

## **BannerWeb Waitlist Policy FAQs**

### **Which classes are eligible to be waitlisted?**

Any class is eligible to carry a waitlist, but waitlists are implemented in BannerWeb based on request of the instructor or Department Chair. Once the class is closed, students will have the option to add themselves to the waitlist if the instructor has requested that a waitlist be made available in BannerWeb.

### **How do I add my name to a waitlist?**

Using the BannerWeb Registration system, students who are eligible to participate in the registration process can add their name to a waitlist provided there are seats open on the waitlist, and the student meets any prerequisites for the class. Students wishing to be placed on a waitlist should access the BannerWeb Registration system and choose the Web Waitlist option. Students who are not eligible to participate in registration processes are NOT eligible to add their name to a waitlist.

### **What happens when a seat becomes available for me in a waitlisted class?**

**\*Seats are assigned based on a batch notification process that is run at least once each day Monday – Friday. As seats become available they are assigned to students during the subsequent batch notification process. For example, seats that open on Saturday or Sunday are assigned during the Monday batch notification process. Do NOT attempt to drop your name from a waitlist in order to add a seat that has become available. By doing so you will forfeit your place on the waitlist.\***

When a seat becomes available, the student will receive an email from the Registrar indicating that they have 24 hours to register for the class. The 24 hours is based on the time that the notification was sent, NOT the time that the email is read. Once notified, a student should update their registration as quickly as possible.

### **When does the waitlist option become available?**

Students who are eligible to participate in Registration will have access to the waitlist option during any BannerWeb Registration periods. This option is NOT available during the Pre-Registration Tree process.

### **Do students need instructor permission to add their name to a waitlist?**

No, students do not need to request permission to add their name to a waitlist. As long as there are waitlist seats available and the student is eligible to participate in Registration, a student can easily add their name to the waitlist. Students must meet any prerequisites that are being enforced in order to add their name to the waitlist.

**What if a student is no longer interested in being on a waitlist?**

Students who are no longer interested in a class for which they are currently waitlisted should, as a courtesy to students and instructors, remove their name from the waitlist.

**Am I guaranteed a seat in the class if I am on a waitlist?**

**No, waitlists are not guarantees that students will receive a seat in a class.** The waitlist is designed to utilize BannerWeb processes to allow students a chance to register for a high demand class. In many cases, students will need to seek other options to complete their schedule of classes.

**How are students on a waitlist prioritized when a seat becomes available?**

Faculty instructors can determine how their waitlist will be prioritized. In many cases, prioritization is based on expected graduation date, and at times, an instructor may request that a student remove their name from a waitlist due to demand from upper level students.

**Can a student bypass a waitlist by asking an instructor for a Permit Override?**

No, the permit override for a closed class is not available. The permit override process will still be available for time conflicts or prerequisite overrides, but it will not be available for closed classes.