How to Waitlist a Course in Self-Service Banner 9

1) Login to PAWS and go to the Student tab and click Registration.

2) It will lead the student to the following screen, where you will click on Register for Classes.
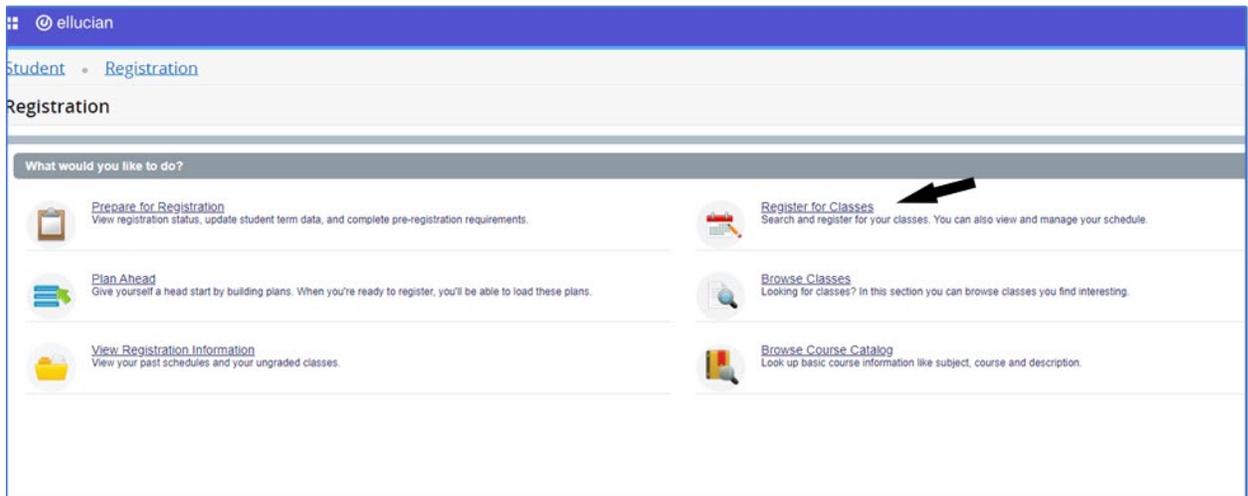
3) Select the term and enter your Registration PIN.
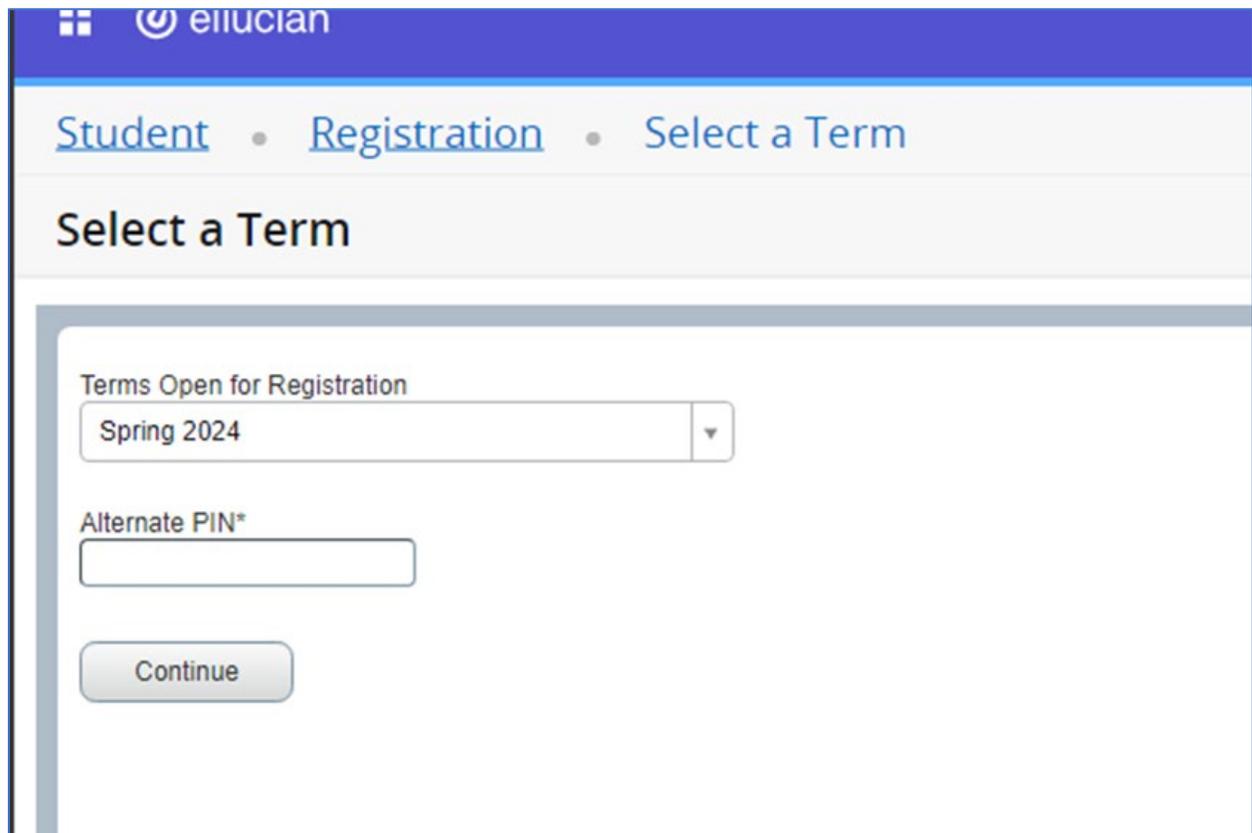
4) Find the course you want to add using the search box on top, and then look at the bottom right to find the course you need to waitlist. It will show an Error Preventing Registration message.

5) Click on the drop-down menu by the course and choose Wait Listed.

6) Click Submit, and the status will change as shown below. You get a popup in the top right of your screen, and the status changes by the course. Then you are done!
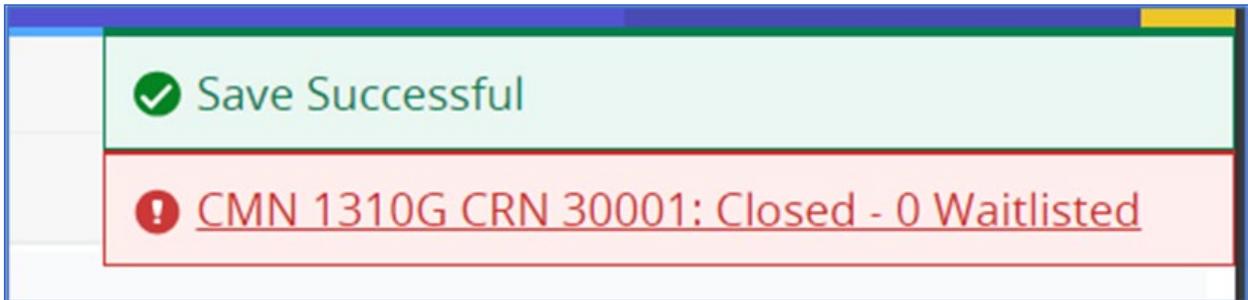
Title	Details	Hours	CRN	Schedule Type	Status	Action	
Introduction to Speech Com…	CMN 1310G, 001	0	30001	Lecture	Waitlisted	None	▾

Note: Waitlisting works in Schedule Planner, too. When you try to register for the course, Schedule Planner will tell you on the Registration Results pop-up that you are **not** registered for that course and allow you to choose Wait Listed from the menu. Click OK, and you are done!