## **BANNER SELF-SERVICE - WAITLIST faq’s FOR STUDENTS**

1. **How does waitlisting work?**

* Students who attempt to register for a class that is full may put themselves on a waiting list.
* When an open seat becomes available, an email will be sent to the AState Student email address.
* The student will have a 72 Hours (Date specified in their waitlist notification email) to go online and add the class until Dec 15th.
* From Dec 16th onwards, the waitlisting timeline will be reduced to 24 hours. The student will only have 24 hours to register
* The open seat will be reserved for that student and no other student may login and register for that seat during the amount of time allotted to the notified student.
* If the student does not respond, the next student on the list will be notified and will be given an opportunity to respond.

1. **What happens if I don’t register for a course within the allotted time period mentioned in my notification email?**

If you do not register within the time period mentioned in your email (the clock begins ticking at the time the email is sent), you will automatically be dropped from the waiting list. The next student on the waiting list will move to the top of the list.

For this reason, if you are waitlisted for a class it is HIGHLY recommended that you check your Astate Student email account.

1. [**Do all classes have a waitlist?**](https://www.ltu.edu/registrars_office/waitlisting-faqs.asp)

Not all classes offer waitlists. Each Department, along with the Registrar’s Office, is responsible for determining if their class offerings have a waitlist or not.

Graduate level Classes & Classes offered by Astate Online Program (LSD) are not part of the Waitlisting.

1. **Can I waitlist for a course that requires a prerequisite or co requisite that I currently don’t have?**

Students must meet all of the course prerequisites and requirements in order to sign up for its waitlist.

1. **Can I give a paper request to the Department to sign up for waitlisting?**

All registration for waiting lists must be done online.

1. **Is there a way for me to see my position on a waitlist?**

No, students cannot currently see their position on a waitlist.

1. **Can I get on the waiting list for more than one section of the same course?**

Yes. You may waitlist for more than one section of the same course. Also, if you are actually registered for a course, you may waitlist yourself for additional sections of the same course.

1. **Can I get on the waiting list for a class that has a time conflict with another course?**

Yes. Although you may not register for courses with time conflicts, you may add yourself to the waiting lists of courses that have time conflicts with courses for which you are registered or with other courses that you have waitlisted.

* ***If you are notified via email that a seat is now available for a waitlisted class, you must drop any course for which you are registered that has a time conflict before you may register for the waitlisted course***

1. **Can I Register or add a class to waitlist, if I have a Registration HOLD?**

All registration holds must be cleared prior to any registration. (This includes waitlisted classes).

1. [**What is the first day I can get on a waitlist?**](https://www.ltu.edu/registrars_office/waitlisting-faqs.asp)

Registration begins Oct. 28. Wait Listing will be turned on at this time. Please Note: Waitlists are only available once the class is full.

1. **When will the Waitlisting close for spring 2020 Registrations?**

Office of Registrar will close wait listing at Thursday, Jan. 16 for spring 2020.

1. **I’ve been given an override to add a course and I’m also waitlisted for the same course, but I’m getting a “Duplicate Course” error when I try to add the course! What’s wrong?**

You must drop yourself from the waitlist of the course that you were given an override for before you attempt to add the course to your schedule.

1. [**Can I attend the classes I am waitlisted for?**](https://www.ltu.edu/registrars_office/waitlisting-faqs.asp)

No, you may not attend classes that you are waitlisted for. You may only attend classes that you are officially registered for.

1. [**What if I decide I no longer want to take a class that I have waitlisted?**](https://www.ltu.edu/registrars_office/waitlisting-faqs.asp)

You should remove yourself from the waitlist in Astate Self Service. You can follow the same process as dropping a course.