How to Waitlist a Course in Self-Service Banner 9

1) Login to PAWS and go to the Student tab and click Registration.

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| |
| Personal Information Alumni and Friends Student Facult |
| Search Go |
| Student |
| |
| Registration Check your registration status, class schedule and add or drop classes |
| Student Records |
| Student Account |
| View your account summaries, holds, statement/payment history and tax information |
| Student Parking Permits and Citations Buy Parking Permits or pay Citations. |
| 9x Student Profile |
| Registration |
| 9x Schedule Planner |
| Additional Course Costs |
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2) It will lead the student to the following screen, where you will click on Register for Classes.

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|---------------------------|--|----------|---|
| Student - Reg | stration | | |
| Registration | | | |
| What would you lik | e to do? | | _ |
| View regi | for Registration station status, update student term data, and complete pre-registration requirements. | = | Register for Classes Search and register for your classes. You can also view and manage your schedule. |
| Eise Stan Ah Give your | ead celf a head start by building plans. When you're ready to repister, you'll be able to load these plans. | | Browse Classes Looking for classes? In this section you can browse classes you find interesting. |
| View Re View your | gistration Information past schedules and your ungraded classes. | I | Browse Course Catalog Look up basic course information like subject, course and description. |
| | | | |
| | | | |

3) Select the term and enter your Registration PIN.

| Student • Registration • Select a Term |
|--|
| Select a Term |
| |
| Terms Open for Registration |
| Spring 2024 |
| Alternate PIN* |
| |
| Continue |
| |
| |

4) Find the course you want to add using the search box on top, and then look at the bottom right to find the course you need to waitlist. It will show an Error Preventing Registration message.

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|--|-------------------------------------|--------------|------------------------------------|------------|--------|----------|-----|---|---|---|---|---|--|--|---|------------|
| Student - Reg | istration - Se | lect a Term | Register f | or Classes | | | | | | | | | | | | |
| Register for Cla | asses | | | | | | | | | | | | | | | |
| Find Classes Enlar | CENs Schedule and | Colons | | | | | | | | | | | | | | |
| Enter Your Search C Term: Spring 2024 | riteria O | | | | | | | | | | | | | | | |
| | Subject | | | | | | | | | | | | | | | |
| | Course Number | | | | | - | | | | | | | | | | |
| | Keyword | | | | | 1 | | | | | | | | | | |
| | C | | | | | | | | | | | | | | | |
| | | Pearch Forst | Contraticution | 0 | | | | | | | | | | | | |
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| | | | | | | | - 3 | | | | | | | | | |
| - Schedule - Sch | idule Details | | | | | | | [] sources | | _ | | | | | | |
| Sunday | 0009 | | | | | | | | | | | | | | | |
| diam. | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | Tate | Details | Hours | CRN | Schedule Type | Status | Action | | ¢. |
| oam | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | Title Advanced Analysis and Devel | Details HCM 5610, 600 | Hours 3 | CRN 32954 | Schedule Type Online | Status Registered | Action | • | ¢. |
| 7am | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | • | Title Advanced Analysis and Devel African American Social Mox | Details HCM 5610, 600 AFR 2000G, 001 | Hours 3 0 | CRN 32954 31924 | Schedule Type Online Lecture | Status Registered Withdrawn | Action None None | • | ¢. |
| 7am | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | • | Title Advanced Analysis and Devel African American Social Mox Biological Principles and Issues | Details HCM 5610, 600 AFR 2000G, 001 BIO 1001G, 001 | Hours 3 0 3 | CRN 32954 31924 30305 | Schedule Type Online Lecture Lecture Lab Co | Status Registered Withdrawn Registered | Action None None None | • | \$. |
| 7am Bam | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | I | Title Advanced Analysis and Devel Adrican American Social Mox Biological Principles and Issues Biological Principles and Issues | Details HCM 5610, 600 AFR 2000G, 001 BIO 1001G, 001 BIO 1001G, 005 | Hours 3 0 3 0 0 0 | CRN 32954 31924 30305 30504 | Schedule Type Online Lecture Lecture Lab Co Lecture Lab Co | Status Registered Withdrawn Registered Withdrawn | Action None None None None | • | ¢. |
| 7am Bam Bam | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Î | Title Advanced Analysis and Devel – Adman American Social Max – Biological Principles and Issues Biological Principles and Issues Biological Principles and Issues | Details HCM 5610, 600 AFR 2000G, 001 BIO 1001G, 001 BIO 1001G, 005 BIO 1001G, 005 | Hours 3 0 3 0 0 0 0 | CRN 32954 31924 30305 30504 32135 | Schedule Type Online Lecture LectureLab Co LectureLab Co LectureLab Co | Status Registered Withdrawn Registered Withdrawn Withdrawn | Action None None None None None | • | \$. |
| 7am Bam Bam | Monday Ornangunan Ahara Shota | Tuesday | Wednesday | Thursday | Finday | Saturday | Î | The Advanced Analysis and Devel Advanced Analysis and Devel Advanced Analysis and Issues Biological Principles and Issues Biological Principles and Issues Business Creations in State | Details HCM 5610, 600 AFR 2000G, 001 BIO 1001G, 001 BIO 1001G, 005 BIO 1001G, 006 MBA 5001, 001 | Hours 3 0 3 0 0 0 0 | CRN 32954 31924 30305 30504 32135 31005 | Schedule Type Online Lecture Lecture/Lab Co Lecture/Lab Co Lecture/Lab Co Lecture | Status Registered Withdrawn Registered Withdrawn Withdrawn Withdrawn | Action None None None None None None | • | ¢. |
| aam Baam Baam Daam 11aam | Monday | Tuesday | Wednesday | Thursday | Finday | Səturdəy | Ì | The Advanced Analysis and Devel Advanced Analysis and Devel Advant American Social Mov - Robescal Princeles and Issues Bebescal Princeles and Issues Bebescal Princeles and Issues Business Coerdions in Suita | Details HCM 5610, 600 AFR 2000G, 001 BIO 1001G, 001 BIO 1001G, 005 BIO 1001G, 005 MBA 5001, 001 | Hours 3 0 3 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | CRN 32954 31924 30305 30504 32135 31005 | Schedule Type Online Lecture LectureLab Co LectureLab Co LectureLab Co Lecture | Status Registered Withdrawn Registered Withdrawn Withdrawn Withdrawn | Action None None None None None | | \$. |

5) Click on the drop-down menu by the course and choose Wait Listed.

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| Introduction to Speech Com | CMN 1310G, 001 | 3 | 30001 | Lecture | Errors Preventing Regi | Remove | |
|----------------------------------|----------------|---|-------|----------------|------------------------|--------------------|--|
| Advanced Analysis and Deve | HCM 5610, 600 | 3 | 32954 | Online | Registered | Remove | |
| African American Social Mov | AFR 2000G, 001 | 0 | 31924 | Lecture | Withdrawn | **Web Registered** | |
| Biological Principles and Issues | BIO 1001G, 001 | 3 | 30305 | Lecture/Lab Co | Registered | Wait Listed | |
| | | | | | | | |

6) Click Submit, and the status will change as shown below. You get a popup in the top right of your screen, and the status changes by the course. Then you are done!

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|----------------------------|----------------|------------|--------------|---------------|------------|-----------|
| | <u>IN 1310</u> | <u>G C</u> | <u>RN 30</u> | 0001: Cl | osed - 0 W | aitlisted |
| | | | | | | |
| Title | Details | Hours | CRN | Schedule Type | Status | Action |
| Introduction to Speech Com | CMN 1310G, 001 | 0 | 30001 | Lecture | Waitlisted | None |

Note: Waitlisting works in Schedule Planner, too. When you try to register for the course, Schedule Planner will tell you on the Registration Results pop-up that you are **not** registered for that course and allow you to choose Wait Listed from the menu. Click OK, and you are done!

| Registration Results | | |
|---|---|---|
| You are not registered for the following courses ENG-1001G, 001, Berry, Lucinda A | but waitlisting is available Wait Listed | • |
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