Registrar's Office
Banner Waitlist Instructions for Students

HOW THE WAITLIST OPERATES:

1. Student attempts to register for a class that is full.

2. Student receives closed course message, with a note that the Waitlist is available. (CLOSED – WAITLIST)

3. Student may change registration status to either "DROP" (DW) to decline or "WAITLIST" (WL) to be placed on the Waitlist.

4. When an opening becomes available, the student receives an email generated through Banner to their Spelman email address.

5. Upon receiving the e-mail, the student has 48 hours to register for the class.

6. The Waitlist feature does not automatically register the student in the class. The student must take action to register in Banner. Student must log in and change registration status from "WAITLIST" to "WEB REGISTERED" for the class via Banner.

7. If student does not register within 48 hours, the next person on the Waitlist is emailed.

8. If the student decides they no longer wish to be on the waitlist or gets a seat in a different section, they should go into Banner to drop the waitlist section so the next student in line can be accommodated more quickly.

Being on a waitlist does not guarantee registration for the class. It is recommended that you register for an alternate class in case the course never becomes available to you.

HOW TO ADD YOUR NAME TO A WAITLIST:

1. Go to the Spelman College Home page https://www.spelman.edu/.

2. Click on the mySpelman link at the top of the page.
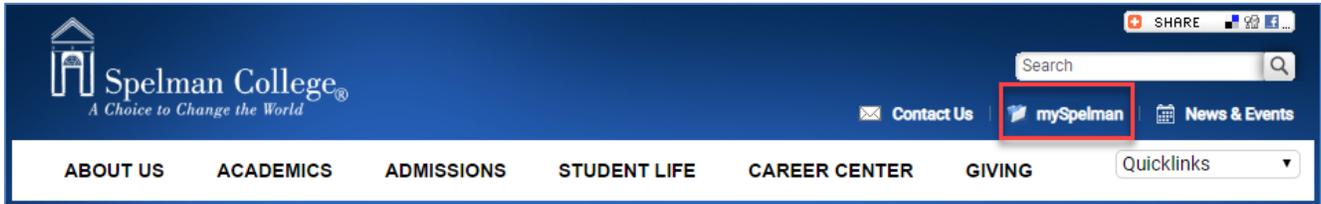
3. Log in using your OneSpelman credentials.
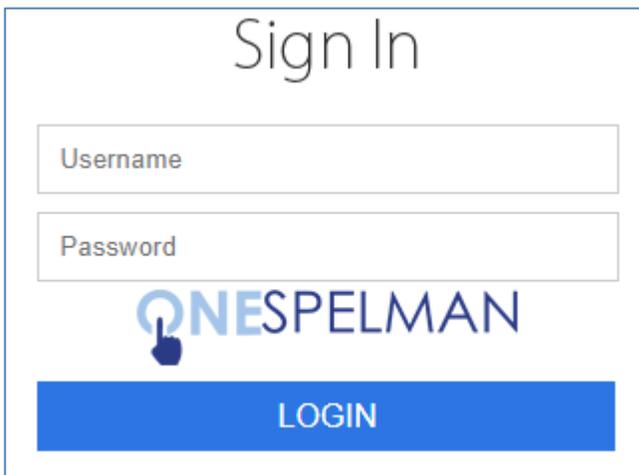
4. Click on the Banner link.
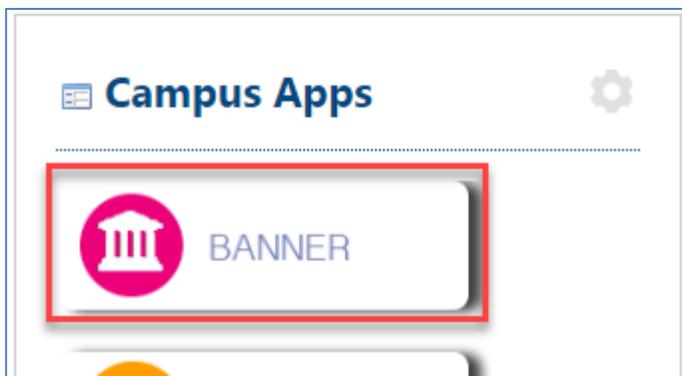
5. From the Banner Self-Service main menu. Click the Student and Financial Aid link.
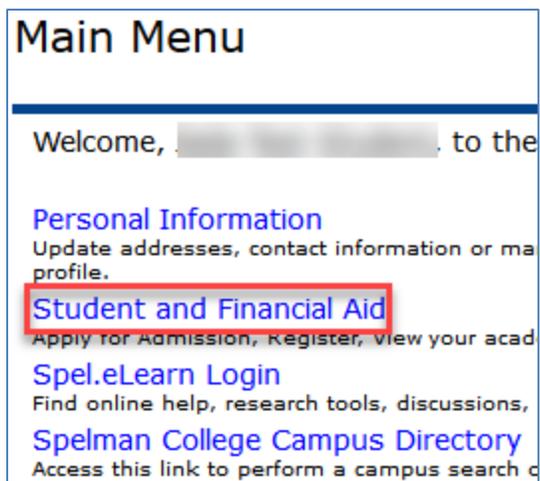
Main Menu

Welcome, [REDACTED]. to the

Personal Information
Update addresses, contact information or ma
profile.
Student and Financial Aid
Apply for Admission, Register, View your acad
Spel.eLearn Login
Find online help, research tools, discussions,
Spelman College Campus Directory
Access this link to perform a campus search o

6. Click on Registration.
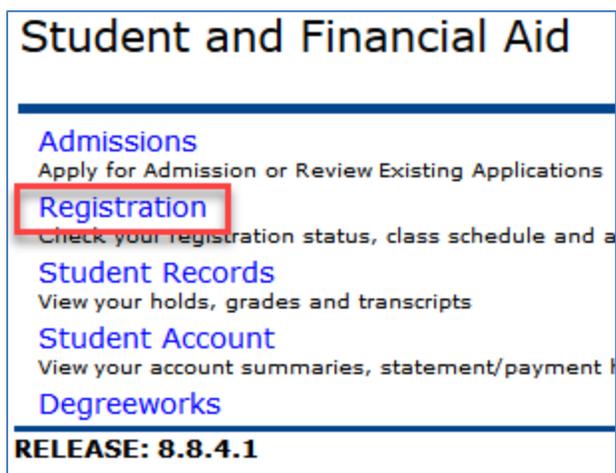
Student and Financial Aid

Admissions
Apply for Admission or Review Existing Applications
Registration
Check your registration status, class schedule and a
Student Records
View your holds, grades and transcripts
Student Account
View your account summaries, statement/payment I
Degreeworks

RELEASE: 8.8.4.1

7. Click on Add or Drop Classes.
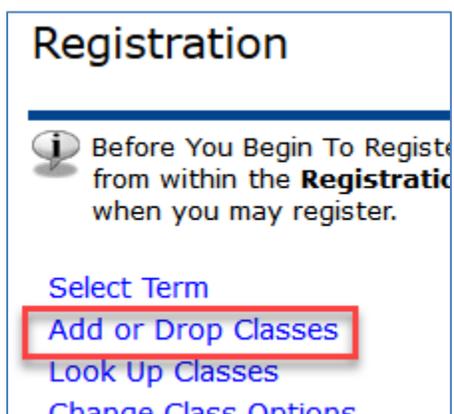
Registration

ⓘ Before You Begin To Registe
from within the **Registratic**
when you may register.

Select Term
Add or Drop Classes
Look Up Classes
Change Class Options

8. Select the Term and click Submit.

Registration Term

Select a Term: Fall 2020

Submit

RELEASE: 8.7.1

9. Search for desired class using Class Search. Once course is found, copy CRN number and go back to enter in CRNs box on Add or Drop Classes worksheet. Submit Changes.

Add or Drop Classes

💬 To add a class, enter the Course Reference Numl
Action pull-down list.

Add Classes Worksheet

CRNs

| 90861 | | | |

Submit Changes   Class Search   Reset

10. Under Action, select Wait List and click Submit Changes button.

Add or Drop Classes

💬 To add a class, enter the Course Reference Numb
Action pull-down list.

❗ **Registration Add Errors**

Status	Action	CRN	Subj	C
Closed - 9 Waitlisted	None	90861	SCHE	23
	None			
	Wait List			

Add Classes Worksheet

11. The Status for the class will show Wait List. You are now on the waitlist for the course.

Add or Drop Classes

To add a class, enter the Course Reference Number in the
Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crs
Wait List on May 06, 2020	None ⌄	90861	SCHE	231

Total Credit Hours: 0.000

12. If you would to remove yourself from the waitlist, select DROP-WEB from the drop down and Submit Changes.

Add or Drop Classes

To add a class, enter the Course Reference Numbe
Action pull-down list.

Current Schedule

Status	Action	CRN	S
Wait List on May 06, 2020	None ⌄	90861	SC
	None		
	DROP-WEB		

Total Credit Hours: 0.000
Billing Hours: 0.000