

Waitlisting in Banner

Waitlisting is an automated process that notifies students via their Buffalo State Gmail when a spot has opened up, and it is now their turn to register for a class. Students use the wait list feature to get “in line” for popular or full courses/times and/or sections. Departments are responsible for determining which courses will have waitlists.

Tips for assisting students:

- Students can be waitlisted for multiple courses, but not multiple sections of the same course.
- While on the waitlist, students should check their Buffalo State Gmail often.
- Email notifications are sent when a seat becomes available – due to another student dropping the class, or by an increase to the class quota.
- When a student is notified of an opening, they 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 a student on a waitlist is notified of an available seat, but does not register within the 24 hour timeframe, the student will be removed from the waitlist, and the available seat will be offered to another student.
- To get back on the waitlist, the student 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.

Faculty can view status of their sections waitlist via SSB:

Faculty will see two links added to their menu selections in SSB: [Summary Wait List](#), and [Detail Wait List](#). Faculty can click on these links to see student waitlist information.

Faculty/Staff Services

Student Information Menu
Select Term
Select CRN (Course Reference Number)
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
[Detail Wait List](#)
[Summary Wait List](#)
Midterm Grades
Final Grades
Registration Overrides
Look Up Classes
Class Schedule
Course Catalog
Office Hours
Advisee Listing
Alternate Pins

RELEASE: 8.5.3

The below screenshot is the Summary Wait List, and allows faculty to see the students who have waitlisted for their class. They also have the ability to send an email to an individual student, or all students waitlisted for the class.

Summary Wait List

Fall 2012
Oct 23, 2012 11:57 am

An asterisk will appear next to the appropriate field if any of the following conditions exist:

1. The student has more than one major or department in the primary or secondary curriculum.
2. The student has a program, level, college, or degree in the secondary curriculum that is different from that in the primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

WOMEN IN LITERATURE - ENG 231 0

CRN: 2684



Duration: Aug 27, 2012 - Dec 13, 2012

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	2	1	1
Wait List:	5	2	3
Cross List:	0	0	0


Summary Wait List

Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Notification Expires	
0	Kelly, Brandon P.		Waitlisted	Undergraduate	0.000	Oct 22, 2012 05:03 pm	
1	Truluck, Kiasia D.		Waitlisted	Undergraduate	0.000		

[Email wait listed students](#) 

If faculty click on the Waitlist links, but there are no students waitlisted for the class, they will see:

Summary Wait List

 There are no students wait listed for:

1241 UNC 100 MASTERING THE ACADEMIC ENVIRONMENT, section 10.

NOTIFICATIONS:

When a seat becomes available in the class, the student automatically receives a notification email – which is sent to their Buffalo State Gmail account. This email tells the student that a seat has become

available in the class, and that they need to register for the class (date/time) before the seat is 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-OCT-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 the student receives a notification that a waitlisted seat has become available, they must:

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