Waitlist Automation Instructions

1. Login to the Campus Portal/Banner and register for classes.
2. If you add a section of a course that is closed, has a waitlist (not all sections have a waitlist), and there are seats available on the waitlist, you will be presented with:

🛑 Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec
Closed - 0 Waitlisted	None ▼	11388	PREG	015	010

3. You must choose ** Web Wait List ** under "Action" and click Submit in order to be placed on the waitlist.

🛑 Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec
Closed - 0 Waitlisted	** Web Wait List ** ▼	11388	PREG	015	010

4. The status below indicates you have been successfully added to the waitlist.

Status	Action	CRN	Subj	Crse	Sec
** Web Wait List ** on Nov 01, 2013	None ▼	11388	PREG	015	010

5. When a seat becomes available in the course and you are first on the waitlist, you will receive an automated email notifying you that you are eligible to enroll in the course. You must now enroll yourself in the course by the deadline specified in the email (24 hours) or you will be dropped from the waitlist.

Waitlist Notification for 11388   🖨

Registration & Academic Services, <ras@lehigh.edu>
to me ▾

Dear Student,

A seat has become available in PREG 015 010 CRN: 11388

You have until 01-NOV-2013 12:05 PM to register for the course.

You must login to the Campus Portal and register for the course by the deadline date or you will be removed from the waitlist.

Thank you,

6. To enroll in the course, login to the Campus Portal/Banner and click "Add/Drop Classes." Find the waitlisted course and use the drop-down menu to change the action to "**Web Registered**. Click Submit in order to register

Status	Action	CRN	Subj	Crse	Sec
** Web Wait List ** on Nov 01, 2013	**Web Registered** ▼	11388	PREG	015	010

7. When the Status of the course is **Web Registered** you have successfully registered for the course.

Status	Action	CRN	Subj	Crse	Sec
Web Registered on Nov 01, 2013	None ▼	11388	PREG	015	010

Additional Notes about Waitlists

- You may only waitlist yourself for <u>one section</u> of a course. You may not waitlist yourself for a course in which you are already registered.
- You may only waitlist yourself for courses where you <u>meet the prerequisites and/or restrictions</u> on the course.
- If you do not register for your waitlisted course <u>within 24 hours</u> upon notification, you will be dropped from the waitlist. You may re-add yourself to the end of the waitlist for the course if there is room remaining on the waitlist.