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 selfservice 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.

CGTC Banner Wait List | The Office of the Registrar | August 5, 2016

Page 1

HOW TO ADD YOUR NAME TO A WAITLIST

1) Go to the Self-Service Banner login page

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2) Select "Student Services" Link

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3) Select the "Registration" Link

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Registration Check your registration status; Add or drop classes; Display your class schedule.	
Student Records View your holds; Display your grades and transcripts; Review charges and payments.	
Financial Aid Review the status of your financial aid applications; Check status of document requirements.	
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4) Select either Look-up *Classes to Add* or select *Add/Drop Classes*

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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.

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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.

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REGISTERING FOR A WAITLISTED CLASS

7) 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.

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8) 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

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Aug 05, 2016 11:42 am
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. 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/drops are complete click Submit Changes.
If you are unsure of which classes to add, click Class Search to review the class schedule.
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EXAMPLE EMAIL NOTIFICATION:

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