

Wait List – Faculty FAQ

What is a wait list?

Once a class is full, a student can request through Banner registration to be placed on a wait list to enroll in the class if a seat becomes available. When a student is added to the wait list, he/she is assigned the next available position number. Wait listing is first-come first serve.

Do all courses have wait lists?

No, all courses do not have a wait list. Courses without a wait list include: All freshmen level courses and 200 level courses in history, political science, psychology, sociology, literary and cultural studies, science and science labs as well as all language courses and labs. Once the entire student body has registered including incoming freshmen, wait lists seats may be added to these classes.

How can I view students wait listed for my class?

Faculty now have two new choices in their Banner web screen: Detail Wait List and Summary Wait List. Students are listed according to their place on the wait list. From these forms, faculty can also see when students on the wait list receive an e-mail notification informing them that there is a seat available in the class. Faculty can view all the same student information for wait listed students that they currently view for their registered students. Faculty can also e-mail students on the wait list.

How do students move up on the wait list?

When a student requests to be placed on a wait list, he/she is given the next available wait list position. As currently enrolled students drop the class, students on the wait list are notified in the order that they appear on the wait list. Students are sent an e-mail giving them 48 hours to add the class. If they do not add the class, they are automatically dropped from the wait list and the next student is notified.

Can a student request a faculty member to add them to the wait list?

No, students are required to add themselves to the wait list via Banner web registration. They are also required to register themselves once a seat becomes available.

Can a student wait list a class if he/she has not met the prerequisites?

No, students can only wait list for courses for which they meet all prerequisites, schedule restrictions, etc. Students who have been given a prerequisite override through the department chair via Banner will be able to wait list. Students who are currently enrolled in a prerequisite will also be allowed to wait list.

Does the wait list course show up on the student's schedule?

Yes, wait listed courses appear on the student's Detail Schedule for the term.

Does the wait list guarantee a seat in the class?

No, there is no guarantee that a seat will open up in the course.

When will wait listing be turned off for the semester?

Wait listing and registration will close on the Friday (fall)/Monday (spring) before classes begin. At that time no more students will be allowed to wait list.

What happens to the wait list during add/drop?

Wait lists will be taken off faculty rosters once classes begin to avoid confusion. It is up to the

individual faculty member's discretion during the add process, to add students to the class. Students must have faculty signatures to add into the class. Students will now be allowed to drop courses online during the two week drop process. Faculty will receive an email when a student drops a class on line once classes begin, during the drop period. Faculty will need to check their rosters on Banner during this time period to see if seats open up in the course from students dropping online.