Waitlist Look Up

**Student View**

- The course schedule will display courses with available waitlist seats as shown below.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Act</th>
<th>Rem</th>
</tr>
</thead>
<tbody>
<tr>
<td>12550</td>
<td>POR</td>
<td>100</td>
<td>3.000</td>
<td>TEST</td>
<td>TBA</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Instructions on how to register and enroll in a course waitlist are embedded throughout the Banner Web Registration process.

**SCSU Web Information Services**

**Admin View**

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

- The One Stop website also provides an overview along with the Waitlist Policy and FAQ: [https://inside.southernct.edu/onestop/academics/registration](https://inside.southernct.edu/onestop/academics/registration).

**Register:** To register for classes, add the CRNs below. Be sure to 'SUBMIT CHANGES' to complete the registration.

**New Waitlist:** If a closed course has available waitlist seats, add the CRN below to be added to the Waitlist. You will receive a 'Registration Add Error' indicating the course is closed, select Action 'Waitlist', and be sure to 'SUBMIT CHANGES'. You may check your position on the Waitlist on the Student Schedule Detail link below. If a seat opens up, you will be sent an email notifying you of the opportunity to register within 24 hours or the seat will be offered to the next student on the waitlist. For more information go to Waitlist FAQ and Policy.
Waitlist Look Up

- 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.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Sequence</th>
<th>Registration Status</th>
<th>Registration Date-Time</th>
<th>Waitlist Priority</th>
<th>Waitlist Status</th>
<th>Waitlist Notified Date</th>
<th>Notification Expires</th>
</tr>
</thead>
</table>

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

- “Pending” (meaning has been invited but has not yet decided to register or drop the course);
- “Registered” (meaning was invited to take the course and has registered for it);
- “Dropped” (meaning was invited to take the course, but dropped the course 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
  - This will display the maximum versus actual enrolled seats for all sections in the group
  - Note: There may be a lower maximum than the sum of each individual section.

Faculty View

- Faculty will have the ability to view the students on the waitlist through the existing Banner Web Faculty Services menu options ‘Class List Detail’ or ‘Class List Summary’. 
Waitlist Look Up

SCSU Web Information Services

Faculty Services

- Term Selection (Do this first)
- Advisor Menu (Transcripts & Degree Evaluations)
- Attendance Reporting
- Class List Detail
- Class List Summary

- Both class lists will display the enrolled student list by default. Faculty may toggle between the enrolled student list, wait list, and cross list as shown below.

(See next page for screen shot.)

Course Information
Princ of Financial Accounting - ACC 200 01
CRN: 10929
Duration: Aug 27, 2019 - Dec 15, 2019
Status: Active

Enrollment Counts

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>10</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Wait List</td>
<td>10</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Cross List</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Summary Wait List

<table>
<thead>
<tr>
<th>Waitlist Position</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Notification Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Carroll, Alicia S.</td>
<td></td>
<td>Waitlisted</td>
<td>Undergraduate</td>
<td>0.000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Raffone, Monica G.</td>
<td></td>
<td>Waitlisted</td>
<td>Undergraduate</td>
<td>0.000</td>
<td></td>
</tr>
</tbody>
</table>

Email wait listed students