Overview

• Students add a waitlisted course through the Registration feature in Self-Service Banner located in the UNA Portal

• Prerequisites and other registration restrictions apply for waitlisting with the exception of duplicate course sections and time conflicts

• Students are notified through their portal email when a seat becomes available

• Students are pulled from the waitlists on a first-come, first-served basis
Overview Continued

• Once a seat becomes available, a student has **24 hours** to register for the waitlisted course

• If a student does not register, he or she is removed from the course waitlist and the next student on the waitlist is notified

• Waitlisting will be available up until the last day of drop/add
How To Add a Waitlisted Course

• In Self-Service Banner, click on the **Add/Drop Courses** option

• Enter the CRN number in the **Add Classes Worksheet** and click **Submit Changes**
How To Add a Waitlisted Course (con’t)

• Under the Action field, click on Add to Waitlist and click Submit Changes
How To Add a Waitlisted Course (con’t)

• Under the **Status** field, it should read the student was added as waitlisted.
Notification

• Once a seat becomes available, an email notification will be sent to the student’s UNA Portal email account, and it will include the registration deadline date and time.

Dear Student,

A seat is now available in your waitlisted course, MA 345 - Applied Statistics I. You have until **01-JUN-2016 03:54 PM** to register for this class.

Go to 'Add or Drop Classes' in your UNA Portal account. Under your Current Schedule, select ‘**Web Register**’ in the ‘Action’ column for the waitlisted course. Then, click 'Submit Changes' to officially add the course to your schedule.

Please note that if you do not formally register for this course by the above deadline, you will be removed from the waitlist.

Sincerely,
Office of the Registrar
How To Register for a Waitlisted Course

• To register for the waitlisted course, click on the Add/Drop Courses option in Self-Service Banner.

• Select **Web Registered** from the Action dropdown field and click Submit Changes.
How To Register for a Waitlisted Course

• Under the **Status** field, it should read that the course is now **Web Registered**

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action CRN</th>
<th>Subj Crse</th>
<th>Sec Level</th>
<th>Cred Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Apr 26, 2016</td>
<td>30399 BI</td>
<td>241 01</td>
<td>Undergraduate 4.000 Standard Letter Grade Human Anatomy &amp; Physiology I</td>
<td></td>
<td></td>
</tr>
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<td>30997 MA</td>
<td>345 01</td>
<td>Undergraduate 3.000 Standard Letter Grade Applied Statistics I</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 7.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 14.000
Date: May 31, 2016 03:56 pm

Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
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</thead>
</table>

[Submit Changes] [Class Search] [Reset]
Questions

Contact
The Office of the Registrar
Registrar@UNA.edu