How do I know if a class has a waitlist?

Courses that are available for waitlisting will have seat counts in the new columns that appear in the Look Up Classes to Add listing. If a class is not eligible for waitlisting, these columns will all contain zeroes. In the example below, the first course has 5 waitlist spots available, while the second course is not eligible for waitlisting.

Look-Up Classes to Add:

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

Click on the CRN to display additional course information.

Sections Found
Fine Arts

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)
	25272	FA	110I	1	M	1.000	EPIC GUITAR SOLO/BRIGHTON ROCK	F	09:00 pm-11:59 pm	5	0	5	5	0	5	Brian H May (P)	05/12-08/21
	25277	FA	110I	51	M	1.000	GUITAR LEGENDS WORKSHOP	TBA		1	1	0	0	0	0	Jimi Hendrix (P)	05/12-08/21

How do I know if seat is available in a course that has a waitlist?

If a course appears to be available on BannerWeb, first check to see if the course has students on the waitlist (WL Act). In the example below, MN 202-52 appears to have one seat available (Cap = 20, Act = 19), but the available seat is being held for the student on the waitlist (WL Act = 1), so there is no seat available.

Sections Found
Management

Select	CRN	Subj	Crse	Sec	Campus	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
C	30383	MN	202	1	Main	3.000	BUSINESS COMMUNICATIONS	MW	05:10 pm-06:25 pm	20	20	0	1	0	1
C	30385	MN	202	51	Main	3.000	BUSINESS COMMUNICATIONS	MWF	08:00 am-08:50 am	20	20	0	0	0	0
☐	30386	MN	202	52	Main	3.000	BUSINESS COMMUNICATIONS	MWF	09:00 am-09:50 am	20	19	1	1	1	0
C	30387	MN	202	53	Main	3.000	BUSINESS COMMUNICATIONS	MWF	10:00 am-10:50 am	20	20	0	1	1	0
C	30388	MN	202	54	Main	3.000	BUSINESS COMMUNICATIONS	MWF	11:00 am-11:50 am	20	20	0	1	1	0
C	30389	MN	202	55	Main	3.000	BUSINESS COMMUNICATIONS	TR	08:00 am-09:15 am	20	20	0	0	0	0
C	30390	MN	202	56	Main	3.000	BUSINESS COMMUNICATIONS	TR	09:30 am-10:45 am	20	21	-1	1	1	0

How do I add myself to a waitlist?

To waitlist a course, you must enter the CRN of the course on the Add/Drop Classes page:

When you attempt to enroll in a closed class section that is eligible for waitlisting, you will see one of the following messages:

1) **This course section's seat count is at capacity. You may choose to waitlist this course, select another section of this course, or select a new course.**
   - You may only waitlist this course because the course is full.

2) **The open seat(s) for this course are reserved for students currently on the waitlist. You may choose to waitlist this course, select another section of this course, or select a new course.**
   - You only have the option to waitlist this course since other currently waitlisted students have preference to enroll.

3) **This course section's waitlist seat count is at capacity. Please select an alternate section of this course or a new course.**
   - You may not register or waitlist this class; both the course and waitlist are full.

4) **The open seat(s) for this course are reserved for students currently on the waitlist. Please check back for updated waitlist availability.**
   - You may not register or waitlist this course, as currently waitlisted students have preference. Once the students on the waitlist register, you may waitlist the course.

If you receive message 1 or 2 above, you may choose to waitlist the class by selecting 'Waitlist' in the Action column drop-down box **and then clicking on the 'Submit Changes' button**.

Your current schedule will appear as follows once you have successfully waitlisted a course:

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table below. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add or drops are complete click Submit Changes.
For descriptions of "Registration error" messages click on Help above.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Mar 25, 2014	None	25128	PH	113	51	Undergraduate	3.000	Standard Letter Grade	ADVANCED ASTROPHYSICS
Registered on Mar 25, 2014	None	25129	PH	113L	51	Undergraduate	1.000	Standard Letter Grade	ADVANCED ASTROPHYSICS LAB
Waitlist on Mar 25, 2014	None	25277	FA	110I	51	Undergraduate	0.000	Standard Letter Grade	GUITAR LEGENDS WORKSHOP

Total Credit Hours: 4.000
Billing Hours: 4.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: Mar 25, 2014 12:51 pm

Please note: The waitlisted courses are not added to total credit or billing hours. **You are NOT actually registered for these courses; you are in line for the next available seat. <u>Waitlisting a course does not guarantee future enrollment.</u>**

To view your position on the wait list, see your Detailed Schedule of Classes in BannerWeb. Your waitlist position will be displayed as appears below:

GUITAR LEGENDS WORKSHOP - FA 110I - 51

Associated Term:	Summer 2014
CRN:	25277
Status:	Waitlist on Mar 25, 2014
Waitlist Position:	1
Notification Expires:	
Assigned Instructor:	Jimi Hendrix
Grade Mode:	Standard Letter Grade
Credits:	0.000
Level:	Undergraduate
Campus:	Main

How will I be notified of an opening in the class?

When a seat becomes available in a class, the first person on the waitlist for that class will receive a system-generated email to their jcu.edu account. Therefore, it is essential that you check your jcu.edu email daily. **You will have 24 hours from the time of the notification to enroll in the class section in BannerWeb. If you do not do so, you will be dropped from the wait list and the next student on the wait list will be offered the seat. You will not be notified that you have been dropped from the waitlist.** The notification expiration date will also appear on your Detailed Schedule of Classes in BannerWeb (below). In this example, the student is position '0' because he has been notified of an opening and needs to enroll.

If you are checking the schedule of classes to check seat counts, DO NOT drop yourself from the waitlist when you see a seat open up. You must wait for the notification email in order to register.

GUITAR LEGENDS WORKSHOP - FA 110I - 51	
Associated Term:	Summer 2014
CRN:	25277
Status:	Waitlist on Mar 25, 2014
Waitlist Position:	0
Notification Expires:	Mar 26, 2014 12:55 pm
Assigned Instructor:	Jimi Hendrix
Grade Mode:	Standard Letter Grade
Credits:	0.000
Level:	Undergraduate
Campus:	Main

How do I enroll once I receive my notification?

Go to the Add/Drop Classes page in BannerWeb again and click on the drop-down arrow in the Action column for the class you waitlisted that is now available and choose 'Web Registered'. Don't forget to then click on the 'Submit Changes' button below.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Mar 25, 2014	None	25128	PH	113	51	Undergraduate	3.000	Standard Letter Grade	ADVANCED ASTROPHYSICS
Registered on Mar 25, 2014	None	25129	PH	113L	51	Undergraduate	1.000	Standard Letter Grade	ADVANCED ASTROPHYSICS LAB
Waitlist on Mar 25, 2014	None / Web Drop / **Web Registered**	25277	FA	110I	51	Undergraduate	0.000	Standard Letter Grade	GUITAR LEGENDS WORKSHOP

Your status will change to 'Web Registered' on this page, indicating that you have successfully enrolled. Note: the course is now included in the total credit and billing hours.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Mar 25, 2014	None	25128	PH	113	51	Undergraduate	3.000	Standard Letter Grade	ADVANCED ASTROPHYSICS
Registered on Mar 25, 2014	None	25129	PH	113L	51	Undergraduate	1.000	Standard Letter Grade	ADVANCED ASTROPHYSICS LAB
Web Registered on Mar 25, 2014	None	25277	FA	110I	51	Undergraduate	1.000	Standard Letter Grade	GUITAR LEGENDS WORKSHOP

Total Credit Hours:	5.000
Billing Hours:	5.000
Minimum Hours:	0.000
Maximum Hours:	999999.999
Date:	Mar 25, 2014 01:00 pm

How long will the waitlist functionality be available?

The waitlist functionality will be completely turned off at 9:00 am on the Wednesday classes begin for a term and all students will be purged from the waitlists the following morning. You will then need to watch for class openings in BannerWeb, as no further email notices will be sent out.

Important guidelines about waitlisting:

- **Waitlisting a course does not guarantee enrollment in the course; therefore, it is important to register as if you will not be able to enroll in a course for which you are waitlisted.**
- Department Chairs and deans have the authority to force students at any time, regardless of the waitlist.
- It is very important to make sure you do not have registration holds on your BannerWeb account. A hold would prevent you from enrolling or placing yourself on a waitlist.
- Students are waitlisted and given priority to register on a first come, first served basis.
- Students will have 24 hours to register for a course once their seat on the waitlist has opened up.
- Students may not waitlist for a section if they are registered for another section of the same course.
- Students may not waitlist multiple sections of the same course.
- Waitlists will enforce the same registration restrictions when it comes to prerequisite or corequisite courses as regular enrollment. You must have the needed prerequisite or corequisite courses to waitlist. Another waitlisted course will not count as a prerequisite or corequisite.
- Fees are not assessed for waitlisted class sections. Fees are assessed only if you register for a class section.
- **Please be considerate of your fellow students. If you decide you no longer want a waitlisted section, please drop it, as you would drop an enrolled section.**

Who do I contact if I have questions?

You can contact the Office of the Registrar at 216-397-1659 if you have questions about waitlisting.