Wait List Instructions via Banner Web

Waitlist instruction via Banner Web:

Add a course by typing the CRN number in the ‘Add Classes Worksheet’ and click ‘Submit Changes’. If the course is closed, you will see one of the following ‘Registration Add Error’ messages:

1. **Closed - # Waitlisted:**
   a.) Closed indicates no regular seats are available.
   b.) The number provided indicates the number of students currently on the wait list.
   c.) The student can only waitlist this course.

2. **Open - # Waitlisted:**
   a.) Open indicates regular seats available.
   b.) The number provided indicates the number of students currently on the wait list.
   c.) The student can only waitlist this class since currently waitlisted students have preference.

3. **Closed – Waitlist full:**
   a.) Closed indicates no regular seats are available,
   b.) Waitlist full indicates no wait list seats are available.
   c.) The student is not allowed to register for this course.

4. **Open – Waitlist full:**
   a.) Open indicates regular seats are available.
   b.) Waitlist full indicates no wait list seats are available.
   c.) The student is not allowed to register for this course since currently waitlisted students have preference.

If a student can wait list a class (#s 1 & 2), select ‘Wait Listed’ from the ‘Action’ menu and click the ‘Submit Changes’ button. Once a seat becomes available, you will be notified through your Xavier Email account, to register for the CRN number you selected to Wait List.

**You will have only 2 HOURS to add this class to your schedule. If you miss adding the class during this time frame, you will be required to re-register yourself on the wait list.**

Also, if a student cannot register for the course or does not want to be placed on the wait list, then you can select another course CRN or click on ‘Class Search’ to find another course.

**Please note that you will not be automatically moved from the wait list into the course.**

If before or after receiving the email notification, you are no longer interested in the course, please remove yourself from the wait list by following the same procedure used to drop a course from your schedule.
Select Wait Listed from the **Action** drop list.

Click on **Submit Changes**.
If you choose to wait list the class, once you click on ‘Submit Changes’ your registration status for the changes will display ‘Wait Listed’ and the date. When you check your schedule via Banner web you will not see the course because you are not registered for the course.

If a seat becomes available, you will receive notification via your Xavier email Account. You will have only 2 HOURS to add this class to your schedule. If you miss adding the class during this time frame, you will be required to re-register yourself on the wait list.

**Courses with the Waitlist Option:**

| AFAM 2000 | PHED 1010 | PHED 2150 |
| ART 1090  | PHED 1020 |
| CHEM 4130 | PHED 1041 |
| CHEM 4320 | PHED 1050 |
| CMST 1010 | PHED 1070 |
| CPSC 1005 | PHED 1200 |
| ENGL 2010 | PHED 1210 |
| MATH 0990 | PHED 2020 |
| MATH 1010 | PHED 2040 |
| MATH 1030 | PHED 2050 |
| MATH 1030I| PHED 2140 |
| MATH 1070 | PHED 2145 |