

**REGISTRAR'S OFFICE, MOOT HALL 210
WAITLISTING IN BANNER-FAQ'S**

General Waitlist Information:

1. Do waitlisted courses count toward your credit hours?

No. Waitlisted courses do not count toward your credit hours, UNTIL you actually register for the class.

2. What do Waitlist Messages mean?

Closed – 0 Waitlist: This means that the class is full, and there are no students on the waitlist yet. You can place yourself on the waitlist.

Closed – Waitlist Full: This means the waitlist is full, and no more students can be added to the waitlist. The waitlist will open only if a.) A registered student drops the class or, b.) A student on the waitlist drops their waitlisted course.

Open – Reserved for Waitlist: This means the class has the waitlist option and an open seat. The open seat is reserved for a student currently on the waitlist, who is in the 24 hour timeframe to register for the course. You can place yourself on the waitlist.

Waitlist on Apr 15, 2013: This means that you placed yourself on the waitlist on April 15, 2013.

Waitlist Notification:

1. Are you automatically added into courses you have waitlisted?

No. Although you are automatically notified that a seat has opened in a course you have waitlisted, you need to register for the course – within the specified timeframe.

2. Are you guaranteed a seat in a class for which you have waitlisted?

No. Waitlisting DOES NOT guarantee a seat in the class. You will receive an email notification, if/when a seat opens up in the class.

3. How am I notified when a seat becomes available on a waitlisted class?

You will automatically receive an email, at your Buffalo State Gmail address, notifying you that a seat has become available.

24 Hour Time-Limit:

1. How long do I have to register for the waitlisted class, once I am notified?

You have 24 hours to register for the class. If you do not register for the class within the 24 hour period, you will be removed from the waitlist, and the available seat notification will be sent to the next person on the waitlist

2. If I am on a waitlist, receive a notification that a seat has become available, do not register for the class within the 24 hour timeframe, do I remain on the waitlist?

No. Once a seat in a waitlisted class becomes available, and you are notified, you have exactly 24 hours to register. After the 24 hours, you are dropped off the waitlist automatically.

3. What happens if I miss the 24 hour time limit, but still want the class?

You can add yourself back onto the waitlist, provided the waitlist maximum has not been met.

4. What happens if the Maximum Enrollment is increased, while there are students sitting on the waitlist?

If a department increases the Maximum Enrollment on a class, even though it has waitlisted students, the first person on the waitlist will automatically receive an email notification, of an available seat.

5. What happens if the Maximum Enrollment is increased, and a student has already been notified of an opening, and is in their 24 hour time limit? Can another student – not on the waitlist - take the seat?

No. Once a student is in their 24 hour timeframe to register for the course, their seat is “held”, and no one else can take their seat before they’ve had a chance to register during their 24 hour timeframe.

Dropping a Waitlisted Class:

1. How do I drop a waitlisted course?

You can remove yourself from a waitlist, by logging into Banner (SSB), and selecting the Add or Drop Classes link. The courses that are waitlisted are noted, and you simply select Drop Web and Submit Changes, to remove yourself from the waitlisted course.

2. What happens if I drop a course by mistake, and the course has an active waitlist?

If you are registered for a class, drop that class, and then want to re-enroll in the class, you must add yourself to the waitlist.

3. What happens if I am on a waitlist and drop myself from the waitlist by mistake?

If you drop a waitlisted class by mistake, you can add yourself back on the waitlist, provided the waitlist maximum has not been met, however, you may not be placed in the same position that you were in before.

Restrictions to getting on a Waitlist:

1. Can I add myself to a waitlist, if the waitlist maximum has been met?

No. You will need to wait until the Waitlist Maximum Enrollment has an opening. However, Banner DOES allow you to add yourself to a waitlist if you receive the “Open-0 Reserved for Waitlist” message. This message means that there is a student on the waitlist that was notified of an open seat, and is in the 24 hour time limit to register for the class.

2. Can I waitlist for more than one class?

Yes. You can add yourself to multiple waitlists, but not multiple sections of the same class (same subject and course number). It is, however, good practice for you to drop waitlisted sections, in which you do not intend to enroll.

3. If I have a HOLD, can I place myself on a waitlist?

No. If you have a registration hold, you cannot add yourself to a waitlist, nor can you register for the class.

4. Do registration restrictions prevent you from adding yourself to a waitlist?

Yes. Registration restrictions (Majors, Level, etc.) continue to work – preventing registration as well as waitlisting. For example, if you attempt to register for a class that has a pre-requisite (which you have not taken), you will get the registration error message, and will not be allowed to add yourself to the waitlist.

5. At what point does waitlisting end?

You will not be able to add yourself to a waitlist after the second day of the First Week of Class. However, those currently sitting on a waitlist will remain on the waitlist until registration has concluded.