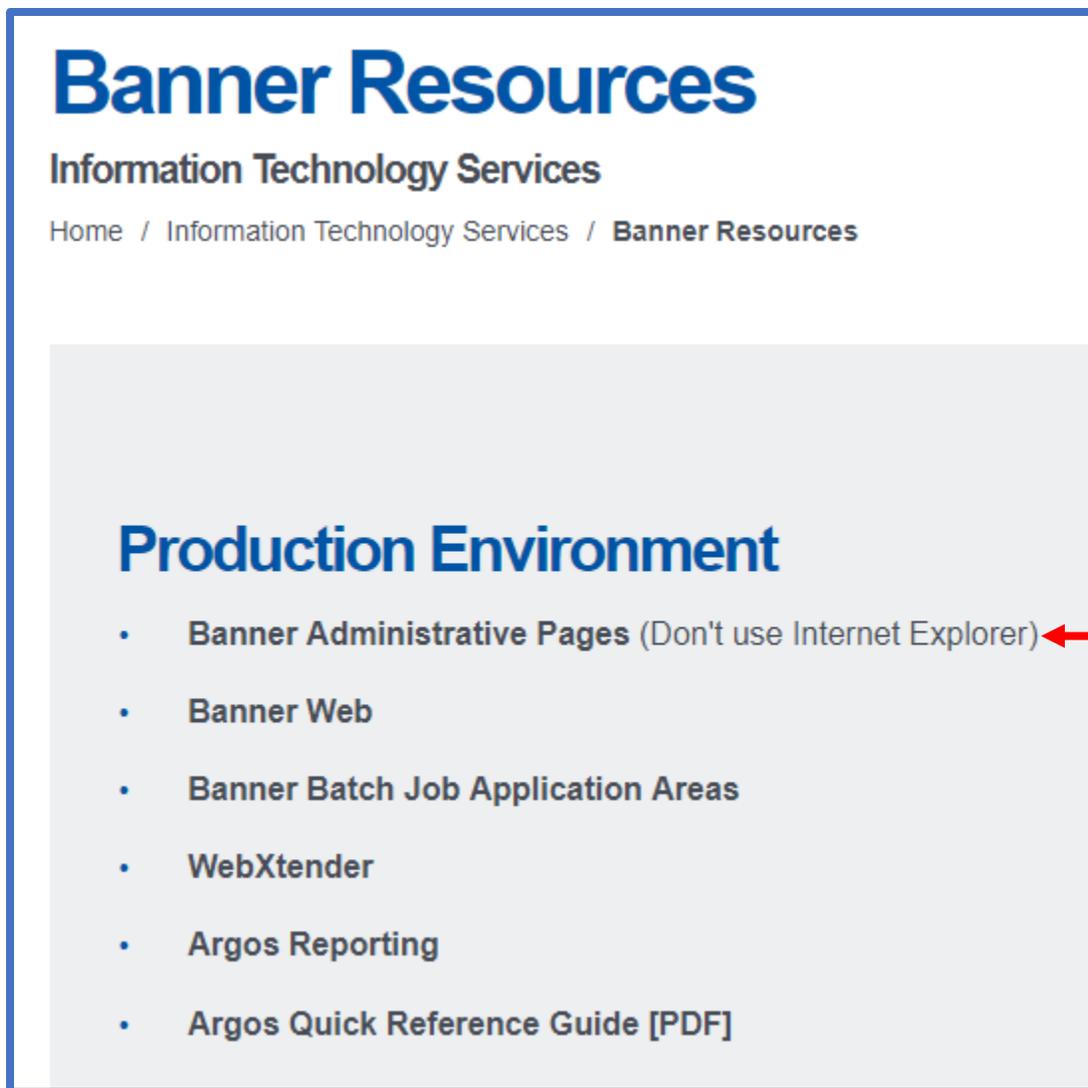


Wait Listing View in Banner for Administrative Personnel in Departments

This documentation will guide administrative personnel through viewing wait list seats and students in sections via Banner.

VERY IMPORTANT: If you have a section that allows for waitlisting, no seat overrides should be processed for students. Providing seat overrides for students will cause issues with the wait list functionality.

1. Login to Banner using UWG credentials. To navigate to the Banner login page visit www.westga.edu/its/banner-resources.php and click on **Banner Administrative Pages** under Production Environment.



The screenshot shows the Banner Resources page for Information Technology Services. The breadcrumb trail is Home / Information Technology Services / Banner Resources. The main heading is Production Environment, followed by a list of links: Banner Administrative Pages (Don't use Internet Explorer), Banner Web, Banner Batch Job Application Areas, WebXtender, Argos Reporting, and Argos Quick Reference Guide [PDF]. A red arrow points to the first link.

Banner Resources

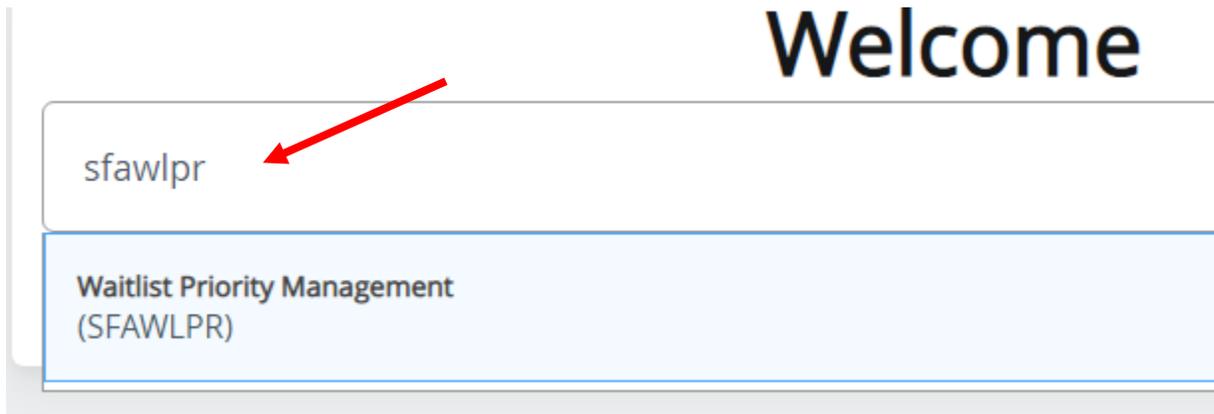
Information Technology Services

Home / Information Technology Services / **Banner Resources**

Production Environment

- **Banner Administrative Pages** (Don't use Internet Explorer)
- Banner Web
- Banner Batch Job Application Areas
- WebXtender
- Argos Reporting
- Argos Quick Reference Guide [PDF]

2. Once you are logged in to Banner, type in SFAWLPR and enter to view students currently on the wait list for a specific CRN. Please note this form will not show students that have been notified of seat availability and the opportunity to register.



3. Type in the Term and CRN of the course section you wish to view and Alt + Page Down or Click 'Go'. This page will show you student 917#s, Names, the order in which they registered for the wait list, date and time they registered for the wait list, and their wait list priority number.

Term: 202001 Spring Semester 2020 CRN: 10624 Subject: PSYC Course: 2010

Class Title: Psychology as a Human Science

Start Over

WAITLIST PRIORITY MANAGEMENT

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin
917551...		46	WL	11/15/2019 15:08	2	System
917561...		47	WL	11/18/2019 00:36	3.000000	System
917536...		48	WL	11/18/2019 01:41	4.000000	System
917507...		50	WL	11/18/2019 08:07	5.000000	System
917574...		51	WL	11/18/2019 09:30	6.000000	System
917550...		53	WL	11/18/2019 09:48	7.000000	System

1 of 1 Per Page Record 1 of 6

4. To view another CRN, click F5 or Start Over to enter a different CRN #.
5. Next, exit out of this form by clicking the 'X' in the upper left hand corner or Ctrl + Q.

- Enter SFIWLNT into the Welcome Screen and enter to view the list of students already notified of seat availability in a specific CRN.

- This form shows student 917#s, names, registration sequence number, registration status (WL- Wait List, RW-Web Registered, RE-Registered), If the student has registered or has the opportunity to register the registration date will show the date of registration or date the student was added to the wait list, wait list priority number, wait list status, date and time student received notification of available seat, and date and time the student’s opportunity to register will end. Please see below for various examples.

Example of a student on the list that received notification of an available seat and registered via BanWeb.

ID	Name	Sequence	Registration Status	Registration Date-Time
91	[redacted]	45	RW	11/18/2019

Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires	Notification Status
1.000000	Registered	11/18/2019 00:01:16	11/19/2019 00:01:16	

Example of a student on the list that received notification of an available seat, did not register, and was dropped from the wait list.

X ellucian Waitlist Notification Query SFIWLNT 9.3.7 (BANT3)				
Term: 202001 Spring Semester 2020 CRN: 13192 Subject: PSYC Course: 3150 Class Title: Abnormal Psychol				
▼ WAITLIST NOTIFICATION QUERY				
ID	Name	Sequence	Registration Status	Registration Date-Time
9172				
Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires	Notification Status
1.000000	Dropped	11/18/2019 08:52:21	11/19/2019 08:52:21	

Example of a student currently on the wait list that has been notified of an available seat. No action has been taken by the student yet.

X ellucian Waitlist Notification Query SFIWLNT 9.3.7 (BANT3)				
Term: 202001 Spring Semester 2020 CRN: 13192 Subject: PSYC Course: 3150 Class Title: Abnormal Psychol				
▼ WAITLIST NOTIFICATION QUERY				
ID	Name	Sequence	Registration Status	Registration Date-Time
9174		43	WL	11/18/2019
Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires	Notification Status
2.000000	Pending	11/19/2019 08:56:11	11/20/2019 08:56:11	

***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 processes in the Office of the Registrar. The next student on the wait list will be notified approximately 15 minutes after the wait list notification for the current student expires.

- You can also view students on the wait list through the Class Roster Form, SFASLST. Students on the wait list will have a course registration status of WL.