**Waitlisting**

*Registration Instructions*

**Waitlisting** is a feature that allows students to add themselves to a waitlist for a class that has met its maximum enrollment. These instructions will give important information about waitlisting, a summary about the waitlisting process and step-by-step guidance as to how a student can put him/herself onto a waitlist.

### Important Information About Waitlisting

- Waitlisting is based on a first-come, first-served basis.
- Waitlisting a class does not guarantee the student a seat in the class.
- When a student reaches the first position in the waitlist, the student will receive a notification via their GSC email.
- The student is **not** automatically enrolled in the class upon receipt of notification. Student action is required to complete the enrollment process.
- Once the notification email is received, a student must update their registration status within 24 hours from “Waitlisted” to “Web Registered” through Banner 9 Self-Service Registration (Banner Web).

### The Waitlist Process

- Student attempts to enroll in a *Closed Class* that has the Waitlist option.
- Student receives the “Closed, there are # students(s) on the waitlist for this class” message.
- Student has the option to **Waitlist** into the closed section. Note: Waitlisting a class does not mean the student is registered for the class.
- Another student drops the class, which results in an open seat for the class.
- The student whom is first in line is notified by Gordon State College email.
- The student has 24 hours to login to Banner 9 Self-Service Registration (Banner Web) and complete the registration process by selecting **Web Registered**.
- If the student does not update his/her registration status before the time expires, the next student on the waitlist is notified and the process starts over.
Instructions for Waitlisting a Closed Class

If you attempt to register for a class that is closed (full) and has the Waitlist option, you may add yourself to the first-come, first-served waitlist.

Waitlist are purged on Payment Deadline dates. You will need to re-submit your waitlist option if the class does not re-open after the payment deadline drop.

1. Login to Banner Web
2. Select STUDENT
3. Select REGISTRATION
4. In the Registration module, select Register for Classes
5. Search for the desired class or enter the CRN of the desired section.

6. Select ADD for the desired course section. You will notice that the class is marked as Full.

7. You will select Wait List and click Submit.
***Note: If Web Registered is selected for a Closed/Full Course Section, a “Closed: # Waitlisted” error will appear. You may now select the Wait List Option under Action and re-submit.

Once the Waitlist Action is submitted, the course will reflect as Waitlisted.

8. Once a seat becomes available, you will receive an email notification via your GSC email. The email will notify you that a seat is available and you have 24 hours to login to Banner 9 Self-Service Registration (Banner Web) and take action to register for the course section. During this time, no other students will be able to register for this seat. If you do not take action within 24 hours, you will be removed from the waitlist and the course will be offered to the next student on the waitlist.
9. To register for the class, you must login to Banner 9 Self-Service Registration (Banner Web) within the 24-hour notification period and update your registration status from **Waitlisted** to **Web Registered**.

10. Be sure to **Submit** your changes to complete the registration process.

---

**Waitlist Messages**

“...Closed - 2 Waitlisted”: The section is currently filled to its maximum capacity and there are currently 2 students on the waitlist. If the student puts him/herself on the Wait List at this time, he would be in the 3rd position to receive an open seat in the section.

“...Open – Reserved for Waitlist”: the section’s maximum enrollment is open and has been up setup with a waitlist Option. The open seat is reserved for a student currently on the Waitlist.

“...Closed – Waitlist full”: The waitlist is full and has reached its waitlist maximum enrollment limit. The student would have to wait until a spot becomes available on the waitlist before they can be added to the waitlist.

---

Questions regarding Waitlising should be directed to the Gordon State College Registrar’s Office at registrar@gordonstate.edu.