How to use Registration Waitlists

This document includes tutorials for the links listed below. Click the link to go to the section you need. Click the section title to return to this menu.

How do waitlists Work? | Register for Classes | Wait listing a Class | Registering for a Wait Listed Course Once You Have Been Notified by Email | Removing a Wait Listed Course

NOTE: Not all departments are using the waitlist functionality.

HOW DO WAITLISTS WORK?

- Students who attempt to register for a class that is full or ‘Closed’ may put themselves on a waiting list.
- The wait list queue works on a **first-come, first-served basis**.
- When a seat becomes available, an email will be sent to the student at the top of the waiting list via their ECU email.
- The student will have 24-36 hours from the delivery of the email to add the class.
- All Holds and Registration Restrictions will still apply to be eligible to waitlist a class.

REGISTER FOR CLASSES

2. Click on the One Stop button.
3. Enter your **Pirate ID and Passphrase** and click the **Submit** button.
4. Click on the Banner Self-Service link in the Banner Box and register for classes.

5. From the Banner Self-Service main menu, Select Student.

6. Click Registration

7. Click Add or Drop Classes

7. Refer to the Banner Registration tutorial for additional help with registering for classes.
WAIT LISTING A CLASS

1. To find a class, enter the course CRN number and click the Submit Changes button OR do a Class Search in the Add Classes Worksheet.

![Add Classes Worksheet]

2. If a course is full or “Closed”, you will receive a Registration Add Error including the class status and the total number of students on the waitlist. In this example it is 4.

![Registration Add Errors]

3. To add yourself to the wait list, select Wait List from the Action pull down menu.

![Registration Add Errors]

4. Click the Submit Changes button to be added to the course wait list.

![Registration Add Errors]

5. The course will be added to your current schedule as a wait listed class.

![Current Schedule]
6. You will be NOTIFIED BY EMAIL when a spot in the course has opened.

7. You will have 24-36 HOURS from the time the email was sent to you TO REGISTER FOR THE COURSE. PLEASE READ YOUR EMAIL CAREFULLY TO MAKE SURE YOU REGISTER IN THE ALOTTED TIME FRAME. If you do not register for the course within that time frame an email will be sent to the next person on the waiting list.

REGISTERING FOR A WAIT LISTED COURSE ONCE YOU HAVE BEEN NOTIFIED BY EMAIL.

1. Access your course registration form from Banner Self Service.

2. Select **Web Registered** from the Action pull down menu.

3. Click the Submit Changes button.

REMOVING YOURSELF FROM A COURSE WAIT LIST

1. Access your course registration form from Banner Self Service.

2. Select **Web Dropped** from the Action pull down menu.

3. Click the Submit Changes button.