining in position 8, 9, 10.
- Student 8 will be offered a seat the next time one opens up.

Status	Waitlist Priority	CRN	Subject	Course	Section
WL	1	41859	MKT	100	02
WL	8	40265	MKT	200	01
WL	9	40265	MKT	200	01
WL	10	40265	MKT	200	01
WL	7	40343	MKT	200	02
WL	9	40343	MKT	200	02
WL	11	40343	MKT	200	02

Tip: Student emails are included if departments need to communicate directly with waitlisted students to notify them about other enrollment opportunities due to additional sections or seats that have been added to the schedule elsewhere.

Waitlists

Option 2

Go to [Banner Admin](#) page SFAWLPR to view a list of students on the waitlist by Term and CRN.

		Waitlist Priority Management SFAWLPR 9.3.7 (PROD)	ADD	RETRIEVE	RELATED	TOOLS	1
Term: 202040 Spring 2020 CRN: 40021 Subject: ANT Course: 101 Class Title: Cultural Anthropology							Start Over
▼ WAITLIST PRIORITY MANAGEMENT							Insert Delete Copy
ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	
70011122	Samuel Jones	37	WL	2019-NOV-11 10:28 PM	2.000000000	SYSTEM	
70033344	Rebecca Allen	38	WL	2019-NOV-12 9:44 AM	3.000000000	SYSTEM	

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

ellucian

Waitlist Notification Query SFIWLNT 9.3.7 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

Term: 202040

Spring 2020

CRN: 40021

Subject: ANT

Course: 101

Class Title: Cultural Anthropology

Start Over

▼ WAITLIST NOTIFICATION QUERY

Insert

Delete

Copy

Filter

ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires
77777777	Harris Barker	36	RE	2019-NOV-13 2:32 PM	1.000000000	Registered	2019-NOV-13	2019-NOV-14 8:09 AM

Students will have one the following waitlist statuses:

- "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)