WAITLISTING DEMONSTRATION (BANNER 8)

1. Login to AIMS with your EID and password.

1. Go to the Course Registration tab under the Registration Self-Service - Banner 8 section, click Main Menu for Web Add/Drop.
2. Click **Select Term** > select the appropriate term and click **Submit**.

3. At the Main Menu for Web Add/Drop for Banner 8, click **Add or Drop Classes**.

4. Enter the relevant CRN(s) in the **Add Classes Worksheet** and click **Submit Changes**.
**ADD WAITLISTED COURSES**

**SCENARIO 1: WAITLIST QUOTA AVAILABLE**

1. If the course section entered is full (i.e. closed) and there is waitlist quota available, the course will be listed under **Registration Add Errors** with an error message “Closed – N Waitlisted” (“N” denotes the number of students on the waitlist).

   ![Current Schedule](image1)

   The course section will be listed as closed with the number of students on the waitlist.

   ![Add Classes Worksheet](image2)

   To add yourself to the waitlist, select **Waitlist** from the **Action** dropdown box of the course section and click **Submit Changes** to complete the process.

   ![Add Classes Worksheet](image3)

   The waitlisted course section will be shown under your **Current Schedule** if the attempt is successful.

   ![Current Schedule](image4)
4. Details of the waitlisted course (together with your position in the waitlist queue) can also be found in your detail schedule. To view your detail schedule, go to the Course Registration tab and click My Detail Schedule.

Student Detail Schedule

<table>
<thead>
<tr>
<th>Total Credit Hours: 6.000</th>
</tr>
</thead>
</table>

**6513 - S01**

- **Associated Term:** Summer 2016
- **CRN:** 16323
- **Status:** Waitlist on Jul 20, 2016
- **Waitlist Position:** 1
- **Assigned Instructor:** Litig Y IAGWP
- **Grade Mode:** Letter grade
- **Credits:** 0.000
- **Level:** Postgraduate Degree
- **Campus:** Main Campus

<table>
<thead>
<tr>
<th>Scheduled Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td>Class</td>
</tr>
<tr>
<td>Class</td>
</tr>
</tbody>
</table>

**6531 - S61**

- **Associated Term:** Summer 2016
- **CRN:** 16325
- **Status:** Web registered on Jul 20, 2016
- **Assigned Instructor:** Anmubh C CO

SCENARIO 2: WAITLIST IS FULL

If the course section entered is full (i.e. closed) and there is no remaining waitlist quota, the course will be listed under Registration Add Errors with an error message “Closed – Waitlist Full”. In this case, you will not be able to add yourself to the waitlist.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web registered on Jul 20, 2016</td>
<td>None</td>
<td>10326</td>
<td>6513</td>
<td>S01</td>
<td>Postgraduate Degree</td>
<td>3.000</td>
<td>Letter grade</td>
<td>6513</td>
<td></td>
</tr>
<tr>
<td>Web registered on Jul 20, 2016</td>
<td>None</td>
<td>16325</td>
<td>6513</td>
<td>S01</td>
<td>Postgraduate Degree</td>
<td>3.000</td>
<td>Letter grade</td>
<td>6531</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jul 20, 2016 05:45 pm

Registration Add Errors

- **Status:** Closed – Waitlist Full
- **CRN:** 16323
- **Subj:** 6513
- **Crse:** S01
- **Sec:** Postgraduate Degree
- **Cred:** 3.000
- **Grade Mode:** Letter grade

Error message showing waitlist is full
SCENARIO 3: SEATS AVAILABLE BUT RESERVED FOR WAITLISTED STUDENTS

1. If the course section entered is not full (i.e. open) but the available seats are reserved for waitlisted students, the course will be listed under Registration Add Errors with one of the following error messages:
   - “Open – N Waitlisted” → There is waitlist quota available. To add yourself to the waitlist, select Waitlist from the Action dropdown box of the course section and click Submit Changes to complete the process.

   ![Image of Registration Add Errors]

   • “Open –Waitlist Full” → There is no remaining waitlist quota and you will not be able to add yourself to the waitlist.

2. If there is waitlist quota available and the add attempt is successful, the waitlisted course section will be shown under your Current Schedule.

   ![Image of Current Schedule]

   Waitlisted course added successfully
DROP WAITLISTED COURSES

1. To drop a waitlisted course, select **Web drop** from the **Action** dropdown box of the course section and click **Submit Changes** to complete the process.

   ![Current Schedule](image1)

   **Add Classes Worksheet**

   ![CRNs](image2)

   ![Submit Changes](image3)

   ![Class Search](image4)

   ![Reset](image5)

2. Courses successfully dropped will no longer appear in the **Current Schedule**.

   ![Current Schedule](image6)
WAITLIST INFORMATION IN MASTER CLASS SCHEDULE

Waitlist information is also available in the Master Class Schedule under the Waitlist Avail column.

- **Course Level**

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Waitlist quota is available</td>
</tr>
<tr>
<td>N</td>
<td>Waitlist is not supported for the course</td>
</tr>
<tr>
<td>FULL</td>
<td>Waitlist queue is full at this time</td>
</tr>
</tbody>
</table>

Courses Offered in Summer 2016

For the explanations of terminology in the Master Class Schedule, please click HERE.

As of July 20, 2016 18:09 PM

<table>
<thead>
<tr>
<th>Offering Academic Unit</th>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
<th>WEB</th>
<th>Level</th>
<th>Avail</th>
<th>Cap</th>
<th>Waitlist Avail</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>6513</td>
<td></td>
<td></td>
<td>3</td>
<td>Y</td>
<td>P</td>
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<td></td>
<td>3</td>
<td>Y</td>
<td>P</td>
<td>64</td>
<td>65</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>6541</td>
<td></td>
<td></td>
<td>3</td>
<td>Y</td>
<td>P</td>
<td>119</td>
<td>120</td>
<td>N</td>
</tr>
</tbody>
</table>

- **Course section (CRN) Level**

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any number &gt; 0</td>
<td>Available waitlist quota</td>
</tr>
<tr>
<td>N</td>
<td>Waitlist is not supported for the course</td>
</tr>
<tr>
<td>FULL</td>
<td>Waitlist queue is full at this time</td>
</tr>
</tbody>
</table>

Course: [Click here for course catalogue] or [Click here for registration detail] (use "Back" to return to this page)

Offering Academic Unit: Accountancy

Pre-requisites/precurors (Students should ensure they fulfill the pre-requisites/precurors requirement prior to adding a course.):

Exclusive Course (Students are restricted from registration in a course when they have earned credits for an exclusive course.):

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Credit</th>
<th>Campus</th>
<th>WEB</th>
<th>Level</th>
<th>Avail</th>
<th>Cap</th>
<th>Waitlist Avail</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Bldg</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>16323</td>
<td>001</td>
<td>3</td>
<td>Main Campus</td>
<td>Y</td>
<td>P</td>
<td>FULL</td>
<td>1</td>
<td>3</td>
<td>06/06/2016 - 23/07/2016</td>
<td>R</td>
<td>12:00 - 14:40</td>
<td>AC2</td>
<td>2200</td>
<td>AGWPLight Y</td>
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<tr>
<td>16324</td>
<td>061</td>
<td>3</td>
<td>Main Campus</td>
<td>Y</td>
<td>P</td>
<td>60</td>
<td>60</td>
<td>N</td>
<td>06/06/2016 - 23/07/2016</td>
<td>T</td>
<td>12:00 -14:40</td>
<td>AC2</td>
<td>2513</td>
<td>AGWPLight Y</td>
</tr>
</tbody>
</table>