



# Faculty Guide to Viewing Roster & Waitlist

Created April 2021

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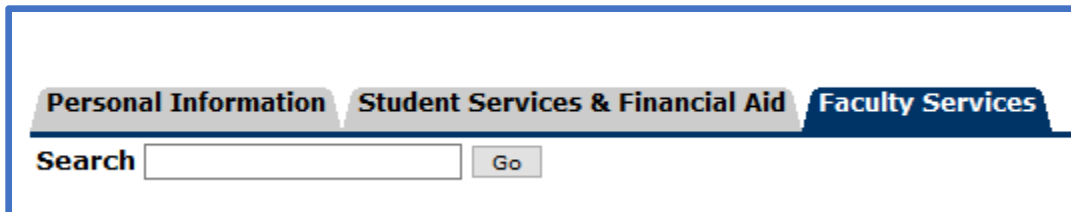
## Logging In & Navigating Self Service Faculty Class List

### Purpose of the Class List




- View Faculty Schedule
- View Student Rosters
- View summary of Class List and Waitlist Students
- View the Enrollment Counts for your Roster
- View the Course Catalog and Schedule Listing for Faculty Schedule
- Email one or more students in a class: If you are emailing more than 1 student, please use the bcc feature to email students. Email addresses are not considered directory information at UWG.
- Print Class List or Waitlist Summary
- Export Class List or Waitlist Summary

### Step 1: Logging in

- Login to Banweb from the [Banner Resources](#) webpage by selecting Banner Web under the ‘Production Environment’ heading, using your UWG credentials.
- Click on the ‘Faculty Services’ tab shown in the first image or the “Faculty and Advisors” link as shown in the second image.



## Main Menu

-  [Personal Information](#)  
View or update your address(es), phone number(s), e-mail address(es), emergency contact information,
-  [Student Services and Financial Aid](#)  
Apply for Admission, Register, View your academic records and Financial Aid
-  [Faculty and Advisors](#)  
Enter Grades and Registration Overrides, View Class Lists and Student Information
- [Wolf Watch Sign On](#)  
Advising Tracking and Degree Audit
- [Wolf Watch](#)  
Advising Tracking and Degree Audit
- [Transfer Articulation](#)
- [Student Transfer Evaluation](#)
- [Who is my advisor](#)
- [Campus Carry](#)
- [Banner Batch Job Application Areas](#)  
Banner Batch Job Application Areas


**RELEASE: 8.9.1.3**

Step 2: Click on the Faculty Self-Service Link

Personal Information Student Services & Financial Aid **Faculty Services**

Search

### Faculty & Advisors Menu

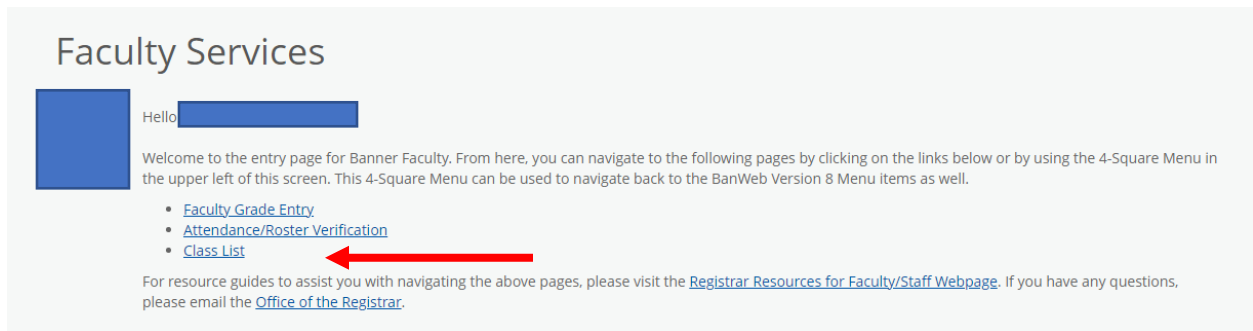
- [Advisor Menu](#)  
View a student's transcript; View a student's grades; Remove Advisor Holds.
- [Attendance/Roster Verification](#)
- [Crosslisting](#)  
Combine multiple sections into one
- [Faculty Self-Service \(New\)](#) 
- [Registration Add/Drop/Withdraw \( Classic \)](#)
- [Registration Add/Drop/Withdraw \( New \)](#)
- [Student Menu](#)  
Display student information; View a student's schedule; Process registration overrides; Process a student's registration; Change a student's class options.

**RELEASE: 8.9.1.3**

This will take you to the new Self Service Banner 9 Faculty Services Page.

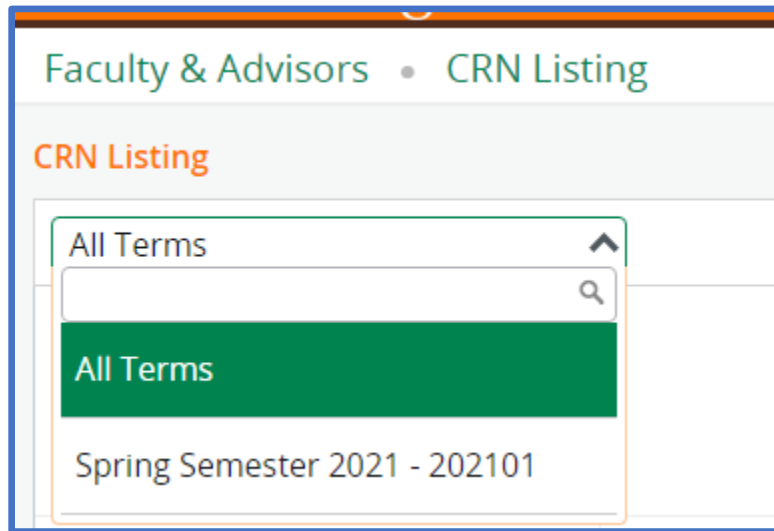
Once you are on the new Faculty Self-Service page in SSB9, you can **return to the Faculty & Advisor Menu** in version 8 by clicking on the 4-square menu in the upper left corner of the UWG Banner, selecting Banner, Faculty and Advisors, then whichever link in BanWeb Version 8 you wish to view.

### Step 3: Click on the Class List Link



### Step 4: Start Viewing your Rosters

You are now on the CRN Listing Page. From this page, you can select which term you would like to view or select “All Terms” to view all of your rosters available. Use the dropdown menu which defaults to All Terms to change the term.




In addition to selecting the terms you wish to view, you can also change the columns around or limit what is visible on your screen. To re-organize the columns, simply click on a column heading and drag it and drop it in the new location. In the example below, the “Enrollment Count” column has been moved to the left.

**CRN Listing**

All Terms ▼

Select Course

Subject	Course Title	CRN	Enrollment Count
CRIM 4255, E01	Youth, Crime and Community	50123	1




**CRN Listing**

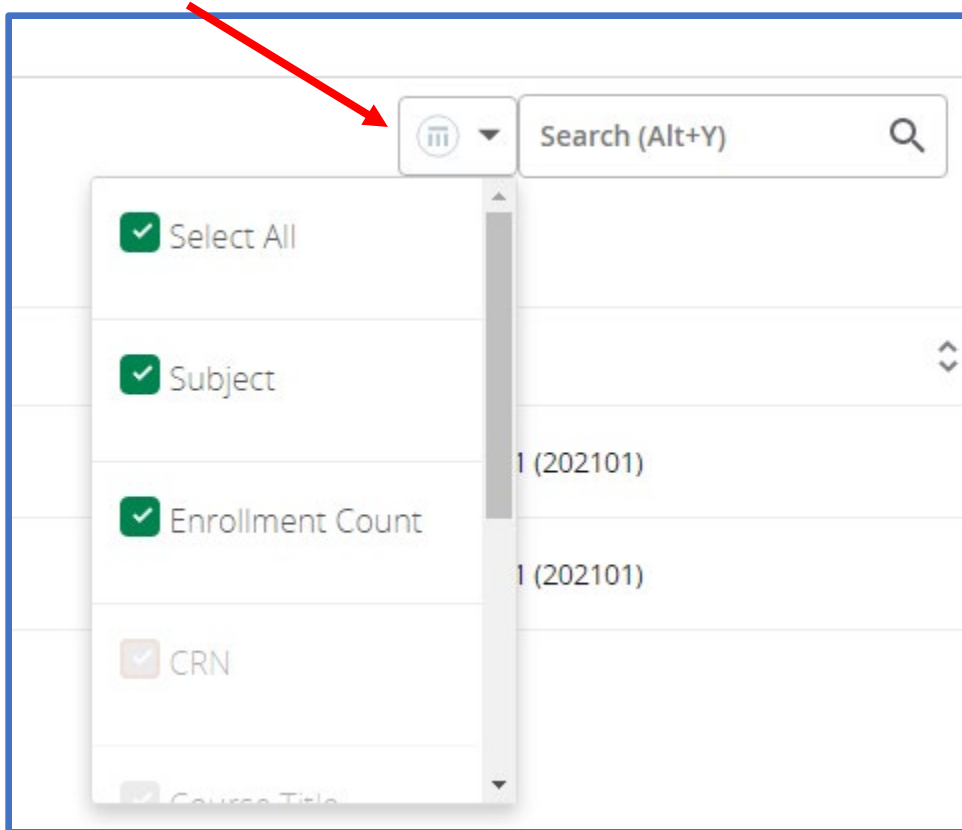
All Terms ▼

Select Course

Subject	Enrollment Count	Course Title	CRN
CRIM 4255, E01	1	Youth, Crime and Community	50123



To remove or add columns, use the dropdown on the righthand side of your screen next to the mini Parthenon. Note that CRN and Course Title cannot be removed from the view.



### Step 5: Drilling Down to Each CRN

You may notice, there do not appear to be hyperlinks on the Class List page, but there are.

**Click on the CRN Number** to view the following Class Details:

\*\*\*Please note the information you will see under Course Description will be information entered into the Section Long Text field in SSATEXT for the section, not the course description from the Academic Catalog.

Class Details for Art Appreciation Visual and Performing Arts 1100 1AG
✕

Term: 202101 | CRN: 11563

Class Details	<b>Associated Term:</b> Spring Semester 2021 <b>CRN:</b> 11563
Bookstore Links	<b>Campus:</b> eCore <b>Schedule Type:</b> Asynchronous Instruction
Course Description	<b>Instructional Method:</b> 100% Online <b>Section Number:</b> 1AG
Attributes	<b>Subject:</b> Visual and Performing Arts <b>Course Number:</b> 1100
Restrictions	<b>Title:</b> Art Appreciation <b>Credit Hours:</b> 3
Instructor/Meeting Times	<b>Grade Mode:</b> No Section specified grade mode, please see Catalog link below for more information.
Enrollment/Waitlist	
Corequisites	
Prerequisites	
Cross Listed Courses	
Linked Sections	
Fees	
Catalog	

**Click on the Course Title** to see the following Course Details:

\*\*\*Please note the information you will see under Course Description will be the Course Description from the Course Level and should match the description in the Academic Catalog for the specified term.



**Course Details for ARTS 1100, Art Appreciation** ✕

Term: 202101

<b>Catalog</b>	<b>Title:</b> Art Appreciation
<b>Course Description</b>	<b>College:</b> Coll of Arts/Cult.& Sci Inq. 20
<b>Attributes</b>	<b>Division:</b>
<b>Restrictions</b>	<b>Department:</b> Art, History & Philosophy AHP
<b>Corequisites</b>	<b>Hours:</b>
<b>Prerequisites</b>	Credit Hours: 3
<b>Fees</b>	Lecture: 3
	Lab:
	Other:
	<b>Levels:</b>
	Undergraduate-Semester System US
	<b>Grading Modes:</b>
	Academic Renewal L
	Undergrad. Standard Letter N

Click on the white space in any column within the row for which you wish to pull up the roster.

CRN Listing

All Terms ▼

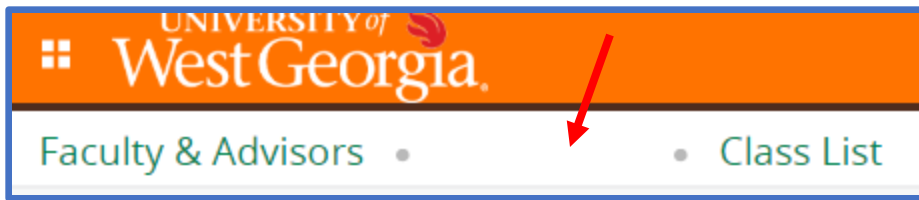
Select Course

Subject	Course Title	CRN	Enrollment Count	Status
ARTS 1100, 1AG	Art Appreciation	11563	4	Active
NURS 2101, 91	Pathophysiology & Pharm I	12654	41	Active

### Step 6: View the Class List

Once you have clicked on the white space between columns, from the CRN Listing page, to select the CRN you wish to review, you will see your Class List/Roster. You can view your Class List in Summary View or Detail View.

\*\*\*To navigate back to your CRN Listing, click on the white space between Faculty & Advisors and Class List. This is a known issue with Ellucian that our link does not appear due to our page branding.\*\*\*



### Summary View

To view a condensed version or summary of your Class List select the Summary View from the middle righthand of your screen.

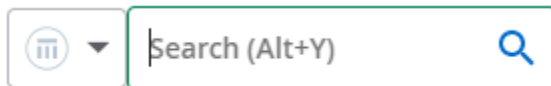
Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	20	1	19
Wait List	20	0	20
Cross List	0	0	0

Summary View ▾

Search (Alt+Y) 🔍

▾ Credit Hours ▾ Midterm ▾ Final ▾ Class ▾

For large classes, you have the option to search or filter the class list.



### Detail View

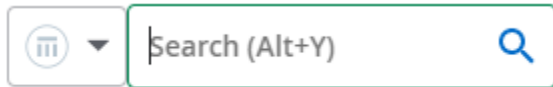
To view additional details about the students registered for your course, the Detail View is recommended.

Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	20	1	19
Wait List	20	0	20
Cross List	0	0	0

Detail View ▾

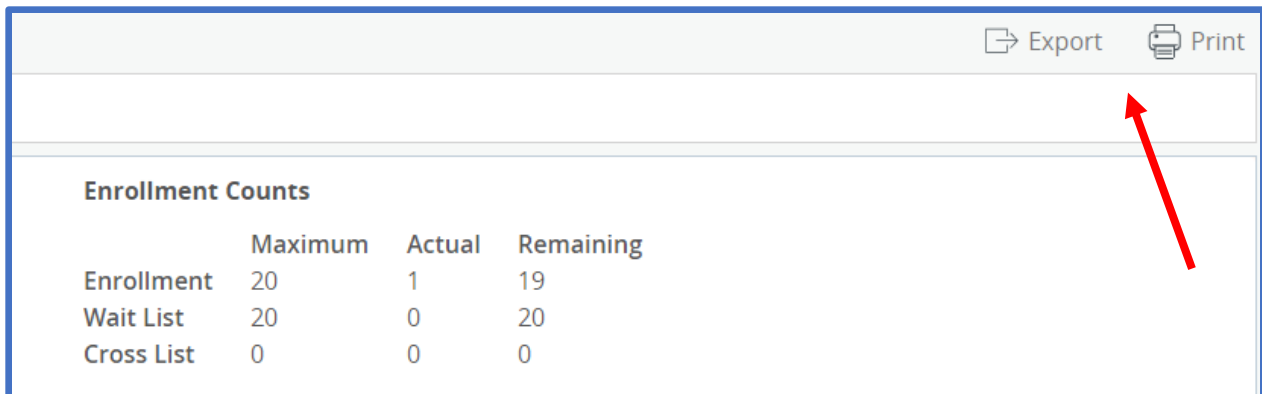
Search (Alt+Y) 🔍

For large classes, you have the option to search or filter the class list.



### Step 7: Export or Print your Class List

When viewing a class list, you can export or print the Class List. You can find the links to export or print in the upper righthand corner of your Class List.



Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	20	1	19
Wait List	20	0	20
Cross List	0	0	0

If you choose to export the class list, you will receive a pop-up. If you are using a version of excel older than 2007, choose .xls. If you are using a newer version of excel, choose .xlsx. Make your selection and then click “Export” to receive the class list in an Excel spreadsheet format.



Export files as

- Excel Spreadsheet - .xls
- Excel Spreadsheet - .xlsx

Export

1	<b>Course Information</b>								
2	<b>Course Title</b>	Youth, Crime and Community - CRIM 4255 E01							
3	<b>Term</b>	Summer Semester 2021 - 202105							
4	<b>CRN</b>	50123							
5	<b>Duration</b>	06/28/2021 - 07/23/2021							
6	<b>Status</b>	Active							
7									
8	<b>Enrollment Counts</b>								
9		<b>Maximum</b>	<b>Actual</b>	<b>Remaining</b>					
10	Enrollment	20	1	19					
11	Wait List	20	0	20					
12	Cross List	0	0	0					
13									
14	<b>Summary Class List</b>								
15	<b>Student Name</b>	<b>ID</b>	<b>Registration Status</b>	<b>Level</b>	<b>Credit Hours</b>	<b>Midterm</b>	<b>Final</b>	<b>Class</b>	
16			**Registered**	Undergraduate-Semester System	3	No Access	Enter Grade	Junior	

If you choose to print a copy, it will be a printable screenshot that will appear in a new window.

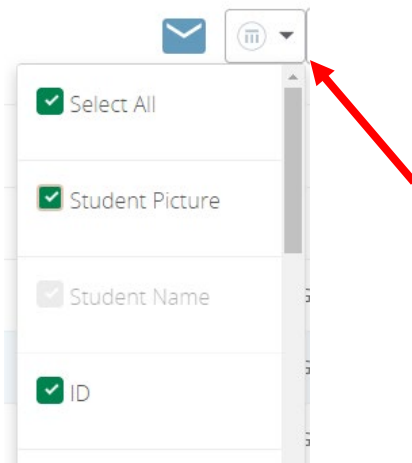
Example of Printable Copy under Summary View.

4/13/2021		Class List - Summary																						
Class List - Summary																								
<b>Course Information</b> Youth, Crime and Community - CRIM 4255 E01 Term: Summer Semester 2021 - 202105 CRN: 50123 Duration: 06/28/2021 - 07/23/2021 Status: Active					<b>Enrollment Counts</b> <table border="1"> <thead> <tr> <th></th> <th>Maximum</th> <th>Actual</th> <th>Remaining</th> </tr> </thead> <tbody> <tr> <td>Enrollment</td> <td>20</td> <td>1</td> <td>19</td> </tr> <tr> <td>Wait List</td> <td>20</td> <td>0</td> <td>20</td> </tr> <tr> <td>Cross List</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>					Maximum	Actual	Remaining	Enrollment	20	1	19	Wait List	20	0	20	Cross List	0	0	0
	Maximum	Actual	Remaining																					
Enrollment	20	1	19																					
Wait List	20	0	20																					
Cross List	0	0	0																					
<b>Student Name</b>	<b>ID</b>	<b>Registration Status</b>	<b>Level</b>	<b>Credit Hours</b>	<b>Midterm</b>	<b>Final</b>	<b>Class</b>																	
		**Registered**	Undergraduate-Semester System	3	No Access	Enter Grade	Junior																	
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Example of a Printable Copy under Detail View

Class List - Detail							
<b>Course Information</b>				<b>Enrollment Counts</b>			
Youth, Crime and Community - CRIM 4255 E01				Maximum Actual Remaining			
Term: Summer Semester 2021 - 202105				Enrollment 20 1 19			
CRN: 50123				Wait List 20 0 20			
Duration: 06/28/2021 - 07/23/2021				Cross List 0 0 0			
Status: Active							
Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
		**Registered**	Undergraduate-Semester System	3	No Access	Enter Grade	Junior
Degree	1- Bachelor of Science in Nursing						
Study Path							
Level	Undergraduate-Semester System						
Program							
Catalog Term	Fall Semester 2020						
Admit Term	Fall Semester 2018						
College	School of Nursing						
Campus	Newnan, GA Resident Center						
Major, Department and Concentration	Major: Nursing						
Minor							
Concentration							
Other field of study							
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You may also adjust the viewable student information by clicking the mini Parthenon icon for options. Simply check or uncheck relative information or leave it set as “Select All”.



One other item to note, if you click the student’s 917# in the class list, a pop-up will display additional student information that may be useful.

Degree: Non-degree Undergrads	
Study Path	
Level	Undergraduate-Semester System
Program	
Catalog Term	Fall Semester 2020
Admit Term	Fall Semester 2020
College	No College Designated
Campus	Carrollton Campus
Major	
Undeclared	
Department	

### Step 8: Email Students on your Roster



To email students on your roster, there are a couple of options.


**To email a single student:** Hover over a single student name on the class list and a pop-up will appear with the student's email address listed. You can then click on the email address to email the student.


**To email the entire class:** select all of the students by clicking the check box at the top of the class list to select all, then clicking on the email icon on the right hand of your screen. \*\*\*Please note that at this time you cannot select a partial list of students to email using this feature. You will need to select all, then remove students individually from your email server. The Registrar's Office is working with Ellucian to make this available.

Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	13	13	0
Wait List	5	1	4
Cross List	0	0	0

Summary View ▼



# Waitlisting

## Things to Remember

- If you have a section that allows for waitlisting, no seat overrides should be processed for students until faculty receives notification from the Registrar’s Office during the add/drop period. Providing overrides will cause issues with the waitlist functionality.
- UWG does not currently offer waitlisting during summer semesters.
- At any time, you can **return to the Faculty & Advisor Menu** by clicking on the 4-square menu in the upper left corner of the UWG Banner, selecting Banner, Faculty and Advisors, then whichever link in BanWeb Version 8 you wish to view.

## Step 1: Navigate to the Class List Page

Use the steps outlined in this document for Logging in and Navigating Self Service Faculty Class List.

## Step 2: Select the Appropriate CRN

Click on the white space in any column within the row for which you wish to pull up the roster.

CRN Listing

All Terms ▾

Select Course

Subject	Course Title	CRN	Enrollment Count	Status
ARTS 1100, 1AG	Art Appreciation	11563	4	Active
NURS 2101, 91	Pathophysiology & Pharm I	12654	41	Active

## Step 3: View Enrollment Counts

You are now on the Class List Page for the CRN selected. At the top of this page you will see a course information summary as well as the enrollment count summary. Within the Enrollment Counts, you will find your Maximum, Actual, and Remaining seat counts for the Wait List.

Class List

Spring Semester 2021 - 202101 NURS 2101 | 12654 ▾

Export Print

Course Information	Enrollment Counts																
<b>Pathophysiology &amp; Pharm I - NURS 2101 91</b> CRN: 12654 Duration: 01/09/2021 - 05/11/2021 Status: Active	<table border="1"><thead><tr><th></th><th>Maximum</th><th>Actual</th><th>Remaining</th></tr></thead><tbody><tr><td>Enrollment</td><td>41</td><td>41</td><td>0</td></tr><tr><td>Wait List</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Cross List</td><td>999</td><td>82</td><td>917</td></tr></tbody></table>		Maximum	Actual	Remaining	Enrollment	41	41	0	Wait List	0	0	0	Cross List	999	82	917
	Maximum	Actual	Remaining														
Enrollment	41	41	0														
Wait List	0	0	0														
Cross List	999	82	917														

Under the Course Information you will find a tab to view your Wait List. Select the Wait List Tab to view students waitlisted for the course.

**Class List**

Spring Semester 2021 - 202101    NURS 2101 | 12654

▼ **Course Information**

**Pathophysiology & Pharm I - NURS 2101 91**  
 CRN: 12654  
 Duration: 01/09/2021 - 05/11/2021  
 Status: Active

**Class List**    **Wait List**

Summary Class List

#### Step 4: View Wait List Positions & Notification Expirations

This page will show all students currently on the wait list for this section, their wait list position, and time of notification expiration. If a student has been notified that a seat is available, they will show a Notification Expires date and time. If the student does not register by this time, they will be dropped from the Wait List during automated processing. The next student on the Wait List will be notified within approximately 15 minutes after the Wait List Notification for the current student expires.

**Class List**    **Wait List**    Summary View

Summary Wait List

✉    (iii)    Search (Alt+Y)    🔍

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Waitlist Position	Notification Expires	Class
<input type="checkbox"/>	[Redacted]	[Redacted]	Wait-Listed	Undergraduate-Semester System	0	1	-	Freshman

#### Step 5: Emailing Students on the Wait List

To email a student on the waitlist, check the box next to the left of the student's name & click the email icon. You can also hover over a single student's name on the wait list and a pop-up will appear with the student's email address. Click on the email address to open your email & email the student.



Class List Wait List Summary View ▾

Summary Wait List ✉ iii Search (Alt+Y) 🔍

<input type="checkbox"/>	Student Name ▾	ID ▾	Registration Status ▾	Level ▾	Credit Hours ▾	Waitlist Position ▾	Notification Expires ▾	Class ▾
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	Wait-Listed	Undergraduate-Semester System	0	1	-	Freshman

Please send all questions to [registrar@westga.edu](mailto:registrar@westga.edu)