Waitlisting Tutorial for Students
Advantages of Waitlisting

Waitlisting is the process by which students may sign up for a waiting list for a class that is full.

Waitlisting may provide many advantages to students, instructors, and administrators.

- The biggest advantage to students is that they will be notified when a seat becomes available on a first-come, first-served basis.

- Waitlisting will be advantageous to instructors by removing the need for them to manually sign students into a class, unless the add takes place after the first week of the semester.

- Waitlisting will also be helpful to administrators by allowing them to track the demand for certain courses and better manage curriculum offerings.
How does Waitlisting work?

- Students who attempt to register for a class that is full may put themselves on a waiting list on a first-come, first-served basis.

- When an open seat becomes available, an e-mail will be sent to the "preferred e-mail address" of the student at the top of the waiting list.

- The student will have 24 hours from the time the e-mail was sent to go online and add the class. During this 24-hour time period, the student can add and drop the waitlisted class in the Add or Drop Classes screen in Banner. After the 24 hours has expired, if the student did not register for the waitlisted class, the next student on the list will be notified and have 24 hours to respond. Starting the first day of the semester notifications will expire after 12 hours.

- Registration Holds will prevent the student from adding a waitlisted class, even if the student was sent an e-mail.
Login and then choose Banner on the left hand side. When it opens choose Main Menu.
Set Up Your Preferred E-mail

- Click Personal Information

![Personal Information](image)

- Click View/Update Preferred E-mail Address

![Personal Information](image)
Sign in with your A-number and associated password.

Fill in your preferred password, and click “Continue.” When completed, return to Banner.
Choose the correct term and press Continue

How would you like to search?

- Term
- Date Range

Terms Open for Registration

Continue
You will now be directed to the registration page.
Search for a class using the Search panel

If the class is full the listing will indicate so, and also show how many spots are on the waitlist. To add this to your summary so that you can yourself to the waitlist click the Add button.

In the summary window choose the dropdown screen for the class you have just added and switch the choice to Waitlist. Click Submit on the bottom right of the panel and you will be on the waitlist.
Here is an example of the email your will receive:

Dear Student (A12345678),
You placed yourself on a WAITLIST for Mathematics 0900 section 002 (CRN: 42407).

An open seat is now available and you must take action by 30-APR-2011 02:17 PM.

Login into the ACCESS (Banner) system: www.usu.edu/myusu/
Click Student -> Registration -> Add or Drop Classes
Choose 'Web Registered' to add the class or 'DROP WEB' to remove your name from the waitlist
Click 'Submit Changes' at the bottom of the page

If you drop the waitlisted class instead of adding it, you can still register for it prior to 30-APR-2011 02:17PM.
Click Student -> Registration -> Add or Drop Classes
Type the CRN in the Add Classes Worksheet -> Click ‘Submit Changes’

*** If you add the class be sure to check your account balance. Any unpaid tuition and fees on December 16 at 11:59 PM may result in your classes being dropped. ***

Any registration holds that you may have on your student account will prevent you from registering for classes.

If you fail to take action, you will automatically be removed from the WAITLIST on 30-APR-2011 02:17 PM. You will NOT receive a notification of this action.
For more information on waitlisting, please visit us at: http://usu.edu/registrar/waitlisting/ Utah State University
Office of the Registrar
registrar@usu.edu (435) 797-1116
At this point you will now wait to receive the email stating that you can register for the class. You can then go back into Banner XE and register yourself like normal. Up until the first week of classes you will be given 24 hours to register for your class once the email is sent. Starting the first day of the semester waitlists notifications will expire after 12 hours.

If you fail to register for the class within the given time you will need to re-add yourself to the waitlist and wait for another email allowing you to register.

You will be responsible to take care of any prerequisites, major, degree, department, and/or any other restrictions with the advisor over the course (i.e. if it is a chemistry class you would talk to the chemistry advisor, a biology class with the biology advisor, etc.). A list of advisors can be found in the University Catalog at catalog.usu.edu.

Time conflicts can be resolved with your own advisor. You will need the instructors of both classes causing the time conflict to sign the Registration Options Form. Take this to your advisor and they will provide an override on your account that will make it so you can register online.