Wait Listing View in Banner for Administrative Personnel in Departments

Beginning November 18, 2019, UWG is piloting wait listing functionality in BanWeb with all undergraduate psychology sections. 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 wait listing, no seat overrides should be processed for students. Providing seat overrides for students will cause issues with the wait list functionality. If you wish to allow additional students into your class, please raise the seat capacity by contacting your department or college course section builder.

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

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

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

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.

***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.

8. 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.