

What is Waitlisting & How Does it Help Me?

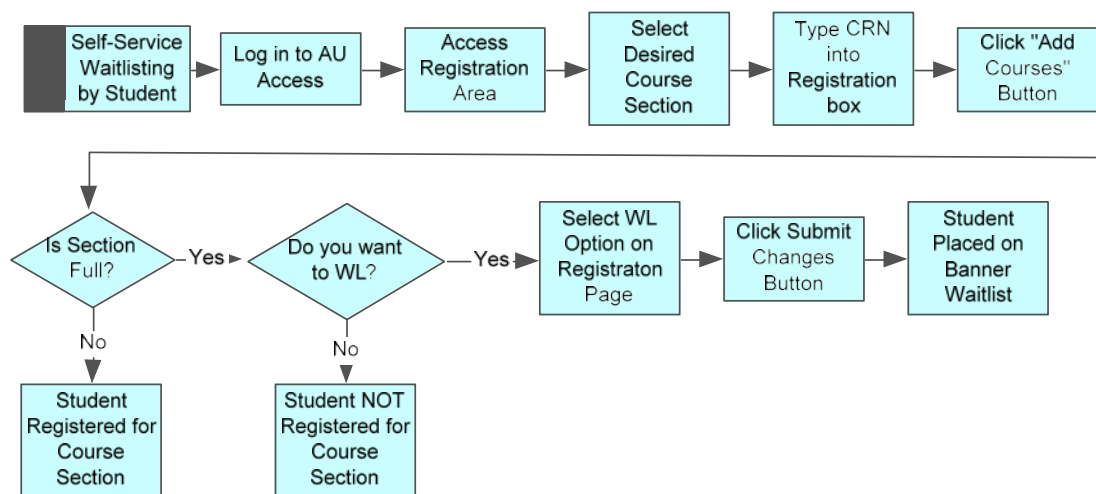
Many students have faced the dilemma of closed classes during registration. They then either have to pick another class to take during that class period, go without taking that class, or figure out how to get placed on a waitlist within individual departments. The waitlisting process is quite different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

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 to 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:

Make a note of the time and date listed here.

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.

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

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-10:15 pm	25	22	3	25	0	25	0	0	0
This class is open, so you can't join the waitlist until it closes.													Total capacity of the waitlist.					
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 closed, but there is still room on the waitlist													Current size of the waitlist					
													Remaining seats on the waitlist					

How Do I Register for a Waitlist?

23, 2010
 Web Registered on Mar 23, 2010 None 11725 CMD
 Web Registered on Mar 23, 2010 None 11736 CMD
 Web Registered on Apr 08, 2010 None 17168 HDF
 Web Registered on Jun 10, 2010 None 17169 HDF

Total Credit Hours: 15.000
 Billing Hours: 15.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Jul 13, 2010 03:23 pm

Add Classes Worksheet

CRNs

18099

Submit Changes Class Search Reset

RELEASE: 8.1

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.

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	18099	PHED	1200	001

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

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.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred
Web Registered on Mar 23, 2010	None	11699	CMD5	4510	001	Undergraduate	3.000
Web Registered on Mar 23, 2010	None	11725	CMD5	4560	1	Undergraduate	3.000
Web Registered on Mar 23, 2010	None	11736	CMD5	4580	1	Undergraduate	3.000
Web Registered on Apr 08, 2010	None	17168	HDFS	3460	001	Undergraduate	3.000
Web Registered on Jun 10, 2010	None	17169	HDFS	3010	003	Undergraduate	3.000
Waitlist on Jul 13, 2010	None	18099	PHED	1200	001	Undergraduate	0.000

Total Credit Hours: 15.000
 Billing Hours: 15.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Jul 13, 2010 03:27 pm

0 credit hours means that the student has not been billed for these credits yet

Personal Information **Current** Financial Aid

Search [] Go

Student Detail Schedule

Click on the Class for detailed information.

Total Credit Hours: 15.000

ARTICULATION DISORDERS - CMD5 4510 - 001
 Associated Term: Fall 2010
 CRN: 11699
 Status: **Web Registered** on Mar 23, 2010
 Assigned Instructor: Standard Grades
 Grade Mode: 3.000
 Level: Undergraduate
 Campus: Auburn Main Campus

Scheduled Meeting Times
 Type Time Days Where Date Range Schedule Type Instructors
 Class 9:00 am - 9:50 am WWF Lowder Hall 152 Aug 18, 2010 - Dec 10, 2010 Lecture TSA

Cardiorespiratory FR: Walking - PHED 1200 - 001
 Associated Term: Fall 2010
 CRN: 18099
 Status: Waitlist on Jul 13, 2010
 Waitlist Position: 4
 Notification Expires:
 Assigned Instructor: Sara E. Wolf
 Grade Mode: Standard Grades
 Credits: 0.000
 Level: Undergraduate
 Campus: Auburn Main Campus

Scheduled Meeting Times
 Type Time Days Where Date Range Schedule Type
 Class 5:00 pm - 5:50 pm WWF Memorial Coliseum 1081 Aug 18, 2010 - Dec 10, 2010 Combined Lecture and

Return to Previous

[Show Active Registrations | Add or Drop Classes | Look

RELEASE: 8.1.1

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 None Waitlist	18099	PHED	1200	001

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.