

BANNER SELF-SERVICE WAITLIST INSTRUCTIONS FOR STUDENTS

Banner 8.5.6

CGTC Registrar's Office

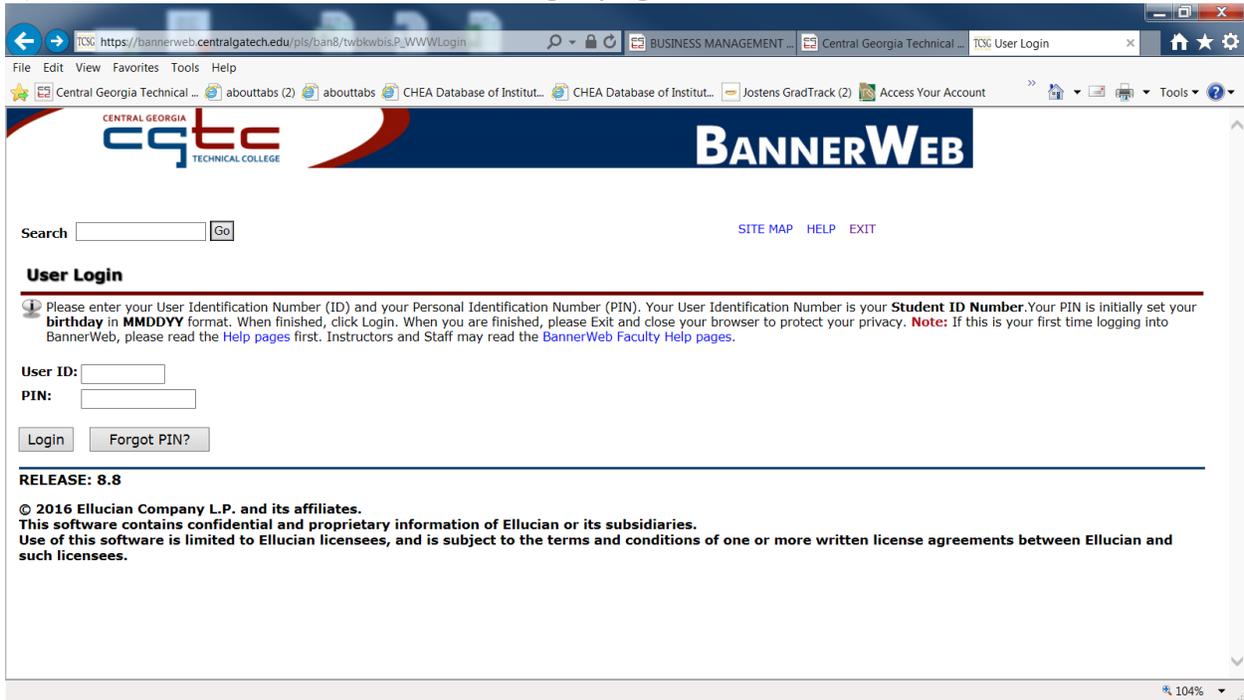
August 2016

Waitlist Basics

- Once a course has reached its maximum enrollment limit, the waitlist option may become available for certain classes 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 and a seat in the class becomes available, you will receive an automatic e-mail notification.
- You must register for the course within 24 clock hours of the e-mail notification that a seat is available.
- If you do not register for the class within 24 hours of the email notification, you will be dropped from the waitlist and the next person on the waitlist will be notified of the available seat.
- If you no longer wish to be on the waitlist, you can 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 your advisor 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.

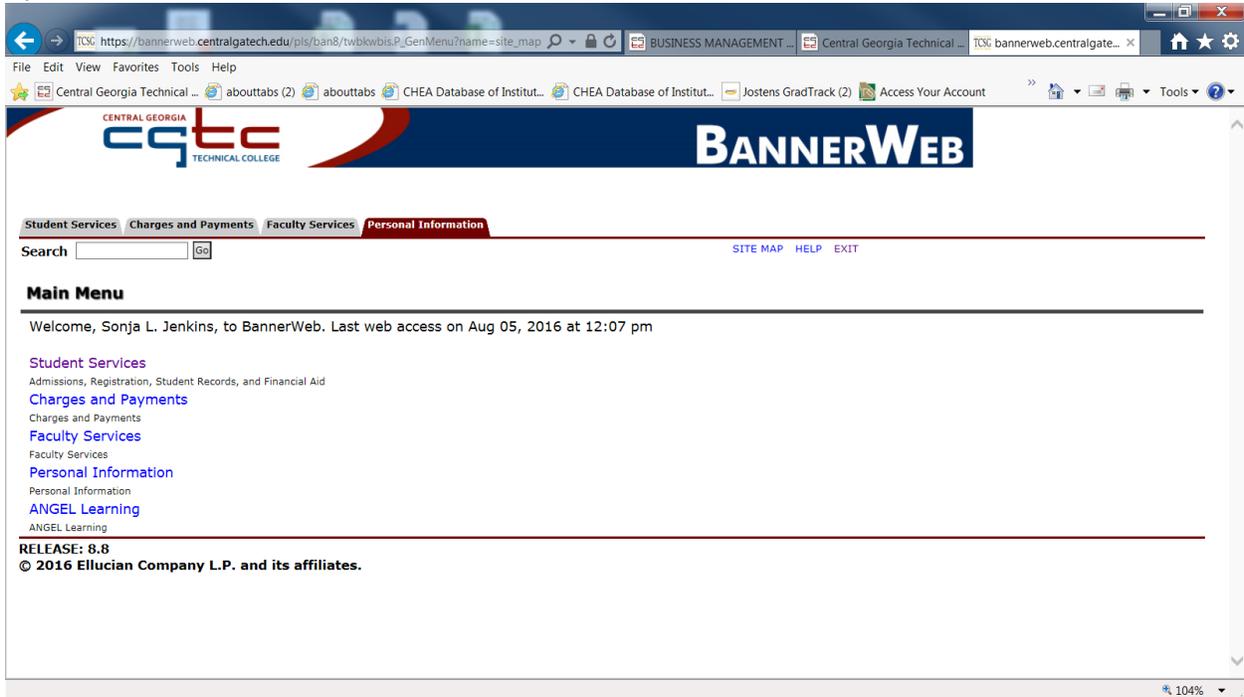
HOW TO ADD YOUR NAME TO A WAITLIST

1) Go to the Self-Service Banner login page



The screenshot shows the BannerWeb User Login page. At the top, there is a search bar and navigation links for "SITE MAP", "HELP", and "EXIT". Below this is the "User Login" section, which contains a message: "Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). Your User Identification Number is your **Student ID Number**. Your PIN is initially set your **birthday in MMDDYY** format. When finished, click Login. When you are finished, please Exit and close your browser to protect your privacy. **Note:** If this is your first time logging into BannerWeb, please read the [Help pages](#) first. Instructors and Staff may read the [BannerWeb Faculty Help pages](#)." Below the message are input fields for "User ID:" and "PIN:", and buttons for "Login" and "Forgot PIN?". At the bottom, there is a "RELEASE: 8.8" notice and a copyright notice for 2016 Ellucian Company L.P. and its affiliates.

2) Select "Student Services" Link



The screenshot shows the BannerWeb Main Menu page. At the top, there is a search bar and navigation links for "SITE MAP", "HELP", and "EXIT". Below this is the "Main Menu" section, which contains a welcome message: "Welcome, Sonja L. Jenkins, to BannerWeb. Last web access on Aug 05, 2016 at 12:07 pm". Below the message are several links: "Student Services" (Admissions, Registration, Student Records, and Financial Aid), "Charges and Payments" (Charges and Payments), "Faculty Services" (Faculty Services), "Personal Information" (Personal Information), "ANGEL Learning" (ANGEL Learning), and "RELEASE: 8.8". At the bottom, there is a copyright notice for 2016 Ellucian Company L.P. and its affiliates.

3) Select the "Registration" Link

The screenshot shows the BannerWeb Student Services page. The browser address bar displays the URL: https://bannerweb.centralgatech.edu/pls/ban8/twbkwbis.P_GenMenu?name=bmenu.P. The page features the Central Georgia Technical College logo and the BannerWeb header. A navigation menu includes "Student Services", "Charges and Payments", "Faculty Services", and "Personal Information". A search bar is present with a "Go" button. The main content area is titled "Student Services, Financial Aid, & Registration" and lists several options: Admissions, Registration, Student Records, Financial Aid, and Degree Works. The "Registration" link is highlighted in blue. Below the list, it says "RELEASE: 8.8" and "© 2016 Ellucian Company L.P. and its affiliates." The browser zoom is set to 104%.

4) Select either Look-up Classes to Add or select Add/Drop Classes

The screenshot shows the BannerWeb Registration page. The browser address bar displays the URL: https://bannerweb.centralgatech.edu/pls/ban8/twbkwbis.P_GenMenu?name=bmenu.P. The page features the Central Georgia Technical College logo and the BannerWeb header. A navigation menu includes "Student Services", "Charges and Payments", "Faculty Services", and "Personal Information". A search bar is present with a "Go" button. The main content area is titled "Registration" and includes an important note: "Important: You should see your advisor before registering on BannerWeb!". Below this, there is an attention warning: "ATTENTION: Financial aid will only pay for a class once each full semester. If you take a class in mini-mester session I and do not pass the class, financial aid will not pay for you to take the same class again in mini-mester session II. For example, if you take ENGL 1010 in mini-mester session I and do not pass that class, you will have to pay for ENGL 1010 out-of-pocket if you take it again in mini-mester session II." The page lists several links: "Check Your Registration Status", "Add/Drop Classes", "Look-up Classes to Add", "Student Schedule by Day & Time", "Student Detail Schedule", "View Charges", "Don't forget to look at the fees you have incurred from Registration!", "Student Authorization for Charges", and "Pay Online". The browser zoom is set to 104%.

- 5) When registering for a class that is closed, The “*Status*” will indicate **Closed - # Waitlisted**. You can be added to the waitlist by clicking the drop-down arrow under the “*Action*” field and selecting “*WaitList for Class*” option.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Wait List for Class on Aug 05, 2016	None	10869	COMP	1000	13	Credit 0.000	Normal	Grading	Mode	INTRODUCTION TO COMPUTERS

Total Credit Hours: 0.000
 Billing Hours: 0.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Aug 05, 2016 09:31 am

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	10481	ENGL	1010	VD	Credit 3.000	Normal	Grading	Mode	FUNDAMENTALS OF ENGLISH I

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[View Holds | Student Schedule by Day & Time | Student Detail Schedule | View Fee Assessment]

RELEASE: 8.7.1
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- 6) After selecting *WaitList for Class* option, click *Submit Changes*. Once a seat becomes available, you will receive an email notification sent to your CGTC student email. You must register for the class within 24 hours of receiving the email notification. If not, you will be dropped from the waitlist and the next student will be notified.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Wait List for Class on Aug 05, 2016	None	10869	COMP	1000	13	Credit 0.000	Normal	Grading	Mode	INTRODUCTION TO COMPUTERS

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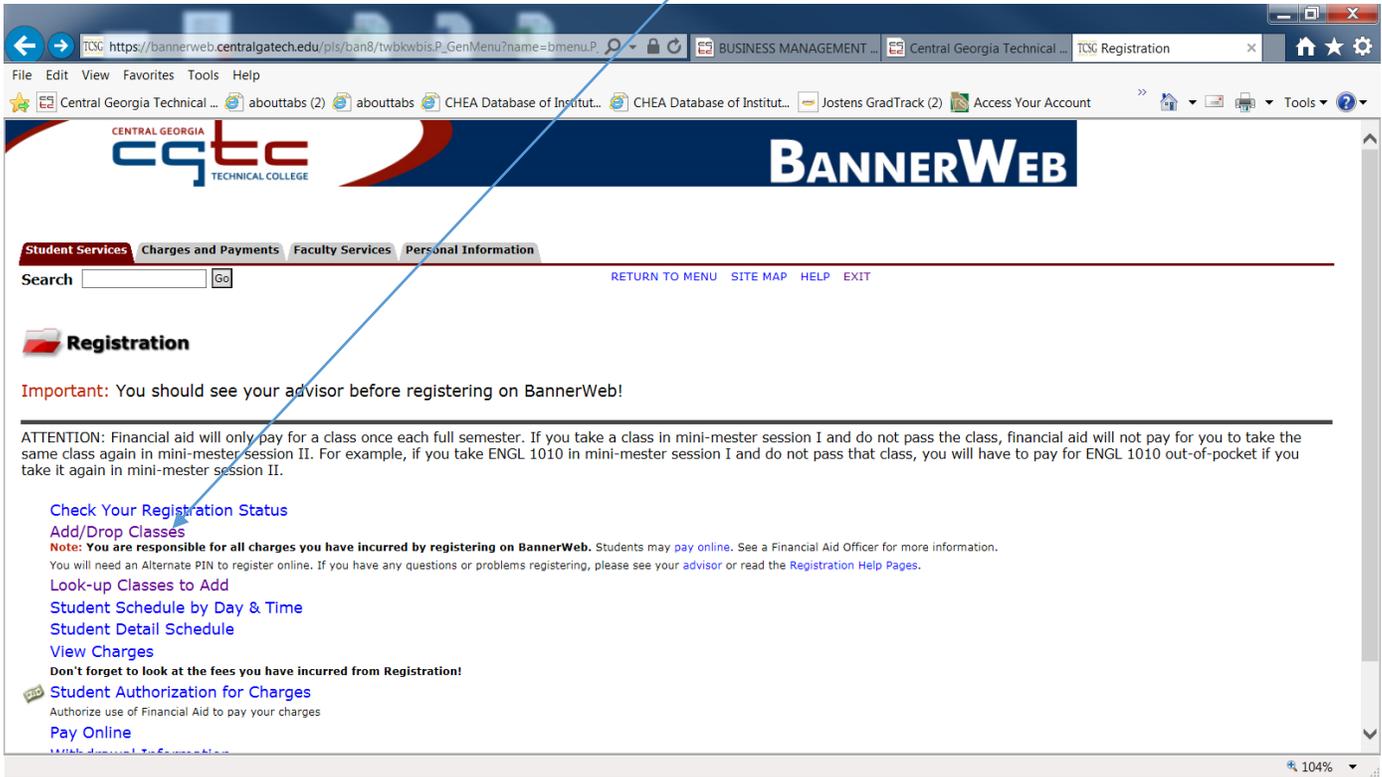
Add Classes Worksheet

CRNs

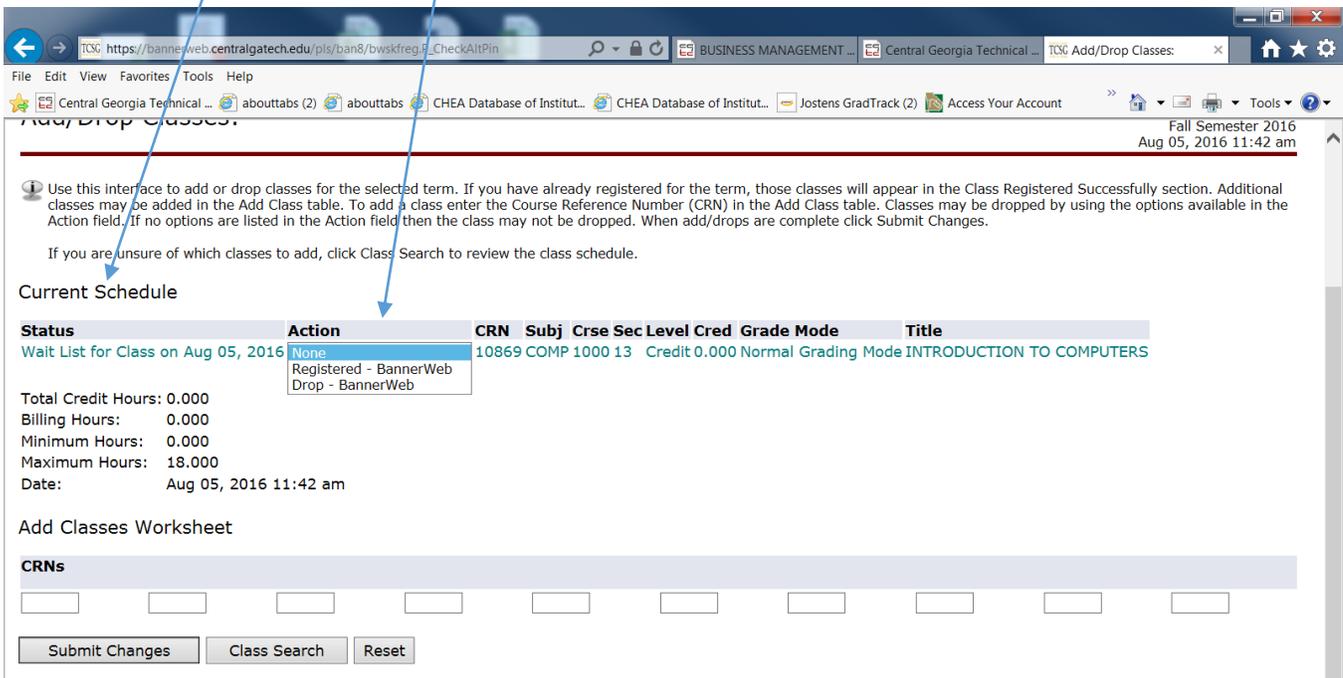
Submit Changes Class Search Reset

REGISTERING FOR A WAITLISTED CLASS

- Once you receive the email and want to register for the waitlisted course, you will login to banner web and select the *“Add/Drop Classes”* link.



- The **Current Schedule** section will display your waitlisted and registered courses. To register for the waitlisted course you will click the drop-down arrow under the *“Action”* field. An option should be available to register or to drop the class. Select *“Registered-BannerWeb”* option and click *“Submit Changes”*. You are now registered



EXAMPLE EMAIL NOTIFICATION:

The screenshot shows an email client window titled "Waitlist Notification for 10869 - Message (Plain Text)". The interface includes a top menu bar with "FILE" and "MESSAGE" tabs, and a ribbon with various action buttons such as "Ignore", "Delete", "Reply", "Forward", "Meeting", "Appeals", "To Manager", "Rules", "OneNote", "Assign Policy", "Mark Unread", "Categorize", "Follow Up", "Translate", "Find", "Related", "Select", and "Zoom".

The email header shows the sender as "Jenkins, Sonja" and the subject as "Waitlist Notification for 10869". The recipient is listed as "To: Jenkins, Sonja".

The main body of the email contains the following text:

Sonja
Jenkins
91
You chose to be waitlisted for the following:
COMP
1000
INTRODUCTION TO COMPUTERS
10869
A seat has opened up in this course and if you still want in the class, you will need to log into BannerWeb to register yourself for this course before 06-AUG-2016 11:40 AM.
If you do not register yourself for this course within 24 hours from receipt of this notice, you will be removed from the waitlist. You will receive no further notifications regarding the waitlist for this course.
If you have any questions regarding this, please do not hesitate to email the Office of the Registrar at registraroffice@centralgatech.edu.
201712 : Registration Term

At the bottom of the email client, there is a prompt: "Click a photo to see recent emails and social updates." followed by two placeholder icons for profile pictures.