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.