

## Banner Waitlist Basics

After a course has reached its maximum enrollment limit, the waitlist option may become available during the pre-registration and the regular registration periods.

You must select "Waitlisted" from the pull-down menu on Web Self-Service Banner in order to add your name to the waitlist. Don't forget to click "Submit Changes".

The system will not override time conflicts. Therefore, if you are registered for a class that already exists for that time slot, you will not be allowed to waitlist the class.

Once you become the first person on the waitlist, you will receive an automatic e-mail notification letting you know you can register for the course in Banner.

You must register for the course within 24 clock hours of the e-mail notification. Otherwise, you will be dropped from the waitlist and the next person will move to the top of the list.

If you no longer wish to be on the waitlist, you must drop the course through the self-service menu using the Drop/Add menu.

If the course prerequisites are not met, you will not be able to register for the course without override permissions.

Being on a waitlist does not guarantee registration for the class. It is recommended that you register for an alternate class in case the course never becomes available to you.