Wait Listing for Students

REMEMBER the following if you are on a waitlist:

- 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 18 hours to register, if a seat is showing as available.

How to determine if a Section Offers Waitlisting:

Itemized Schedule of Classes – The itemized schedule of classes will show you Waitlist Seats Available and Waitlist Seats Filled over on the right hand side.

Waitlist Seats Available Examples:

0 of 50 – This means there are no seats available for waitlisting.

0 of 0 – This course is not offering waitlisting

5 of 10 – This means there are 5 waitlist seats available. Follow the directions in this email to grab a waitlist seat and watch your email for the chance to register.

Waitlist Seats Filled Examples:

0 of 10 – This means 0 waitlist seats are filled

7 of 10 – This means 7 seats are filled, if you add yourself to the waitlist you will be #8 on the list. (Please note when registration is open seats fill fast, add yourself to the waitlist asap)

10 of 10 – This means all of the waitlist seats are filled

12820	ENGL	2001	03	3.00	Introduction to Literature	Carrollton Campus	
		JAN 08, 2022		MAY 10, 2022	TUE THR 11:00 am - 12:15 pm	NURSING BUILDING	122
		Instructor(s):Patrick Erben				Open Seats:30 of 30 as of 10/22/2021 03:09:26	Waitlist Seats AVAILABLE :10 of 10 as of 10/22/2021 03:09:26 Waitlist Seats FILLED :0 of 10 as of 10/22/2021 03:09:26
		Additional Information:				Instructional Method: Lecture (A)	
		Meets Core Area C-2 Requiremnt					

Waitlist Seats AVAILABLE :10 of 10 as of 10/22/2021 03:09:26
Waitlist Seats FILLED :0 of 10 as of 10/22/2021 03:09:26

[Searchable Schedule of Classes](#)

Once you have searched for the course you want, click on the course title.

Introduction to Literature - 12820 - ENGL 2001 - 03

Associated Term: Spring Semester 2022
Registration Dates: Oct 27, 2021 to Jan 14, 2022
Levels: Undergraduate-Semester System
Attributes: Meets Core Area C-2 Requiremnt

Location: Carrollton Campus
Schedule Type: Lecture
Instructional Method: Lecture
Credits: 3.000
View Catalog Entry

You will then see Registration Availability

Registration Availability

	Capacity	Actual	Remaining
Seats	30	0	30
Waitlist Seats	10	0	10

Capacity – Total Waitlist Seats Offered

Actual – Total waitlist seats filled

Remaining – How many waitlist seats are still available.

How to Waitlist a course section that is full, but has waitlist seats available:

1. Login to BanWeb, Click on Student Services & Financial Aid, Registration & Fee Payment, and Student Registration (New).
2. Select Register for Classes and then select the term you wish to register for from the drop-down menu and continue.
3. You are now able to search for classes or enter CRN #s from the Schedule of Classes.
4. Enter the CRN of the course section you wish to enroll in and click on 'Add to Summary'.

Register for Classes

Find Classes	**Enter CRNs**	Plans	Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring Semester 2022

CRN [13074]   English Composition I ENGL 1101, 01

CRN [|]

+ Add Another CRN   [**Add to Summary**]

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.

⚠ ENGL 1101 CRN 13074: Closed - 0 Waitlisted

6. If you wish to be added to the waitlist, select 'Waitlist' from the drop-down menu and click 'Submit'.

Title	Details	Hours	CRN	Schedule Type	Status	Action	
English Composition I	ENGL 1101, 01	3	13074	Lecture	Errors Preventing Regi...	Wait-Listed	▾

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

Title	Details	Hours	CRN	Schedule Type	Status	Action	
English Composition I	ENGL 1101, 01	0	13074	Lecture	Waitlisted	None	▾

How to view your position on the Waitlist:

1. Login to BanWeb, Click on Student Services & Financial Aid, Registration & Fee Payment, and Student Registration (New).
2. Click on the View Registration Information Link, select the term, view schedule details on the bottom half of the screen

View the Waitlist Position number to determine where you are on the waitlist. 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 waitlisted:

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 waitlist.***

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 02:56 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

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 Student Registration (New).
2. Select Register for Classes and then select the term you wish to register for from the drop-down menu and continue.
3. Find the class you have waitlisted and have received an email notification for. Select Web Registered from the drop-down menu and click 'Submit Changes'.

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	
English Composition I	ENGL 1101, 01	3	13074	Lecture	Pending	**Web Registered**	

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.

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	
English Composition I	ENGL 1101, 01	3	13074	Lecture	Registered	None	