

How to Use Waitlisting during Registration

Waitlisting is a feature in Banner that allows you to get “in line” for courses that have filled/closed. This automated process notifies you via your Buffalo State Gmail, when a spot has opened up and it is now your turn to register for the class. Waitlisting is easy to use. Multiple students in our spring 2013 registration Waitlisting Pilot group said that it reduced stress and simplified the registration process. Students noted that it was much easier to check their Buffalo State Gmail everyday than to constantly check to see if a seat opened up in a class.

Checking to see if a class has a waitlist:

- Log into SSB, and select Search for Classes.
- If you see numbers below the columns listed as WL Cap (Waitlist Capacity), WL Act (Waitlist Actual), and WL Rem (Waitlist Remaining), this means there is a Waitlist on the section. Instructors have the option of using Waitlist, but are not required to.

Example, CRN ##### shows:

WL Cap = 5 - there are a maximum of 5 seats available for waitlisting.

WL Act = 2 - there are two students currently on the waitlist for this section.

WL Rem =3 – there are 3 seats still available for waitlisting.

Look Up Classes

B00557797 Sandy V. Student
Fall 2012
Oct 23, 2012 12:37 pm

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

The SR indicator appearing in the Select column restricts registration for students whose time ticket does not yet allow them to register and those who have hold(s) on their record, have been academically dismissed, or have withdrawn from the college.

The NR indicator appearing in the Select column means the course is not available for registration. This will usually appear when the registration time has passed for a smaller session within a larger session. For example, registration time for an Intersemester (part of spring) or Summer session class has passed, but the course is still listed, as it remains part of the larger session.

Note about class times: Any class with a start time of 12:00 and an end time of 12:01 means the class time is To Be Announced (TBA).

Sections Found

English

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	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	2684	ENG	231	0	M	3.000	WOMEN IN LITERATURE	TBA		2	1	1	5	2	3	0	0	0	Colleen Mary Sullivan (P)	08/27-12/13	TBA	Diversity, GE2K and Diversity, GEC and Diversity,

How to add yourself to a waitlist:

If the class you are trying to register for is full, and has an open waitlist, you can log into Banner SSB, and select: STUDENT > REGISTRATION > ADD OR DROP CLASSES > REGISTRATION TERM. Add the CRN and click the SUBMIT CHANGES button. (as you would for adding any other course).

Add or Drop Classes B00557797 Sand

Oct 23, 2

To **Add** a class, enter the Course Reference Number (CRN) in the Add Classes section below.
 To **Drop** a class, use the options available in the Action pull-down list.
 To **Withdraw from a course**, use the option available in the Action pull-down list; [click here for general information & additional instructions](#).

If you see a message in the **Status** field below **Registration Add Errors**, please [click here for instructions on how to address the message](#).

Add Classes Worksheet

CRNs

2684

Submit Changes **Class Search** **Reset**

The result produces a Registration Add Error: Example: “Closed - -0 Waitlisted” (meaning that the course is full, and there are no students on the waitlist) or “Open – Reserved for Wait List” (meaning that there is an open seat but it is reserved for a waitlisted student who is at the top of the wait list).

In the Action box, click on the drop-down menu, and select “Waitlisted”, and click the SUBMIT CHANGES button. **NOTE:** If you leave the action box as **None**, you will NOT be added to the waitlist.

Add or Drop Classes B005577

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Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Open - Reserved for Wait List	None None Waitlisted	2684	ENG	231	0	Undergraduate	3.000	Undergraduate	Standard Letter	WOMEN IN LT

Add Classes Worksheet

CRNs

Submit Changes **Class Search** **Reset**

View Your Placement on the Waitlist:

Your Detail Course Schedule shows that the course is waitlisted, the date you placed yourself on the waitlist, and your priority position on the waitlist.

Student Detail Schedule

Total Credit Hours: 0.000

WOMEN IN LITERATURE - ENG 231 - 0

Associated Term: Fall 2012

CRN: 2684

Status: Waitlisted on Oct 23, 2012

Waitlist Position: 2

Notification Expires:

Assigned Instructor: Colleen M. Sullivan 

Grade Mode: Undergraduate Standard Letter

Credits: 0.000

Level: Undergraduate

Campus: Main

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA	TBA		Aug 27, 2012 - Dec 13, 2012	Lecture	Colleen Mary Sullivan (P) 

Note: There is no “Notification Expires” information, because a notification is only sent when a seat becomes available in the class. Once a notification is sent, there will be expiration data.

NOTIFICATIONS:

When a seat becomes available in a waitlisted class, a notification is automatically sent via email to your Buffalo State Gmail account. This email lets you know that a seat has become available in the waitlisted class, and that you need to register for the class before the stated deadline (Date/Time), or the seat will be offered to another student (sample notification content is below).

Dear Jill Brown,

A seat has become available in CRN 2684 ENG 231 WOMEN IN LITERATURE.

You have until 04-NOV-2012 01:02 PM to register for the course.

You must log into Banner and register for the course before the deadline or you will be removed from the waitlist, and the open seat will be offered to another student.

Thank you

When you receive a notification that a waitlisted seat has become available, you must:

1. Log into SSB, within the 24 hour timeframe
2. Find the waitlisted class, on your schedule (in the Add or Drop Classes worksheet).
3. Select “**Web Registered**”, from the drop-down menu (see below example).
4. Click on the SUBMIT CHANGES button, to register for the open seat.

Registered** on Apr 04, 2012						Standard Letter	SKILLS
Web Registered on Apr 04, 2012	None	3131 CRJ	320 0	Undergraduate 3.000	Undergraduate	Standard Letter	CRIMINAL COURTS
Web Registered on Apr 04, 2012	None	4337 PSC	351W 01	Undergraduate 3.000	Undergraduate	Standard Letter	HISTORY OF POLITICAL THEORY I
Web Registered on Apr 05, 2012	None	1594 BUS	335 01	Undergraduate 3.000	Undergraduate	Standard Letter	BUSINESS LAW II
Waitlisted on Oct 04, 2012	None	2684 ENG	231 0	Undergraduate 0.000	Undergraduate	Standard Letter	WOMEN IN LITERATURE
Total Credit Hours: 13.000							
Billing Hours: 13.000							
Minimum Hours: 0.000							
Maximum Hours: 19.000							
Date: Oct 04, 2012 12:06 pm							

Tips:

- You can be waitlisted for multiple courses, but not multiple sections of the same course.
- While on the waitlist, you should check your Buffalo State Gmail often.
- Email notifications are sent when a seat becomes available – primarily due to another student dropping the class, or by an increase to the class quota.
- When you are notified of an opening, you are also informed that there is a 24 hour time limit to register for the class, before it is offered to another student.
 - Note: During this 24 period, no other students will be able to register for the available seat.
- If you are on a waitlist and are notified via email of an available seat, but do not register within the 24 hour timeframe, you will be removed from the waitlist, and the available seat will be offered to another student.
- To get back on the waitlist, you must re-register for the course’s waitlist.
- Waitlists will be turned off on the 2nd day of the first week of classes (drop/add week)
 - When waitlists are turned off, students will no longer be able to put themselves on a waitlist.
 - However, students who are already on waitlists, will continue to have an opportunity to register for the class, if a seat becomes available before the end of registration for the term.

Prepared by Registrar’s Office/CMS October 2012