Wait Listing View in BanWeb for Faculty

Beginning November 18, 2019, UWG is piloting wait listing functionality in BanWeb with all undergraduate psychology sections. This documentation will guide faculty through viewing wait list seats and students in sections via BanWeb.

**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 Web using UWG credentials. To navigate to the Banner Web login page visit [www.westga.edu/its/banner-resources.php](http://www.westga.edu/its/banner-resources.php) and click on **Banner Web** under Production Environment.
2. Once you are logged in to Banner Web. Click on the **Faculty Services** Tab.

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Student Services &amp; Financial Aid</th>
<th>Faculty Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td></td>
<td>Go</td>
</tr>
</tbody>
</table>

3. Next, Click on the **Faculty Detail Schedule** link.

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**Faculty & Advisors Menu**

- **Student Menu**
  - Display student information
  - View a student's schedule
  - Process registration overrides
  - Process a student's transcript
- **Advisor Menu**
  - View a student's transcript
  - View a student's grades
  - Remove Advisor Holds
- **Faculty Detail Schedule**
- **Faculty Schedule by Day and Time**
- **Detail Class List**
- **Summary Class List**
- **Final Grades**
- **Term Selection**
- **CRN Selection**
- **Class Email List**
- **Attendance Verification**
- **Crosslisting**
  - Combine multiple sections into one
4. Select the appropriate term from the dropdown box and click Submit.

5. This page shows each course on the faculty member’s load for the term selected.
6. To view the wait list information for each course, click on the Wait List Link under Enrollment Counts.

<table>
<thead>
<tr>
<th>Culture and Psychology - 10632 - PSYC 4350 - E01</th>
</tr>
</thead>
</table>
| **Status:** Active  
**Available for Registration:** Oct 23, 2019 - Jan 10, 2020  
**College:** Psychology  
**Department:** College of Social Sciences  
**Part of Term:** 1  
**Course Credits:** 4.000  
**Course Levels:** Undergraduate-Semester System  
**Campus:** Distance Learning Technology  
**Override:** No  
**Syllabus:** Add  
**Rosters:** Classlist  
**Office Hours:** Waitlist  
**Add** |

<table>
<thead>
<tr>
<th><strong>Enrollment Counts</strong></th>
</tr>
</thead>
</table>
| **Enrollment:** 35  
**Wait List:** 35  
**Cross List:** 1  
**Maximum:** 35  
**Actual:** 35  
**Remaining:** 1 |

<table>
<thead>
<tr>
<th><strong>Scheduled Meeting Times</strong></th>
</tr>
</thead>
</table>
| **Type**  
**Time**  
**Days**  
**Building**  
**Course** |
| **Room #**  
**Date Range**  
Jan 04, 2020 - May 05, 2020  
**Schedule Type**  
Asynchronous Instruction  
**Instructors** |

Class 304  
Intnet - INTERNET BASED COURSE  
[P]
7. You will now be on the Summary Faculty Class List page. This page will show all students currently on the wait list for this course as well as their wait list position. You will also be able to see the students’ email addresses by clicking on the ‘Display Email List’ at the bottom of the page.

***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.