Waitlisting Tutorial for Students

Updated: May 7, 2013
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.

- Registration Holds will prevent the student from adding a waitlisted class, even if the student was sent an e-mail.
Log Into Access Banner using your A-number and Password

Utah State University

User Login

A-number: [ ]  
Password: [ ]

Login  I cannot access my account.

Announcements:

Before you register for classes, you need to verify that your mailing address and email address in Access are current. These must be verified once a semester for timely refund checks and other critical communication.

Updated October 1, 2010

You are entering a secure information area. Access to Utah State University information is subject to the Family Educational Rights and Privacy Act (FERPA) as well as other Federal and University regulations. It is the user's responsibility to understand and comply with those regulations. Unless otherwise noted, any information you enter or change will be effective immediately. You are responsible for any changes made using your ID. Do not share your ID or PIN with others.

When you are finished, please Exit and close your browser to protect your privacy.
Set Up Your Preferred E-mail

- Click Personal Information

- Click View/Update Preferred E-mail Address
The preferred email address you type in will be the email address that the Waitlist Notification will be sent to. You **must** have an email address in this field.

After you click Submit you will then be taken back to the Personal Information Screen.
Once your preferred email is set up click on the Student Tab.

Click on Registration.

Registration
Make payments, check your registration status, class schedule and add or drop classes

Student Records
View your holds, grades, transcripts and account summary
- Click Look Up Classes
- Select Term
- Click Submit

**ATTENTION!!! PLEASE READ FIRST!!!** The course completed nor accurate. Please do NOT assume the updating process is complete. Note: If you see (Y)

**Search by Term:**
- Fall 2011 (View only)

**Search by Date Range (MM/DD/YYYY):**
- From: [ ]
- To: [ ]

**Submit** **Reset**
Select Subject and/or Course
Click Class Search

Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Subject:
- Engineering & Tech Educ
- English
- Environment & Society

Course Number:

Instructional Method:
- All
- Independent Study Online-RCDE
- Independent Study/CD Rom-RCDE

Campus:
- Logan Campus
- USU Brigham City Campus

Part of Term:
- All
- First 4-week Session
- First 7-week Standard Session

Attribute Type:
- All
- Arranged Course
- Breadth American Institutions

Start Time:
- Hour
- Minute
- am/pm

End Time:
- Hour
- Minute
- am/pm

Days:
- Mon
- Tue
- Wed
- Thu
- Fri
- Sat
- Sun

Class Search  Reset
# Search Results

## Look Up Classes

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Register for an Independent Study or Online course.

To register for USU courses in the Southwest region of the state (Beaver, Cedar City, Delta, Ephraim, Milford, Nephi, Richfield, St. George, Piute or Wayne County) call 1-888-547-4994.

## Sections Found

### English

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Subj Crse Sec Cmp Cred</th>
<th>Title</th>
<th>Attribute</th>
<th>Days</th>
<th>Time</th>
<th>Fees</th>
<th>Books</th>
<th>Cap Act</th>
<th>Rem</th>
<th>WL Cap</th>
<th>WL Act</th>
<th>WL Rem</th>
<th>XL Cap</th>
<th>XL Act</th>
<th>XL Rem</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Location</th>
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<td>ENGL 1010 000 M 3.000</td>
<td>Introduction to Writing: Academic Prose</td>
<td></td>
<td>MWF</td>
<td>12:30 pm-01:20 pm</td>
<td>$50</td>
<td>Books</td>
<td>19</td>
<td>19</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Mickey Mouse (P)</td>
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<td>EDUC 130A</td>
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<td>MWF</td>
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<tr>
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<td>MWF</td>
<td>07:30 am-08:20 am</td>
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<td>Books</td>
<td>19</td>
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<td>(T.B.A.) Staff (P)</td>
<td>08/30-12/17</td>
<td>RWST 113</td>
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<td>07:30 am-08:20 am</td>
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<td>Books</td>
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<td>0</td>
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<td>(T.B.A.) Staff (P)</td>
<td>08/30-12/17</td>
<td>RWST 114</td>
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<tr>
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<td>MWF</td>
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<td>08/30-12/17</td>
<td>RWST 306</td>
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</table>
**Cap**: Amount of students that can register for the class

**Act**: Actual amount of students registered for the class

**Rem**: Remaining seats available

| Select | CRN  | Subj | Crse | Sec | Cmp | Cred | Title                                      | Attribute         | Days | Time | Fees | Books | Cap | Act | Rem | WL Cap | WL Act | WL Rem | XL Cap | XL Act | XL Rem | Instructor        | Date (MM/DD) | Location |
|--------|------|------|------|-----|-----|------|--------------------------------------------|-------------------|------|------|------|-------|-----|-----|-----|--------|--------|--------|--------|--------|------------------|-------------|----------|
|        | 40737| ENGL | 1010 | 000 | M   | 3.000| Introduction to Writing: Academic Prose   |                   | MWF  | 12:30| $50  | Books | 19  | 17  | 2   | 40      | 0       | 40     | 0      | 0      | Mickey Mouse (P) | 08/30-12/17 | EDUC 130A |
|        | 40683| ENGL | 1010 | 001 | M   | 3.000| Introduction to Writing: Academic Prose   |                   | MWF  | 07:30| $50  | Books | 19  | 17  | 0   | 40      | 0       | 40     | 0      | 0      | (T.B.A.) Staff (P) | 08/30-12/17 | MAIN 207 |
| C      | 40702| ENGL | 1010 | 002 | M   | 3.000| Introduction to Writing: Academic Prose   |                   | MWF  | 07:30| $50  | Books | 19  | 19  | 0   | 40      | 0       | 40     | 0      | 0      | (T.B.A.) Staff (P) | 08/30-12/17 | RWST 113 |
| C      | 40703| ENGL | 1010 | 003 | M   | 3.000| Introduction to Writing: Academic Prose   |                   | MWF  | 07:30| $50  | Books | 19  | 19  | 0   | 40      | 0       | 40     | 0      | 0      | (T.B.A.) Staff (P) | 08/30-12/17 | RWST 114 |
|        | 40704| ENGL | 1010 | 004 | M   | 3.000| Introduction to Writing: Academic Prose   |                   | MWF  | 07:30| $50  | Books | 19  | 18  | 1   | 40      | 0       | 40     | 0      | 0      | (T.B.A.) Staff (P) | 08/30-12/17 | RWST 306 |
| C      | 40705| ENGL | 1010 | 005 | M   | 3.000| Introduction to Writing: Academic Prose   |                   | MWF  | 07:30| $50  | Books | 19  | 19  | 0   | 40      | 0       | 40     | 0      | 0      | (T.B.A.) Staff (P) | 08/30-12/17 | RWST 214 |
| C      | 40745| ENGL | 1010 | 006 | M   | 3.000| Introduction to Writing: Academic Prose   |                   | MWF  | 07:30| $50  | Books | 19  | 19  | 0   | 40      | 0       | 40     | 0      | 0      | (T.B.A.) Staff (P) | 08/30-12/17 | BUS 214  |
| C      | 40707| ENGL | 1010 | 007 | M   | 3.000| Introduction to Writing: Academic Prose   |                   | MWF  | 08:30| $50  | Books | 19  | 19  | 0   | 40      | 0       | 40     | 0      | 0      | (T.B.A.) Staff (P) | 08/30-12/17 | RWST 114 |
**WL:** Waitlist

**WL Cap:** How many students can be on the waitlist

**WL Act:** How many students are on the waitlist

**WL Rem:** How many open seats are on the waitlist

<table>
<thead>
<tr>
<th>Sections Found</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select</strong></td>
<td><strong>CRN</strong></td>
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<td>---------------</td>
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</tr>
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<td>C 40737</td>
<td>ENGL 1010 000 M</td>
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<td>ENGL 1010 006 M</td>
</tr>
<tr>
<td>C 40707</td>
<td>ENGL 1010 007 M</td>
</tr>
</tbody>
</table>
XL = Cross List
XL Cap: How many total students allowed in a cross listed class
XL Act: How many students are enrolled in a cross listed class
XL Rem: How many open seats are available

Example: ENGL 2210 is a class that is cross listed with ANTH 2210 & HIST 2210
You can see that 12 students are registered for ENGL 2210 with a remaining cap of 23. The XL Act shows that there are really 34 students registered for the cross listed courses which leaves 1 slot open for a student to register for. If the XL Cap is zero, then the course is not cross listed.
Student is Registered or Waitlisted already

- Seats Remaining
  - Students might be able register for this class if the enrollment cap has not been met and if there is not a waitlist

C=Closed
  - Waitlist may be available (refer to WL Rem column)
- Write down the CRN for the class you want to waitlist
- Click Add to Worksheet
Type in the CRN you wrote down into the CRN box
Click Submit Changes
After you click Submit Changes, the screen will say ‘Registration Add Errors’
- Click on the drop down box
- Click Waitlist
- Click Submit Changes
After submitting your changes you will be able to view the classes for which you are registered and waitlisted.
To view your position on the Waitlist go to your Student Detail Schedule by doing the following:

- Click the Student Tab
- Click on Registration
- Click Student Detail Schedule
- Select a Term
- Click Submit
Waitlist Positions

- When you place a submission to be on a waitlist, you will be assigned a waitlist position on a first come, first-served basis.
- If your waitlist position is number 1 (one), it means that you are next in line to receive an e-mail when an open seat becomes available.
- If you are in the number 1 position when a seat becomes available, you will move into the number 0 (zero) position and an e-mail will be sent to your “preferred” e-mail address in Access (Banner).
- With a 0 position you will be able to register for the class.
View your Waitlist Position

Once your waitlist position changes to 0, you will receive an email notification to your preferred email address stating that you can now add the class. You will have 24 hours from the time the email was sent to you to register for the class.
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-2013 02:17 PM.

- Login into the ACCESS (Banner) system: [www.usu.edu/myusu/](http://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-2013 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 August 14 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-2013 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/](http://usu.edu/registrar/waitlisting/)

Utah State University
Office of the Registrar
registrar@usu.edu
(435) 797-1116
To Register for a class you previously waitlisted

- Log into Access Banner
- Go to Add or Drop Classes
- Click the Drop down arrow on the class you are waitlisted for
- Click **Web Registered**
- Click Submit Changes
To Drop Waitlisted Courses

- Log into Access Banner
- Go to Add or Drop Classes
- Click the Drop down arrow on the class you are waitlisted for
- Click DROP WEB
- Click Submit Changes

During the 24-hour window, a student can add or drop the waitlisted class in the Add or Drop Classes screen in Banner. To add the class, enter the CRN in the ‘Add Classes Worksheet’ and click submit. This will register the student for the course.
When you receive a waitlist email notifying you that you can now add the waitlisted class (unless you have a registration hold), there are a few steps you need to take:

1. See if you are registered for the same class, but a different section.

2. If you are registered for the same class, but a different section you need to drop the section you are registered for so you can add the waitlisted section.

3. Make sure that you will not have a time conflict for the waitlisted class you are going to register for.

4. Register for the waitlisted section.

* If you are waitlisted for other sections that you no longer want, PLEASE drop them! This will enable other students to move up on the waitlist.
How the Purge will affect you:

- Students that have a tuition balance at the time of a fee payment deadline may be dropped from their registered classes **AND** any classes they have waitlisted.

- Students that have paid their tuition balance by the fee payment deadlines will not be dropped from their registered classes and may move up on the waitlist.
Fall 2013 Fee Payment Deadlines & Purges

August 7: Tuition/Fee Payment Postmark Deadline (Mail)
August 14: Tuition/Fee Due (5pm)
August 15: UNDERGRADUATE PURGE

August 26: USU Eastern tuition/fee payment due
September 6: Tuition/Fee Due (5pm)
September 7-8: PURGE

*Students with unpaid balances may be charged a $100 late tuition payment fee.*
Summary

- Log into Access Banner
- Register for classes
  * If classes are full, add yourself to a waitlist
- Check your email often; at least twice a day for waitlist email notifications
- Clear all Registration Holds as soon as possible to prevent registration problems
  - Type of Holds: Past Due Balance Hold, Advisor Hold, SOAR Hold, Library Fine Hold, Parking Fine Hold, etc.
- Make sure your fees are paid in full!

*FYI: to waitlist a class you must meet all course requirements