

East Carolina University

Department of Psychology

Wait-Lists: Get in Line for a Seat in That Closed Course

Banner waitlists are available to students attempting to register for sections that are full to capacity. Instructions on how to use the waitlist function are below. Note that students are not added to sections that are full to capacity. Faculty members do not have the authority to add students to their classes either. The waitlist function is the appropriate mechanism for classes that are full to capacity.

<ol style="list-style-type: none">1. Log onto Banner Self Service2. Click on REGISTRATION	 <p>1. Log onto Banner Self Service</p> <p>2. Click on REGISTRATION</p> <p>ECU BANNER SELF SERVICE</p> <p>Personal Information Student Financial Aid Employee</p> <p>Search <input type="text"/> Go</p> <p>Student</p> <p>Please note that some screens may display confidential data such as your Social Security number to prevent potential exposure of your SSN to other users, you MUST Log out</p> <p>Registration Check your registration status, class schedule and add or drop classes</p> <p>Student Records View your holds, grades and transcripts</p> <p>Student Account View your account summaries, statement/payment history and tax information</p> <p>RELEASE: 8.1.1</p>
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<scroll to next page of instructions>

3. Click on Look Up Classes

Registration

IMPORTANT: Tuition is billed in blocks of credit hours. If you register for additional classes, you must pay for all classes. Your total account balance must be paid in full or covered by a scholarship.

[TUITION STATEMENTS AND PAYMENTS](#)

If you would like to make a payment on your account please access [Onestop Statements and Payments](#) link.

- [Select Term](#)
- [Look Up Classes](#)
- [Registration Status](#)
- [Add or Drop Classes](#)
- [Week at a Glance](#)
- [Student Detail Schedule](#)
- [Registration Fee Assessment](#)
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4. Select Term

Search by Term:

None
▼

5. Look up your class

Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of options. Select Class Search when your selection is complete.

Subject: Exercise and Sport Science
Family and Consumer Sciences
Finance

Course Number:

Title:

Schedule Type: All
Clinical
Colloquia

Instructional Method: All
Asynchronous
Face to Face

Credit Range: hours to hours

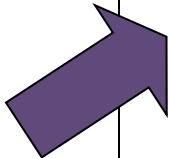
Campus: All
De/Internet
Main Campus

Course Level: All
Continuing Prof Education
Graduate

Part of Term: All
Full Term

6. Find the Class

7. Write down **CRN** of the course you want to take that is full



Look Up Classes

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Note: In the DAYS column, "R" represents "Thursday".

Note: TBA = No meeting time assigned - check campus code to verify if DE(650) or Main Campus(008) class

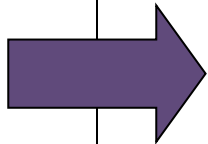
Sections Found

Finance

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL	XL	XL	Instructor
													Cap	Act	Rem	
<input type="checkbox"/>	32906	FINA	6604	001	008	3.000	Financial Management	W	06:30 pm-09:30 pm	25	12	13	0	0	0	James M. Nelson (P)
C	32907	FINA	6604	002	008	3.000	Financial Management	MW	03:30 pm-04:45 pm	25	25	0	0	0	0	James M. Nelson (P)
C	32910	FINA	6604	601	650	3.000	Financial Management	TBA		25	25	0	0	0	0	James F. Buck (P)

8. Return to Main Registration Menu

9. Click **ADD** or **DROP CLASSES**




Registration


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13. Click on Submit Changes 



Registration Add Errors


Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 2 Waitlisted	Wait List	32907	FINA	6604	002	Graduate	3.000	Standard	Letter	Grade Financ

Add Classes Worksheet


CRNs

Submit Changes
Class Search
Reset

You are now on the Waitlist.



Add or Drop Classes

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a down list.

Note: Your tuition and fee charges update each time you make an adjustment to y status on line and make sure all charges are paid in full prior to the published sche

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred
Web Registered on Oct 26, 2009	None	31750	ACCT	6631	001	Graduate	3.000
Web Registered on Oct 26, 2009	None	31751	ACCT	6641	001	Graduate	3.000
Web Registered on Oct 26, 2009	None	31734	ACCT	6971	001	Graduate	3.000
Wait List on Nov 04, 2009	None	32907	FINA	6604	002	Graduate	0.000

Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.000
Maximum Hours: 15.000
Date: Nov 04, 2009 02:47 pm

Add Classes Worksheet

CRNs

Submit Changes
Class Search
Reset

Students will be notified via their ECU email accounts if/when their names come to the top of the waitlist. There will be a 36 hour window of time for the student to register for the available seat. The student can register for the available seat by logging onto Banner and changing the status of the waitlisted class from "Waitlist" to "Web Registered". If the student does not register for the open seat during this time, the open seat will be passed onto the next student on the waitlist. In this case, students will need to remove their names from the waitlist in order to place themselves at the bottom of

the same waitlist. Banner will not automatically remove students from the waitlist if their time expires.

When searching for a class, Banner does now show students how many other students are on a course's waitlist. Keep in mind that if Banner shows that there are any students on the waitlist and also shows that there is an open seat, that seat will already have been offered to the student(s) at the top of the wait-list, it is not available to others. If this is the case, you will have to add yourself to the waitlist in order to have a chance at getting a seat.

Sections Found															
Psychology															
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
<input type="checkbox"/>	30463	PSYC	2101	601	650	4.000	Psychological Statistics		TBA	20	2	18	250	0	250
									TBA						
<input checked="" type="checkbox"/>	31027	PSYC	4000	601	650	3.000	Advanced General Psychology		TBA	20	20	0	250	4	246

Look at the screen shot above. The "C" to the left of PSYC 4000 shows that is closed. The **Capacity** is 20 and the **Actual** enrollment is 20, leaving 0 seats **Remaining**. In the **WL ACT** column the "4" indicates that there are four students on the wait-list.

When a Seat Becomes Available

This is the email the student will receive when a seat becomes available:

From: Bisette, Amy (bisettea@ecu.edu)
 To: student name
 Subject: Waitlist Notification for 83620

IMMEDIATE ACTION REQUIRED

Dear "student name" ,

A seat has become available in FINA 6204 602 (CRN: 83620) and your name was at the top of the waitlist. You have until 24-APR-2011 02:35 AM in order to register for this class. If you do not register before this deadline, the system will remove your name from the waitlist and offer the seat to the next person in the waitlist queue.

If you miss your registration window your only recourse is to re-add your name to the waitlist. Please be aware, some activities are irreversible. If you drop a class that has a waitlist, the seat will be offered to the student at the top of that waitlist. There is no undo! Regardless of timing, all billing, payment, registration, and withdrawal deadlines remain in effect.

Office of the Registrar
 252-328-6747

REGIS@ecu.edu

This is the email that the student advisors will receive when their advisee is notified that a seat is available:

From: Bisette, Amy [<mailto:bisettea@ecu.edu>]
Sent: Tuesday, April 12, 2011 12:51 PM
To: "Advisor Name"
Subject: Waitlist Notification for 83367

ADVISOR NOTIFICATION

Dear "Advisor Name" ,

This is for informational purposes only.

The following email was sent to your advisee when a seat became available in a waitlisted section.

IMMEDIATE ACTION REQUIRED

Dear "Advisee Name" ,

A seat has become available in OMGT 6683 601 (CRN: 83367) and your name was at the top of the waitlist. You have until 14-APR-2011 12:51 AM in order to register for this class.

If you do not register before this deadline, the system will remove your name from the waitlist and offer the seat to the next person in the waitlist queue.

If you miss your registration window your only recourse is to re-add your name to the waitlist.

Please be aware, some activities are irreversible. If you drop a class that has a waitlist, the seat will be offered to the student at the top of that waitlist. There is no undo!

Regardless of timing, all billing, payment, registration, and withdrawal deadlines remain in effect.

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[Return to Psychology's Advising Resources Page](#)

Many thanks to Amy Bisette for preparing this helpful tutorial. Karl Wuensch made minor edits.