What is Waitlisting & How Does it Help Me?

This document outlines the features and functionality of Banner Waitlisting as they affect student registration activities. Advisors are encouraged to reproduce this document and distribute it during advising sessions so that students are aware of the capabilities, advantages, and limitations of Banner Waitlisting.

Old vs. New

Many students have faced the dilemma of closed classes during registration. They then either have to pick another class to take during that class period, go without taking that class, or figure out how to get placed on a waitlist within individual departments. The waitlisting process is quite different from one department to another. This makes understanding how to enroll in closed class all the more confusion.

However, Auburn has implemented the waitlisting feature within Banner to combat the confusion of multiple types/processes to waitlist for a class. Now, many classes will have waitlists that might not have had them in the past, and students will be able see where they are in the priority lists as well as avoid having to make a separate visit to departmental offices to get registered for classes. The waitlisting process will be more automated than in the past.

Disclaimer: This doesn't mean that ALL classes will use waitlisting, though. Some departments (for a variety of reasons) will still elect to use legacy systems, or not to use waitlisting at all. Students should check with individual departments to determine whether Banner waitlisting will be used for specific classes.

What Will I See During Registration?

The following flow chart illustrates the steps that students take during the registration process that includes the possibility of being placed on a Banner waitlist. This process does **NOT** include any departmental specific steps that might currently be in place.
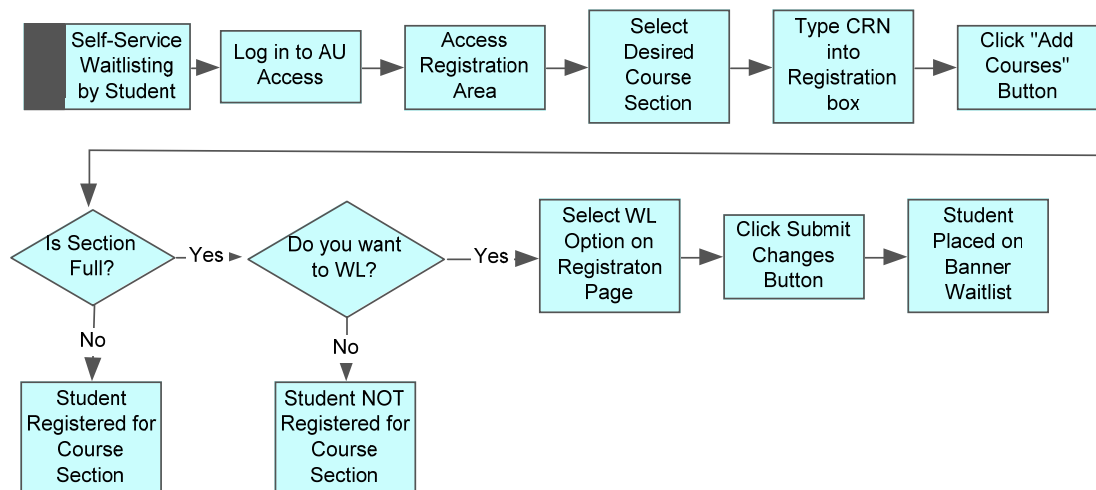
Notice that in order for you to be placed on the automatic Banner Waitlist, the maximum enrollment for a course must FIRST be reached.

Once a seat becomes available in a section, you will receive an email letter.

The Notification Letter

When a seat becomes available Banner will (by default) send a notification email letter to your Tigermail email address. It is important that you check your Auburn email on a regular basis so that you will be able to see if you've received this notification.

The letter will be as follows:

Dear Aubie Smith (Banner ID: 902123456),

You placed yourself on a WAITLIST for History 3800 001 (CRN: 10782).

An open seat is now available and you must take action by 11-JUN-2010 12:09 PM

- Login into tiger i: http://www.auburn.edu/auaccess
- Click Student ->Registration -> Add or Drop Classes
- From the "Action" dropdown menu, choose **Web Registered** or 'Drop on the Web' to remove your name from the waitlist
- Click 'Submit Changes' at the bottom of the page

If you fail to take action, you will automatically be removed from the WAITLIST on 11-JUN-2010 12:09 PM . You WILL **NOT** receive a notification of this action.

- If you ACCEPTED the offered seat, please be considerate and remove yourself from any other waitlists for the same course. However, if you TRULY wish to remain on other waitlists, please be judicious in the ones that you elect keep.

- If you DECLINE the offered seat, and do not want the course at all, please be considerate and remove yourself from ALL waitlists of that course. This allows other waitlisted students to receive notification of available seats in a more timely fashion.

- If you DECLINE the offered seat, and prefer a different seat in a different section of the same course, be sure to keep your name on the appropriate waitlist.

For more information on Waitlisting, please visit us at: http://www.auburn.edu/registrar/waitlisting/

Make a note of the time and date listed here.

Please be a good Auburn citizen! Be considerate of other students who might be on the waitlist after you.

Note that this letter is the **ONLY** notification that you will receive from Banner regarding the availability of a seat in a class with a waitlist. It is important that you take responsibility for your own registration in the class, unless the department has assumed that responsibility ahead of time.

How Do I Know if a Class has a Waitlist?

You can tell whether or not a class has a Banner waitlist available by checking the schedule of courses. There are three new columns that have been added to the display to help you know what your registration options are.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem
☐	10050	EDMD	3300	001	A	2.000	UTILIZATION OF INSTRUCTIONAL TECHNOLOGY FOR EDUCATORS	R	09:15 am- 1 p	25	22	3	25	0	25	0	0	0
C	10051	EDMD	3300	002	A	2.000	UTILIZATION OF INSTRUCTIONAL TECHNOLOGY FOR EDUCATORS	R	12:30 pm- 03:15 pm	25	25	0	25	8	17	0	0	0

This class is open, so you can't join the waitlist until it closes.

This class is closed, but there is still room on the waitlist

Total capacity of the waitlist.

Current size of the waitlist

Remaining seats on the waitlist

How Do I Register for a Waitlist?

The first steps for registering for a place on the waitlist for a class are just like if you are registering for a seat in a class. You will access the registration area of Banner, and type the CRN of the desired class into the fields at the bottom of the screen and click the "Submit Changes" button.

Banner will then evaluate whether there is room in the class for another student. If the class is closed, the student will be given the option of electing to be on the waitlist.

If you want to be on the waitlist, you should select "Waitlist" from the "Action" dropdown menu, then click the "Submit Changes" button again.

Your schedule is displayed with the "Waitlist" status displayed for the desired class.

If you want to know what "place" you have on the waitlist, check your detailed schedule (the one with days/times of each of your classes).

Note: Due to some departmental procedures that are unique to some classes, your place on the waitlist may not always appear on your detail schedule. However, your status will designate "Waitlist on [date]" so you can be sure that you've waitlisted yourself correctly.

What do the Status Messages Mean?

Total Credit Hours: 15.000
Billing Hours: 15.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jul 13, 2010 03:24 pm

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec
Closed - 4 Waitlisted	None	1809	PHED	1200	001

None
Waitlist

Add Classes Worksheet

CRNs

Submit Changes   Class Search   Reset

Once you've attempted to register for a class, Banner will display one of four status messages on your registration screen.

1) **Closed -- ### Waitlisted**
2) **Open -- ### Waitlisted**

Your only option is to place yourself on the waitlist. Any available seats have been offered to students already on the waitlist, and you must get in line for other seats as they become available.

3) **Closed – Waitlist Filled**
4) **Open – Waitlist Filled**

You have no option for registering or for waitlisting. All available seats have either been taken, or offered to other students already on the waitlist.

Where do I go if I Have Questions?

If you have questions about the use of a waitlist for a particular course, the best place to go for answers is the department in charge of that course. Departments across campus will implement waitlisting in various ways, so they are the best "first stops" for information.

Important Things to Remember

1) It is **VITAL** to make sure that you do not have registration holds on your records. Registration holds will prevent you from registering for classes as well as placing yourself on a Banner waitlist. When schedules are purged due to non-payment, your registration for all classes **including those in a waitlist status** will be deleted.

2) Banner waitlisting will enforce the same registration restrictions for waitlisting as it does for registration purposes. Some departments may elect to ease those restrictions for waitlisting purposes, but those decisions are made on a class by class basis. If you have questions about this, you should check with the departments.

3) You will receive **ONLY 1 email notification** of an available seat in a class. You MUST be sure to check your Auburn email address on a regular basis, or you will miss the chance to get a seat from the waitlist. If you miss your chance, you can place yourself on the waitlist again, but your priority will be at the bottom… you'll be last in line.

4) Please be considerate of your fellow students. If you end up getting a seat in a class, and you were on waitlists for several sections, please be sure to remove your name from the other sections so that other students can have a chance to move up on the waitlist.