

# Wait Listing for Students

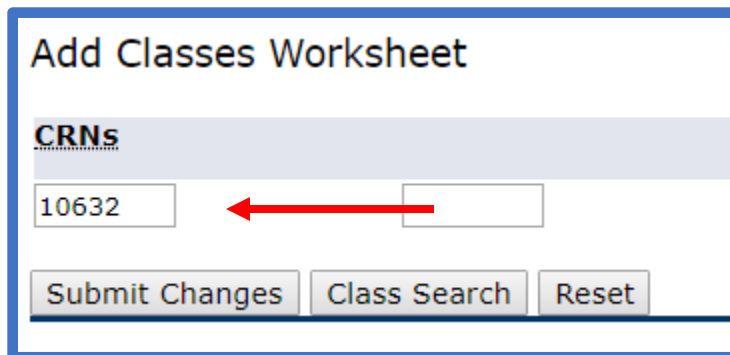
Beginning November 18, 2019, UWG is piloting wait listing functionality in BanWeb with all undergraduate psychology sections. This documentation will guide students through the wait listing process.

## REMEMBER the following if you are on a wait list:

- You are not enrolled/registered for this course.
- You must register for this course in BanWeb if a seat becomes available. It is not automatic.
- You will not be billed for a section with a status of wait list.
- You will be dropped from the wait list and lose your position on the wait list if you do not register in BanWeb by the deadline you are given in your myUWG email.
- The Schedule of Classes may show there is an open seat, but please note if there are students on the waitlist these seats are held for this student population. The next student on the waitlist will be notified and given 24 hours to register, if a seat is showing as available.

## How to Wait List a course section that is full, but has wait list seats available.

1. Login to BanWeb, Click on Student Services & Financial Aid, Registration & Fee Payment, and Add/Drop Classes.
2. Select the term you wish to register for from the drop-down menu and submit.
3. You are now able to enter CRN #s from the Schedule of Classes.
4. Enter the CRN of the course section you wish to enroll in and click on 'Submit Changes'.



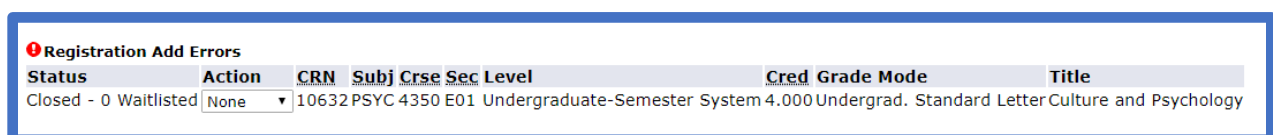
**Add Classes Worksheet**

**CRNs**

10632      ←

Submit Changes   Class Search   Reset

5. If the section is full and you are eligible to register (no pre-requisite, time conflict, or other registration errors), you will receive a Registration Add Error showing the section is closed.



Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	10632	PSYC	4350	E01	Undergraduate-Semester	System 4.000	Undergrad.	Standard Letter	Culture and Psychology

6. If you wish to be added to the wait list, select 'Wait List' from the drop-down menu and click 'Submit Changes'.

Status	Action	CRN	Subj	Crse	Sec	Level
Closed - 0 Waitlisted	Wait List ▼	10632	PSYC	4350	E01	Undergraduate

**Add Classes Worksheet**

**CRNs**

7. You will now see this course with a status of Wait List on your schedule. Please note this status means you are not registered.

**Wait-Listed (This means you are not registered.)** on Dec 04, 2019  10632 PSYC 4350 E01

**Campus:** Distance Learning Technology

**Instructional Method:** Entirely at a distance (E)  
100% online. No face to face meeting required.

## How to view your position on the Wait list.

1. Login to BanWeb, Click on Student Services & Financial Aid, Registration & Fee Payment, and Student Detail Schedule.

**Culture and Psychology - PSYC 4350 - E01**  
**Associated Term:** Spring Semester 2020  
**CRN:** 10632  
**Status:** Wait-Listed on Dec 04, 2019  
**Waitlist Position :** 0      **( You are NOT registered for this class )** ←  
**Notification Expires:** Dec 04, 2019 02:48 pm  
**Assigned Instructor:** [REDACTED]  
**Grade Mode:** Undergrad. Standard Letter  
**Credits:** 0.000  
**Level:** Undergraduate-Semester System  
**Campus:** Distance Learning Technology

**Scheduled Meeting Times**

Type	Time	Days	Building	Room #	Date Range	Schedule Type	Instructors
Class	TBA		Intnet - INTERNET BASED COURSE		Jan 04, 2020 - May 05, 2020	Asynchronous Instruction	[REDACTED] (P)

**Campus:** Distance Learning Technology  
**Instructional Method:** Entirely at a distance (E)  
100% online. No face to face meeting required.

View the Wait list Position number to determine where you are on the wait list. A position of 0 means you should have received an email letting you know you are eligible to register. A position of 1 means you are next on the list to receive a seat, if one becomes available.

## How to Register for a section you have wait listed.

Students will receive an email similar to the example below when a seat is available for registration and the student is the next on the list to register. **\*\*\*You must register in BanWeb by the deadline in your email or you will be dropped from the wait list.**

Example Email:

**\*\*ACTION REQUIRED\*\***

Dear UWG Student ,

For Spring Semester 2020 you placed yourself on the wait list for Abnormal Psychology, CRN: 13192 - PSYC 3150 - 02

There is now a space available and you have the opportunity to register for this section.

If you still wish to register, you must select **\*\*Web Registered\*\*** in BanWeb under Add/Drop Classes by 20-NOV-2019 08:56 AM

If you do not register by the deadline above, you will be dropped from the wait list for this section and the next person on the wait list will be notified. If you are receiving pre-requisite, co-requisite, class restriction, or other errors, please contact the department for assistance. All errors must be cleared and registration complete prior to the deadline above.

Please note ITS periodically performs BanWeb updates which require the system to be taken down for a few hours during the week. Please be mindful of these down times, which are communicated through UWG email. Your deadline to register for the wait listed course will not be adjusted due to scheduled maintenance times on BanWeb.

Thank you,  
University of West Georgia  
Office of the Registrar  
[registrar@westga.edu](mailto:registrar@westga.edu)

This email was sent at 19-NOV-2019 08:56 AM

Once you receive this email, complete the following steps to register.

1. Login to BanWeb, Click on Student Services & Financial Aid, Registration & Fee Payment, and Add/Drop Classes.
2. Select the term you wish to register for from the drop-down menu and submit.
3. Find the class you have wait listed and have received an email notification for. Select Web Registered from the drop-down menu and click 'Submit Changes'.

**Wait-Listed (This means you are not registered.)** on Dec 04, 2019  10632 PSYC 4350 E01  
**Campus:** Distance Learning Technology  
**Instructional Method:** Entirely at a distance (E)  
100% online. No face to face meeting required.

4. You should now see this section listed on your schedule as Web Registered. If you receive any registration errors, please contact the department offering the course immediately, as all errors need to be resolved prior to your registration deadline outlined in your email.