

Banner Wait List: Q & A

Fall 2013

Advising Development & Resource Team
Chair: Dr. Stephen O. Wallace

1. Will the online wait list be an option for all courses? *NO.*

- Required skills courses and general education courses that are monitored and seats opened during the process of undergraduate registration will not utilize wait lists.
- Wait list will be option only if designated course is CLOSED / AT CAPACITY.
- If a course is RESTRICTED / UNMET PREREQ, the student will need to contact the department office under which the course resides to explore options for obtaining the necessary override before being able to waitlist the course.

2. How will students know which courses have been designated to have the wait list option?

If the section is closed, designated by a “C” in the listing of sections, the student will have to follow the steps to get on the wait list. If the course does not have a wait list an error message stating the course is closed will be displayed

3. What will students have to do to have their name added to a wait list?

If the course is closed/at capacity, it will be indicated by a “C” on the course search. If a student desires to be placed on the wait list for that section of the course, s/he must

- Write down the CRN for that class
- Manually enter the CRN in the Add Classes Worksheet of the Add/Drop Classes form
- Select SUBMIT Changes
- In the Action drop-down menu, select WAIT LIST
- Verify that the course appears as a waitlisted class

4. What if a student no longer wants to remain on the wait list for a course?

The student must use the Add / Drop Classes function to drop the class.

Otherwise, the department may place the student into the class.

5. How will the wait lists be processed to determine who gets added to the course if seats open?

Departments will decide who has priority when moving students into the course.

6. Are students automatically added to the course, or does it function as an override where the student has to self-enroll?

The departments will move the students from the wait list into the requested class prior to the end of schedule clean-up.

7. How will students know if they have or have not been added to the course?

The department will notify students by email. Students should also be instructed to view their schedule of courses at the end of schedule clean-up.

8. Will students be able to waitlist a course for a day/time in which they already have registered for a different course?

NO. Error checking is enforced. They will receive a CONFLICT registration error message.

9. Will students be able to waitlist a different section of a course already registered for?

NO. Error checking is enforced. They will receive a CONFLICT registration error message.

10. Can a student registered for 15 credits waitlist a course, which would put him/her over the max 17 hour mark?

Yes. Students can waitlist for a course which would put them over the max 17 hour mark; however, they would have to either drop a course or be given overload permission from the dean's office to enroll in more than 17 credits prior to being moved from the wait list into the course.

11. If the student was granted a max credits overload override and was added to a waitlisted class, could s/he drop a course to lower registered credits to 15.

Yes. The student would have to drop the unwanted course through the ADD/DROP function.

12. How long will the wait list option remain open?

It is to be open through the registration period. It will be closed during schedule cleanup and adjustment. Students will have access to it only during their initial Registration Time Ticket.

**If you have additional questions, forward them to Dr. Stephen O. Wallace:
sowallace@ship.edu**

Advising Tips

1. Inform students that being placed on a wait list DOES NOT guarantee a seat in the class.
2. Students should only use the wait list option for a class that they need for their major or as a pre-req to other required courses—not for matters of personal preference (one professor over another or want art instead of music).
3. Students should schedule a full load (15-17 credits) from available, open classes.
4. Encourage students to consider benefits in taking some of the "less populated" general education options that have open seats.
5. Remind students to DROP VIA WEB any course(s) for which they do not want to remain on the wait list.
6. Remind students to always check their schedule of classes at the end of schedule clean-up and prior to the beginning of the semester to see if changes have been made to their schedule.