

Creating and Using Banner Waitlists

Introduction – What is a Waitlist?

Students can now inform a department electronically (via the registration process) that they are interested in registering for a closed class.

How does a department create a waitlist for a section?

Prior to creating their first waitlisted section, each department will need to determine a registration preference procedure for waitlisted students. While department discretion may be exercised in extenuating circumstances, a department may choose to utilize one of the two *Best Practices* listed below when determining the criteria for registration preference:

- Major, number of credit hours earned, requirements for graduation, and GPA
- Order of placement on the waitlist

Once the criteria for registration preference has been decided, the person responsible for entering the departmental schedule in Banner will need to modify an existing section by completing the following steps to create a waitlist:

1. Open the **Schedule** form by typing **SSASECT** in the **Go To...** box of the **Banner Main** menu and press the **[Enter]** key on the keyboard. If the term code is already displayed, skip to step 3.
2. Type the term code in the **Term** field.
3. Press the **[Tab]** key on the keyboard to navigate to the **Course Ref. Number (CRN)** field. Here you can either type in the **CRN** or double-click on the field to search for the CRN you want to work with.
4. Click the **Next Block** icon on the toolbar to move the cursor to the **Section** information block of the form.
5. Click **Options** in the menu bar and click **Section Enrollment Info** from the list.
6. Type the maximum number of waitlisted students in the **Waitlist Maximum** field.

The screenshot shows the Banner Enrollment Data form for SSASECT 7.1 (TRNG1202). The form is divided into several sections. The top section is 'Enrollment Details', which includes fields for Maximum, Actual, and Remaining enrollment counts. Below these are fields for Waitlist Maximum, Waitlist Actual, and Waitlist Remaining, all currently set to 0. A red box highlights the Waitlist Maximum field, and an arrow points to it from a label 'Waitlist Maximum Field'. Below the enrollment details is a 'Generated Credit Hours' field set to 2644.000. The bottom section is split into two panels: 'Census One' and 'Census Two'. 'Census One' shows an Enrollment Count of 261 and a Freeze Date of 12-SEP-2003. 'Census Two' shows an Enrollment Count of 0 and an empty Freeze Date field.

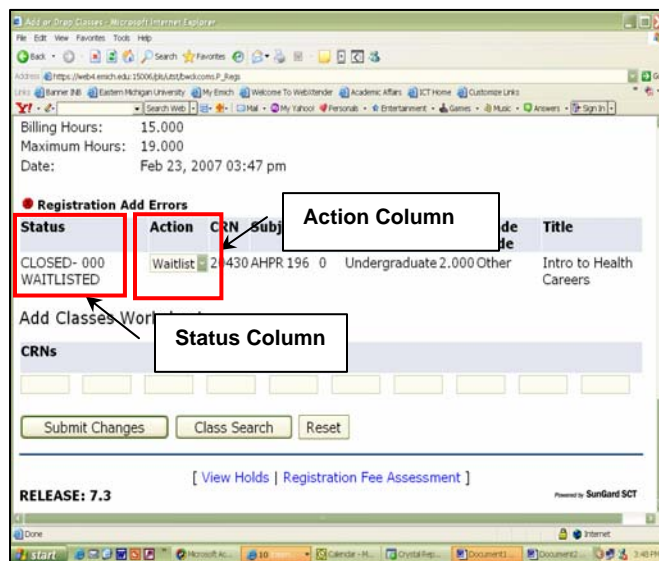
7. Click the **Save** icon on the toolbar.
8. Click the **Exit** icon on the toolbar to exit to the **Banner Main** menu.

Creating and Using Banner Waitlists

How does a student add themselves to a waitlist?

Once the enrollment limit for a waitlisted section has been reached, but before the waitlist maximum has been reached, the student will be given the opportunity to add their name to the waitlist.

1. The student will need to register for the class as they normally would.
2. Once the enrollment maximum has been met for a section the student is attempting to register for, the **Status** column displays the error **CLOSED-000 WAITLISTED** in the **Registration Add Errors** section of the **Current Schedule** page.
3. Click the **Action** pull-down arrow and select **Waitlist** from the list.



Note: Non-waitlisted students cannot register for the section until the actual enrollment drops below the maximum enrollment *minus* the waitlist actual.

Example:

- Maximum Enrollment (10)
- Actual Enrollment (8)
- Waitlist Maximum (3)
- Waitlist Actual (1)

Only one (1) non-waitlisted student can enroll making the Actual Enrollment = Nine (9), leaving a space for the waitlisted student.

4. Click the **Submit Changes** button.

Note:

- The number of waitlisted students (000) will be displayed in the **Status** column message **CLOSED-000 WAITLISTED**. This message is also a way for students to know their order on the waitlist.
- If the waitlist is full, the **Status** column will display the message **CLOSED- WAITLIST FULL**.
- A student will select **Web Drop** from the **Action** field pull-down arrow to be removed from the waitlist.
- A student can take advantage of the waitlist feature only if they have met the course restrictions, co-requisites, and/or prerequisites.
- If a student wants to ensure they are registered for a particular course, but the section(s) they are interested require them to be placed on a waitlist, they can register for the alternate section and waitlist themselves for one or more sections of the same course.

Creating and Using Banner Waitlists

How is a student registered for a waitlisted section?

Once a determination has been made by the department to allow a student to register from the waitlist, they will be required to contact the student to verify continued interest in the section. If the student is still interested, the department will then enter a waitlist override in Banner:

1. Open the **Student Registration Permit-Override** form by typing **SFASRPO** in the **Go To...** box of the **Banner Main** menu and press the **[Enter]** key on the keyboard. If the term code is already displayed, skip to step 3.
2. Type the term code in the **Term** field.
3. Press the **[Tab]** key on the keyboard to navigate to the **ID** field and type the **Student ID** of the student you are looking for or press the **[Tab]** key on the keyboard to navigate to the **Name** field to search by the student's name.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the Student Registration Permit-Override form. The form is titled "Student Registration Permit-Override" and includes a "Confidential" label. The "Permit Field" is set to "S1" and the "CRN Field" is set to "42006". The "Term" is "200540" and "Summer 2005". The "Subject" is "EDLD", "Course Number" is "518", and "Section" is "001". The "User" is "BRANDI-WILKINS" and the "Activity Date" is "21-JUN-2005".

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
42231	1	EDMT	653	0	13	0									
42006	5	EDLD	518	001	3	0								0800	1400
42006	5	EDLD	518	001	3	0								0800	1200

4. Click the **Next Block** icon on the toolbar to move the cursor to the **Student Permits/Overrides** information block of the form.
5. Type **WL** in the next available **Permit** field and the desired **CRN** in the **CRN** field.
6. Click the **Save** and **Exit** icons on the toolbar.
7. The student must then drop the section and then register for the section to complete the registration process.

Note: To avoid the drop fee (charged beginning on the first day of the term), it is recommended the student contact Records and Registration to be registered in or removed (dropped) from waitlisted sections. If a student is charged a drop fee for removing themselves from a waitlisted section on the web, it can be removed by contacting Records and Registration. This only applies to the waitlisted section.

The Records and Registration **will not** register waitlisted students without the **WL** permission code or other necessary permissions (e.g. prerequisite, co-requisite, and restriction overrides).

Creating and Using Banner Waitlists

How can staff see a list of waitlisted students for a section?

Once a determination has been made by the department to allow a student to register from the waitlist, they will be required to contact the student to verify continued interest in the section. If the student is still interested, the department will then enter a waitlist override in Banner:

1. Open the **Class Roster** form by typing **SFASLST** in the **Go To...** box of the **Banner Main** menu and press the **[Enter]** key on the keyboard. If the term code is already displayed, skip to step 3.
2. Type the term code in the **Term** field.
3. Click in the **CRN** field and type the section's **CRN** code.

The screenshot shows the Banner Class Roster form. The toolbar at the top contains icons for 'Enter and Execute Query Icons'. The form fields are labeled as follows:

- Term Field:** Contains '000720' and 'Fall 2006'.
- CRN Field:** Contains '54587'.
- Status Field:** Contains 'WL'.
- Sequence Field:** Contains '30'.

Sequence	Student Name	Status	Start Date	Final Grade	Grade Mode	Called	Hours
41	00023477 Rogan, Brittan L.	WL	03-SEP-2006		N		3.000
35	00079745 Chumbley, Michael A.	WL			N		3.000
8	00053800 Fulton, Bonnie J.	RW	03-APR-2006		N		3.000
1	00054240 Garland-Gray, Kay L.	RW	01-MAR-2006		N		3.000
4	00194102 Isaacson, Andrew R.	RW	02-APR-2006		N		3.000
30	00052974 Keys, Nicole L.	WL	04-JUL-2006		N		.000

4. Click the **Next Block** icon on the toolbar. A list of students displays.
5. Click the **Enter Query** icon on the toolbar. The list of students disappears.
6. Type **WL** in the **Status** field.
7. Click the **Execute Query** icon on the toolbar. A list of waitlisted students displays along with a number that corresponds to the order in which they registered, in the **Sequence** field.
8. Click the **Exit** icon on the toolbar.

Note: The instructor, and other staff with access to the **Faculty** tab in my.emich, can view a list of students for a section, including waitlisted students:

1. From the **Faculty** tab of my.emich, use the **Vertical** scroll bar to navigate to the **Services Main Menu** and click the **Focus Mode** button.
2. From the **Services Main Menu**, click the **Faculty & Advisors** link.
3. From the **Faculty Services** menu, click the **Class Rosters** link.
4. Enter the **CRN** or the **Subject, Course Number** and **Section Number** of the desired course and click the **Get Roster** button. The class roster displays.
5. When you are finished, click the **Back to Faculty Tab** link to return to the **Faculty** tab.