

# How to Waitlist for a Course Using Self-Service Banner 9

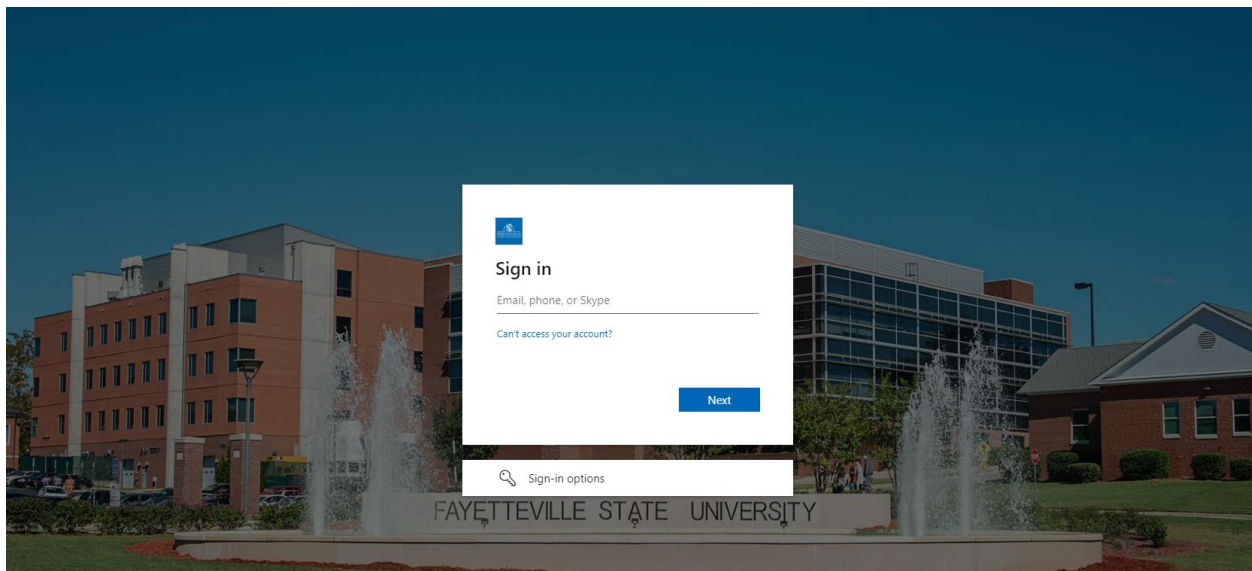
A tutorial on how to waitlist for a course

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1200 Murchison Rd., Fayetteville N.C., 28301

## 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.
- The system will not allow you to waitlist multiple sections of the same course.
- The system will not override time conflicts. Thus, 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.
- 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. Consult with the instructor if you do not meet the course prerequisites.
- 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.

Login into Student Self-Service Banner, using your network credentials.



On the Student Services dashboard, under the Registrar module, select Student Profile.

## Student Services



Hello Mrs. LaShauna J. Breeden-Ware,  
This is the entry page for Banner Student. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M) depending on your role at the institution. If you have any questions, please email the Office of The Registrar.

### Registrar

- Student Profile
- View Grades
- Unofficial Academic Transcript
- Request Official Academic Transcript
- Request Enrollment Verification
- Apply to Graduate
- View Application to Graduate

### Financial Aid

- Financial Aid

### Student Accounts

- Account Summary
- Account Detail For Term
- Tax Notification (1098-T)
- Account Information
- Statement and Payment History
- Payment and Deposit Processing

Scroll down and click on Registration and Planning.

Student • Student Profile

Student Profile - [REDACTED]

Term: Fall Semester 2022 Standing: Good Standing, as of Spring Semester 2013

Student Information Notes: 0

**Bio Information**  
 Email: [REDACTED]

**General Information** ⓘ  
 Level: Graduate  
 Class: Graduate  
 Leave of Absence: Not Provided

**Graduation Information**  
 Graduation Applications: None  
 Awarded Degree: Bachelor of Science  
 Term: Spring Semester 2013  
 Date: 05/04/2013

**Advisors**  
 Primary / Advisor for Major Department Chair  
[Dr. Shawntia M. Cummings](#)  
[Dr. My Abdelmaid Kassem](#)

Curriculum and Courses  
 Prior Education and Testing  
 Additional Links  
 Degree Evaluation  
 Academic Transcript  
 Registration  
 Account Detail For Term  
 Account Information  
 Account Summary  
 Apply to Graduate  
 Bill Payment questions - please visit Bursar's Office  
 Bronco Pay (Payment Plan) questions, please visit FSU Payment Methods  
 Class Section Information  
 Consent to Release Information -FERPA

CURR  
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Select here.

Financial Aid

Graduate Certificate Payment Center

Instructions on How to Withdraw for Terms and Holds

Introduction to Online Learning Online Education

My Personal Information

NC Residency Determination Service- RDS

Non-enrolled students Past Due Authorization Form

Payment and Deposit Processing

Payroll Deduction Authorization Form

**Registration and Planning**

Request an Enrollment Verification







Request an Official Academic Transcript

Reverse Transfer (RT) Program

Click on Register for Classes.

## Registration

What would you like to do?

 <b>Prepare for Registration</b> View registration status, update student term data, and complete pre-registration requirements.	 <b>Register for Classes</b> Search and register for your classes. You can also view and manage your schedule.
 <b>Browse Classes</b> Looking for classes? In this section you can browse classes you find interesting.	 <b>View Registration Information</b> View your past schedules and your ungraded classes.
 <b>Browse Course Catalog</b> Look up basic course information like subject, course and description.	 <b>Withdrawal Information</b> Withdrawal information of a student.

Select a term, click on the drop down to view the terms listed.

## Select a Term

Terms Open for Registration

Select a term...

Under Find Classes, enter the subject of your choice.

### Register for Classes

**Find Classes** | Enter CRNs | Plans | Schedule and Options

**Career Withdrawals**  
Withdrawal Credits Used : Not applicable at student's current level  
Withdrawal Credits Remaining : Not applicable at student's current level

**Enter Your Search Criteria** ⓘ  
Term: Spring Semester 2022

Subject

Course Number

Keyword

[Advanced Search](#)

Panel:

After you have selected a subject, click on search.

### Register for Classes

**Find Classes** | Enter CRNs | Plans | Schedule and Options

**Career Withdrawals**  
Withdrawal Credits Used : Not applicable at student's current level  
Withdrawal Credits Remaining : Not applicable at student's current level

**Enter Your Search Criteria** ⓘ  
Term: Spring Semester 2022

Subject

Course Number

Keyword

[Advanced Search](#)

Panel:

The search will generate all associated courses for the specific subject. Review courses to locate the course you would like to register for.

### Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 25 Classes  
Term: Spring Semester 2022 Subject: Accounting Search Again

Title	Subject Descript	Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Principles of Accounting Online Course	Accounting	550	D45	3	2522	Sprin...	McGee, Robert (Prim...	S   M   T   W   T   F   S - Type: Web Based Buildir	Conti...	23 of 30 seats remain.			Add
Principles of Accounting Online Course	Accounting	550	D46	3	2564	Sprin...	McGee, Robert (Prim...	S   M   T   W   T   F   S - Type: Web Based Buildir	Conti...	30 of 30 seats remain.			Add
Managerial Accounting Lecture	Accounting	610	01	3	2515	Sprin...	McGee, Robert (Prim...	S   M   T   W   T   F   S 06:00 PM - 08:50 PM Type: Main	Main	29 of 30 seats remain.			Add
Managerial Accounting Online Course	Accounting	610	D1	3	2503	Sprin...	McGee, Robert (Prim...	S   M   T   W   T   F   S - Type: Web Based Buildir	Conti...	36 of 70 seats remain.			Add
International Accounting Online Course	Accounting	650	D46	3	2572	Sprin...	McGee, Robert (Prim...	S   M   T   W   T   F   S - Type: Web Based Buildir	Conti...	<b>FULL: 0 of 6 seats remain.</b> 2 of 2 waitlist seats remain.			Add

Page 3 of 3 | 10 Per Page Records: 25

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Panels

After reviewing the course of your choice, review the status of the course. The status of the course will inform you if you can register for a course. In this case, the maximum enrollment for the course has reached capacity, you have an option to waitlist for the course. Click on add.

### Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 25 Classes  
Term: Spring Semester 2022 Subject: Accounting Search Again

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Page 3 of 3 | 10 Per Page Records: 25

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Panels

In the summary panel, under the Action tab, click on the drop down.

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 25 Classes  
Term: Spring Semester 2022 Subject: Accounting

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Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
International Accounting	ACCT 650, D46	3	2572	Online Course	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12

Submit

Select Waitlist in the drop-down menu, then click submit.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

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Term: Spring Semester 2022 Subject: Accounting

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Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
International Accounting	ACCT 650, D46	3	2572	Online Course	Pending	**Web Registered**

- \*\*Web Registered\*\*
- \*\*\*Web Registered\*\*
- Remove
- Waitlisted

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12

Submit

You have now successfully waitlisted for the course.



Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 25 Classes  
Term: Spring Semester 2022 Subject: Accounting

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Accounting	650	D46	3	2572	Spr...	McGee, Robert (Pri...	S M T W T F S	- Type: Web Based Bull	Cont...			<b>FULL: 0 of 6 seats remain.</b> 2 of 2 waitlist seats remain.

Schedule | Schedule Details

Class Schedule for Spring Semester 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Summary | Tuition and Fees

Title	Details	Hours	CRN	Schedule Type	Status	Action
International Accounting	ACCT 650, D46	0	2572	Online Course	Waitlisted	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12

Submit