



Electronic Waitlist

If an instructor is offering electronic waitlist you will get the following message if the course is closed and has electronic waitlist:

 Registration Add Errors									
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
CLOSED-001 WAITLISTED	None	1340	GLY	101	01	Undergraduate	4.000	Standard	Physical Geology Letter

What this says is that the course is closed and there is 1 student on the waitlist. If you don't want to waitlist then you do not need to do anything and can continue trying to register for other classes. If you would like to waitlist then you click on the down arrow button in the "Action" column and select Waitlist;

 Registration Add Errors									
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
CLOSED-001 WAITLISTED	Waitlist	1340	GLY	101	01	Undergraduate	4.000	Standard	Physical Geology Letter

You then click on submit changes and place yourself on the electronic waitlist.

Please make note of the following:

1. Professors monitor their waitlists and will enter an override for you if they are going to allow you into the class.
2. Professors will then e-mail you to go online and register for the course.
3. It is your responsibility to register the class in a timely manner once e-mail is received. Failure to register the course could cause you to lose the seat and it could be given to someone else.
4. If you have decided not to take the course, please either remove yourself from the waitlist by going online and dropping the course or contacting the instructor that you have changed your mind.
5. If you have received the e-mail from a professor that an override has been entered, you must log onto BannerWeb and drop the course as a waitlist and re-register the course.