



Course Waitlisting

Overview

- Students add a waitlisted course through the Registration feature in Self-Service Banner located in the UNA Portal
- Prerequisites and other registration restrictions apply for waitlisting with the exception of duplicate course sections and time conflicts
- Students are notified through their portal email when a seat becomes available
- Students are pulled from the waitlists on a first-come, first-served basis



Overview Continued

- Once a seat becomes available, a student has **24 hours** to register for the waitlisted course
- If a student does not register, he or she is removed from the course waitlist and the next student on the waitlist is notified
- Waitlisting will be available up until the last day of drop/add

How To Add a Waitlisted Course

- In Self-Service Banner, click on the **Add/Drop Courses** option
- Enter the CRN number in the **Add Classes Worksheet** and click **Submit Changes**

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Apr 26, 2016		30399 BI	241	01	Undergraduate	4.000	Standard Letter	Grade	Human Anatomy & Physiology I

Total Credit Hours: 4.000

Billing Hours: 4.000

Minimum Hours: 0.000

Maximum Hours: 14.000

Date: May 31, 2016 03:52 pm

Add Classes Worksheet

CRNs

30997

Submit Changes Class Search Reset

How To Add a Waitlisted Course (con't)

- Under the **Action** field, click on **Add to Waitlist** and click **Submit Changes**

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Apr 26, 2016		30399	BI	241	01	Undergraduate 4.000	Standard Letter Grade	Human Anatomy & Physiology I

Total Credit Hours: 4.000
 Billing Hours: 4.000
 Minimum Hours: 0.000
 Maximum Hours: 14.000
 Date: May 31, 2016 03:53 pm

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None Add(ed) to Waitlist		MA	345	01	Undergraduate 3.000	Standard Letter Grade	Applied Statistics I

Add Classes Worksheet

CRNs

<input type="text"/>							
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Submit Changes

How To Add a Waitlisted Course (con't)

- Under the **Status** field, it should read the student was added as waitlisted

Current Schedule

Status	Action	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Apr 26, 2016		30399	BI	241	01	Undergraduate	4.000	Standard Letter Grade	Human Anatomy & Physiology I
Add(ed) to Waitlist on May 31, 2016		30997	MA	345	01	Undergraduate	0.000	Standard Letter Grade	Applied Statistics I

Total Credit Hours: 4.000

Billing Hours: 4.000

Minimum Hours: 0.000

Maximum Hours: 14.000

Date: May 31, 2016 03:51 pm

Add Classes Worksheet

CRNs

<input type="text"/>						
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Submit Changes

Class Search

Reset

Notification

- Once a seat becomes available, an email notification will be sent to the student's **UNA Portal email account**, and it will include the registration deadline date and time

Subject: FW: Waitlist Notification for 30997

Dear Student,

A seat is now available in your waitlisted course, MA 345 - Applied Statistics I. You have until **01-JUN-2016 03:54 PM** to register for this class.

Go to **-Add or Drop Classes-** in your UNA Portal account. Under your Current Schedule, select ****Web Register** in the **-Action-** column for the waitlisted course. Then, click **-Submit Changes-** to officially add the course to your schedule.

Please note that if you do not formally register for this course by the above deadline, you will be removed from the waitlist.

Sincerely,
Office of the Registrar

How To Register for a Waitlisted Course

- To register for the waitlisted course, click on the **Add/Drop Courses** option in Self-Service Banner
- Select ****Web Registered**** from the **Action** dropdown field and click **Submit Changes**

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Course	Sec Level	Cred	Grade Mode	Title
Web Registered on Apr 26, 2016		002	241	01	Undergraduate 4.000	Standard Letter Grade	Human Anatomy & Physiology I
Add(ed) to Waitlist on May 31, 2016	<div style="border: 1px solid black; padding: 2px;">None</div> <div style="border: 1px solid black; padding: 2px;">**Web Registered**</div>		MA 345	01	Undergraduate 0.000	Standard Letter Grade	Applied Statistics I

Total Credit Hours: 4.000
 Billing Hours: 4.000
 Minimum Hours: 0.000
 Maximum Hours: 14.000
 Date: May 31, 2016 03:55 pm

Add Classes Worksheet

CRNs							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>					



How To Register for a Waitlisted Course

- Under the **Status** field, it should read that the course is now ****Web Registered****

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered	on Apr 26, 2016	30399	BI	241	01	Undergraduate	4.000	Standard	Letter	Grade Human Anatomy & Physiology I
Web Registered	on May 31, 2016	30997	MA	345	01	Undergraduate	3.000	Standard	Letter	Grade Applied Statistics I

Total Credit Hours: 7.000
Billing Hours: 7.000
Minimum Hours: 0.000
Maximum Hours: 14.000
Date: May 31, 2016 03:56 pm

Add Classes Worksheet

CRNs

<input type="text"/>						
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Questions

Contact

The Office of the Registrar

Registrar@UNA.edu