

Waitlist Look Up

Student View

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

Portuguese															
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
C	12550	POR	100	TST	OC	3.000	TEST	TBA		1	1	0	1	0	1

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

SCSU Web Information Services

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Add/Drop/Withdraw from Classes

Fall 2019
Oct 07, 2019 11:24 pm

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.

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

Admin View

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

WAITLIST PRIORITY MANAGEMENT						
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

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.

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

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.

Term	Cross List	Maximum Enrollment	Actual Enrollment	Seats Available
202040	EF		22	22
202040	R7		25	25
202040	W7		30	25
202040	W3		25	36

CRN	Subject	Course	Section	Part of Term	Credit Low	Credit Indicator	Credit High
41049	SOC	404	S70	1		3.000	
41069	WMS	404	S70	1		3.000	
42381	SOC	504	S70	1		3.000	

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

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Search



- [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

	Maximum	Actual	Remaining
Enrollment:	10	10	0
Wait List:	10	2	8
Cross List:	0	0	0

Summary Wait List

Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Notification Expires
1	Carroll, Alicia S.	████████	Waitlisted	Undergraduate	0.000	
2	Raffone, Monica G.	████████	Waitlisted	Undergraduate	0.000	

[Email wait listed students](#)