

# Waitlisting Tutorial for Students



# Advantages of Waitlisting

Waitlisting is the process by which students may sign up for a waiting list for a class that is full.

Waitlisting may provide many advantages to students, instructors, and administrators.

- The biggest advantage to students is that they will be notified when a seat becomes available on a first-come, first-served basis.
- Waitlisting will be advantageous to instructors by removing the need for them to manually sign students into a class, unless the add takes place after the first week of the semester.
- Waitlisting will also be helpful to administrators by allowing them to track the demand for certain courses and better manage curriculum offerings.

# How does Waitlisting work?

- Students who attempt to register for a class that is full may put themselves on a waiting list on a first-come, first-served basis.
- When an open seat becomes available, an e-mail will be sent to the “**preferred e-mail address**” of the student at the top of the waiting list.
- The student will have 24 hours from the time the e-mail was sent to go online and add the class. During this 24-hour time period, the student can add and drop the waitlisted class in the Add or Drop Classes screen in Banner. After the 24 hours has expired, if the student did not register for the waitlisted class, the next student on the list will be notified and have 24 hours to respond.
- Registration Holds will prevent the student from adding a waitlisted class, even if the student was sent an e-mail.

# Log Into Access Banner using your A-number and Password

UtahStateUniversity

[HELP](#) [EXIT](#)

## User Login

A-number:

Password:


Login

[I cannot access my account.](#)

### Announcements:

*Before you register for classes, you need to verify that your mailing address and email address in Access are current. These must be verified once a semester for timely refund checks and other critical communication.*

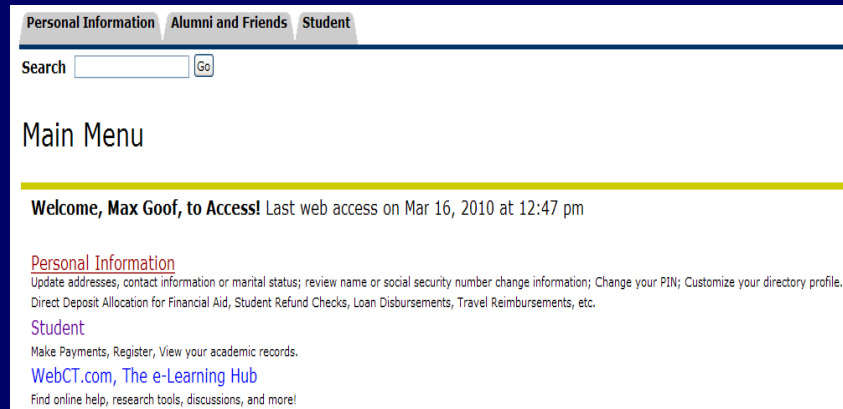
*Updated October 1, 2010*

 You are entering a secure information area. Access to Utah State University information is subject to the Family Educational Rights and Privacy Act (FERPA) as well as other Federal and University regulations. It is the user's responsibility to understand and comply with those regulations. Unless otherwise noted, any information you enter or change will be effective immediately. You are responsible for any changes made using your ID. Do not share your ID or PIN with others.

When you are finished, please Exit and close your browser to protect your privacy.

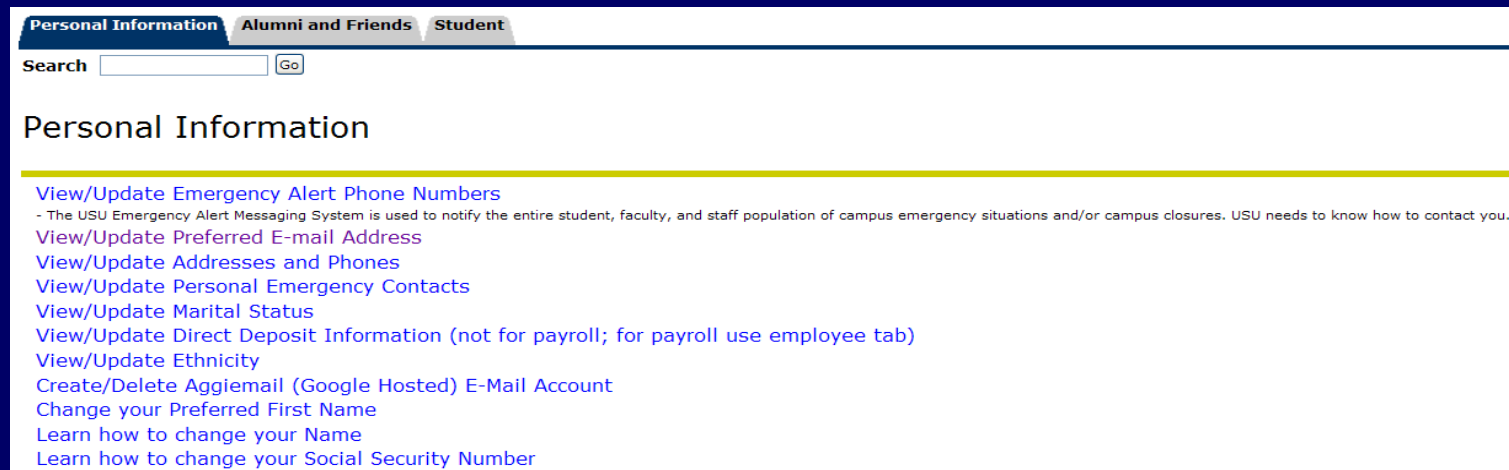
# Set Up Your Preferred E-mail

## ■ Click Personal Information



The screenshot shows a web application interface with a navigation bar at the top containing three tabs: "Personal Information", "Alumni and Friends", and "Student". Below the navigation bar is a search bar with the text "Search" and a "Go" button. The main content area is titled "Main Menu" and features a yellow horizontal separator line. Below the separator, there is a welcome message: "Welcome, Max Goof, to Access! Last web access on Mar 16, 2010 at 12:47 pm". Underneath the welcome message, there are two sections of links. The first section is titled "Personal Information" and includes the text: "Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile. Direct Deposit Allocation for Financial Aid, Student Refund Checks, Loan Disbursements, Travel Reimbursements, etc." The second section is titled "Student" and includes the text: "Make Payments, Register, View your academic records." Below these sections, there are two more links: "WebCT.com, The e-Learning Hub" and "Find online help, research tools, discussions, and more!"

## ■ Click View/Update Preferred E-mail Address



The screenshot shows the same web application interface as the previous screenshot, but with the "Personal Information" tab selected. The main content area is titled "Personal Information" and features a yellow horizontal separator line. Below the separator, there is a list of links. The first link is "View/Update Emergency Alert Phone Numbers" followed by a description: "- The USU Emergency Alert Messaging System is used to notify the entire student, faculty, and staff population of campus emergency situations and/or campus closures. USU needs to know how to contact you." The second link is "View/Update Preferred E-mail Address", which is the link highlighted in the original image. Other links in the list include "View/Update Addresses and Phones", "View/Update Personal Emergency Contacts", "View/Update Marital Status", "View/Update Direct Deposit Information (not for payroll; for payroll use employee tab)", "View/Update Ethnicity", "Create/Delete Aggimail (Google Hosted) E-Mail Account", "Change your Preferred First Name", "Learn how to change your Name", and "Learn how to change your Social Security Number".

- The preferred email address you type in will be the email address that the Waitlist Notification will be sent to. You must have an email address in this field.

The screenshot shows a web interface with three tabs: 'Personal Information', 'Alumni and Friends', and 'Student'. Below the tabs is a search bar with a 'Go' button. The main heading is 'View/Update Preferred E-mail Address'. An information icon and text state: 'Enter your E-mail address in the "E-mail:" and "Re-enter E-mail:" fields and click the Submit button.' Below this, the 'Current Preferred E-mail Address' is listed as 'Max.Goof@usu.edu'. The 'Update E-mail Address' section contains two input fields: 'E-mail:' with 'Max.Goof@usu.edu' and 'Re-enter E-mail:' with 'Max.Goof@usu.edu'. At the bottom are 'Submit' and 'Reset' buttons.

- After you click Submit you will then be taken back to the Personal Information Screen.

The screenshot shows the 'Personal Information' screen. It has the same three tabs as the previous screen. Below the tabs is a search bar with a 'Go' button. The main heading is 'Personal Information'. A list of links is provided: 'View/Update Emergency Alert Phone Numbers', 'View/Update Preferred E-mail Address', 'View/Update Addresses and Phones', 'View/Update Personal Emergency Contacts', 'View/Update Marital Status', 'View/Update Direct Deposit Information (not for payroll; for payroll use employee tab)', 'View/Update Ethnicity', 'Create/Delete Aggimail (Google Hosted) E-Mail Account', 'Change your Preferred First Name', 'Learn how to change your Name', and 'Learn how to change your Social Security Number'. At the bottom left, it says 'RELEASE: 8.2'.

- Once your preferred email is set up click on the Student Tab

Personal Information Alumni and Friends **Student**

Search  Go

### Personal Information

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- [View/Update Emergency Alert Phone Numbers](#)  
- The USU Emergency Alert Messaging System is used to notify the entire student, faculty, and staff population of campus emergency
- [View/Update Preferred E-mail Address](#)
- [View/Update Addresses and Phones](#)
- [View/Update Personal Emergency Contacts](#)
- [View/Update Marital Status](#)
- [View/Update Direct Deposit Information \(not for payroll; for payroll use employee tab\)](#)
- [View/Update Ethnicity](#)
- [Create/Delete Aggiemail \(Google Hosted\) E-Mail Account](#)
- [Change your Preferred First Name](#)

- Click on Registration

Personal Information Alumni and Friends **Student**

Search  Go

### Student

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- Registration**  
Make payments, check your registration status, class schedule and add or drop classes
- [Student Records](#)  
View your holds, grades, transcripts and account summary

- Click Look Up Classes

Personal Information Alumni and Friends **Student**

Search  Go

## Registration

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- Select Term
- Add or Drop Classes
- Look Up Classes
- Week at a Glance
- Student Detail Schedule
- Account Summary by Term
- Pay your Account
- This will connect you to a web site hosted by Touchnet. You will be
- Installment Plans
- This will connect you to a web site hosted by Touchnet. You will be
- Registration Status
- Active Registration
- Registration History
- Advisor and Student Program Information

- Select Term
- Click Submit

Personal Information Alumni and Friends **Student**

Search  Go

## Select Term or Date Range

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**ATTENTION!!! PLEASE READ FIRST!!!** The course completed nor accurate. Please do NOT assume updating process is complete. Note: If you see (

**Search by Term:**

Fall 2011 (View only) ▼

OR

**Search by Date Range ( MM/DD/YYYY ):**

From:  To:

**Submit** **Reset**

RELEASE: 8.4




- Select Subject and/or Course
- Click Class Search

## Look Up Classes

A01502657 McQueen Lightning

Fall 2010

Mar 18, 2010 09:34 am

 Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

**Subject:**

**Course Number:**

**Instructional Method:**

**Campus:**

**Part of Term:**     
For Summer Semester Only

**Attribute Type:**

**Start Time:** Hour  Minute  am/pm


**End Time:** Hour  Minute  am/pm

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

# Search Results

## Look Up Classes

A01502654 Junior Pete  
Fall 2010  
Mar 18, 2010 11:25 am

 Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

[Register for an Independent Study or Online course.](#)

To register for USU courses in the Southwest region of the state (Beaver, Cedar City, Delta, Ephraim, Milford, Nephi, Richfield, St. George, Piute or Wayne County) call 1-888-547-4994.

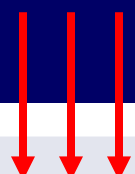
### Sections Found

#### English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Attribute	Days	Time	Fees	Books	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location
	40737	ENGL	1010	000	M	3.000	Introduction to Writing: Academic Prose		MWF	12:30 pm- 01:20 pm	\$50	Books	19	19	0	40	0	40	0	0	0	Mickey Mouse (P)	08/30- 12/17	EDUC 130A
C	40683	ENGL	1010	001	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am- 08:20 am	\$50	Books	19	19	0	40	1	39	0	0	0	(T.B.A.) Staff (P)	08/30- 12/17	MAIN 207
C	40702	ENGL	1010	002	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am- 08:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30- 12/17	RWST 113
C	40703	ENGL	1010	003	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am- 08:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30- 12/17	RWST 114
<input type="checkbox"/>	40704	ENGL	1010	004	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am- 08:20 am	\$50	Books	19	18	1	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30- 12/17	RWST 306

**Cap:** Amount of students that can register for the class  
**Act:** Actual amount of students registered for the class  
**Rem:** Remaining seats available

**Sections Found**  
English



Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Attribute	Days	Time	Fees	Books	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location
<input type="checkbox"/>	40737	ENGL	1010	000	M	3.000	Introduction to Writing: Academic Prose		MWF	12:30 pm-01:20 pm	\$50	Books	19	17	2	40	0	40	0	0	0	Mickey Mouse (P)	08/30-12/17	EDUC 130A
	40683	ENGL	1010	001	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am-08:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	MAIN 207
C	40702	ENGL	1010	002	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am-08:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	RWST 113
C	40703	ENGL	1010	003	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am-08:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	RWST 114
<input type="checkbox"/>	40704	ENGL	1010	004	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am-08:20 am	\$50	Books	19	18	1	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	RWST 306
C	40705	ENGL	1010	005	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am-08:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	RWST 214
C	40745	ENGL	1010	006	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am-08:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	BUS 214
C	40707	ENGL	1010	007	M	3.000	Introduction to Writing: Academic Prose		MWF	08:30 am-09:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	RWST 114

**WL= Waitlist**

**WL Cap:** How many students can be on the waitlist

**WL Act:** How many students are on the waitlist

**WL Rem:** How many open seats are on the waitlist

**Sections Found**

English																								
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Attribute	Days	Time	Fees	Books	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location
<input type="checkbox"/>	40737	ENGL	1010	000	M	3.000	Introduction to Writing: Academic Prose		MWF	12:30 pm-01:20 pm	\$50	Books	19	17	2	40	0	40	0	0	0	Mickey Mouse (P)	08/30-12/17	EDUC 130A
	40683	ENGL	1010	001	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am-08:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	MAIN 207
C	40702	ENGL	1010	002	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am-08:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	RWST 113
C	40703	ENGL	1010	003	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am-08:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	RWST 114
<input type="checkbox"/>	40704	ENGL	1010	004	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am-08:20 am	\$50	Books	19	18	1	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	RWST 306
C	40705	ENGL	1010	005	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am-08:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	RWST 214
C	40745	ENGL	1010	006	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am-08:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	BUS 214
C	40707	ENGL	1010	007	M	3.000	Introduction to Writing: Academic Prose		MWF	08:30 am-09:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	RWST 114



XL = Cross List

XL Cap: How many total students allowed in a cross listed class

XL Act: How many students are enrolled in a cross listed class

XL Rem: How many open seats are available


Sections Found

English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Attribute	Days	Time	Fees	Books	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location
NR	42354	ENGL	2210	001	M	3.000	Introduction to Folklore	Breadth Humanities	MWF	01:30 pm-02:20 pm	\$0	Books	35	12	23	0	0	0	35	34	1	Lisa A. Gabbert (P)	08/24-12/11	RWST 214
NR	48916	ENGL	2210	LOJ	L	3.000	Introduction to Folklore	Breadth Humanities	TBA		\$633	Books	25	6	19	0	0	0	25	14	11	Lynne Mcneill (P)	08/24-12/11	LOLOCR

Class Search

[ [Week at a Glance](#) | [Student Detail Schedule](#) | [View Fee Assessment](#) ]



Example: ENGL 2210 is a class that is cross listed with ANTH 2210 & HIST 2210

You can see that 12 students are registered for ENGL 2210 with a remaining cap of 23. The XL Act shows that there are really 34 students registered for the cross listed courses which leaves 1 slot open for a student to register for. If the XL Cap is zero, then the course is not cross listed.

Student is Registered or Waitlisted already

= Seats Remaining

Students might be able register for this class if the enrollment cap has not been met and if there is not a waitlist

C=Closed

Waitlist may be available (refer to WL Rem column)

Sections Found

Select	CRN	Subj	Crse	Sec	Cmp	Red	Title	Attribute	Days	Time	Fees	Books	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location
<input type="checkbox"/>	40737	ENGL	1010	000	M	3.000	Introduction to Writing: Academic Prose		MWF	12:30 pm-01:20 pm	\$50	Books	19	17	2	40	0	40	0	0	0	Mickey Mouse (P)	08/30-12/17	EDUC 130A
	40683	ENGL	1010	001	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am-08:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	MAIN 207
C	40702	ENGL	1010	002	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am-08:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	RWST 113
C	40703	ENGL	1010	003	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am-08:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	RWST 114
<input type="checkbox"/>	40704	ENGL	1010	004	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am-08:20 am	\$50	Books	19	18	1	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	RWST 306
C	40705	ENGL	1010	005	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am-08:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	RWST 214
C	40745	ENGL	1010	006	M	3.000	Introduction to Writing: Academic Prose		MWF	07:30 am-08:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	BUS 214
C	40707	ENGL	1010	007	M	3.000	Introduction to Writing: Academic Prose		MWF	08:30 am-09:20 am	\$50	Books	19	19	0	40	0	40	0	0	0	(T.B.A.) Staff (P)	08/30-12/17	RWST 114

- Write down the CRN for the class you want to waitlist
- Click Add to Worksheet


Personal Information Alumni and Friends **Student**

Search   RETURN TO MENU SITE MAP HELP EXIT

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Look Up Classes A01502657 McQueen Lightning  
Fall 2010  
Mar 19, 2010 12:41 pm

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 Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

[Register for an Independent Study or Online course.](#)

To register for USU courses in the Southwest region of the state (Beaver, Cedar City, Delta, Ephraim, Milford, Nephi, Richfield, St. George, Piute or Wayne County) call 1-888-547-4994.

**Sections Found**


English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Attribute	Days	Time	Fees	Books	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location
<input type="checkbox"/>	40945	ENGL	3400	001	M	3.000	Professional Writing	Communications Intensive	TR	01:30 pm-02:45 pm	\$50	Books	20	0	20	40	0	40	0	0	0	Russ J. Rampton (P)	08/30-12/17	RWST 101

- Type in the CRN you wrote down into the CRN box
- Click Submit Changes

## Add or Drop Classes

A01502657 McQueen Lightning  
Fall 2010  
Mar 18, 2010 10:34 am

 [Click Here](#) for tuition and fee tables (.pdf format). [Click Here](#) for dates and deadlines associated with registration and fee payment deadlines. To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

NOTE: If you are taking both **regional campus courses** and **main campus courses**, your tuition assessment no longer needs to be adjusted. Banner does it automatically. (This does not apply to fixed rate courses: **Online and independent study course tuition and fees are \$211 per credit for undergraduate courses and \$268 per credit for graduate courses**). Please call **(435)797-1116** or complete a [feedback](#) form at with any questions about fixed rate courses.

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Mar 17, 2010	None	40737	ENGL	1010	000	Undergraduate	3.000	Standard	Letter	Introduction to Writing: Academic Prose

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 999999.999  
Date: Mar 18, 2010 10:34 am

## Add Classes Worksheet

CRNs										
40683										

[Submit Changes](#) [Class Search](#) [Reset](#)



# After you click Submit Changes, the screen will say 'Registration Add Errors'

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Registered** on Mar 17, 2010	None	40737	ENGL	1010	000	Undergraduate	3.000	Standard Letter	Introduction to Writing: Academic Prose


Total Credit Hours: 3.000

Billing Hours: 3.000

Minimum Hours: 0.000

Maximum Hours: 999999.999

Date: Mar 18, 2010 10:37 am

 Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None	40683	ENGL	1010	001	Undergraduate	3.000	Standard Letter	Introduction to Writing: Academic Prose

## Add Classes Worksheet

### CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes

Class Search

Reset

[ [View Holds](#) | [Change Course Options](#) | [Registration Fee Assessment](#) ]

RELEASE: 8.1

UtahStateUniversity

Done

- Click on the drop down box
- Click Waitlist
- Click Submit Changes

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Mar 18, 2010	None	40683	ENGL	1010	001	Undergraduate	3.000	Standard	Letter	Introduction to Writing: Academic Prose

Total Credit Hours: 3.000

Billing Hours: 3.000

Minimum Hours: 0.000

Maximum Hours: 999999.999

Date: Mar 18, 2010 12:43 pm

#### Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	40702	ENGL	1010	002	Undergraduate	3.000	Standard	Letter	Introduction to Writing: Academic Prose

- None
- Waitlist

Add Classes Worksheet

#### CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes


Class Search

Reset

# After submitting your changes you will be able to view the classes for which you are registered and waitlisted.

## Add or Drop Classes

A01502657 McQueen Lightning  
Fall 2010  
Mar 18, 2010 10:41 am

 [Click Here](#) for tuition and fee tables (.pdf format). [Click Here](#) for dates and deadlines associated with registration and fee payment deadlines. To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

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### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Mar 17, 2010	None	40737	ENGL	1010	000	Undergraduate	3.000	Standard	Letter	Introduction to Writing: Academic Prose
Waitlist on Mar 18, 2010	None	40683	ENGL	1010	001	Undergraduate	0.000	Standard	Letter	Introduction to Writing: Academic Prose

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 999999.999  
Date: Mar 18, 2010 10:41 am

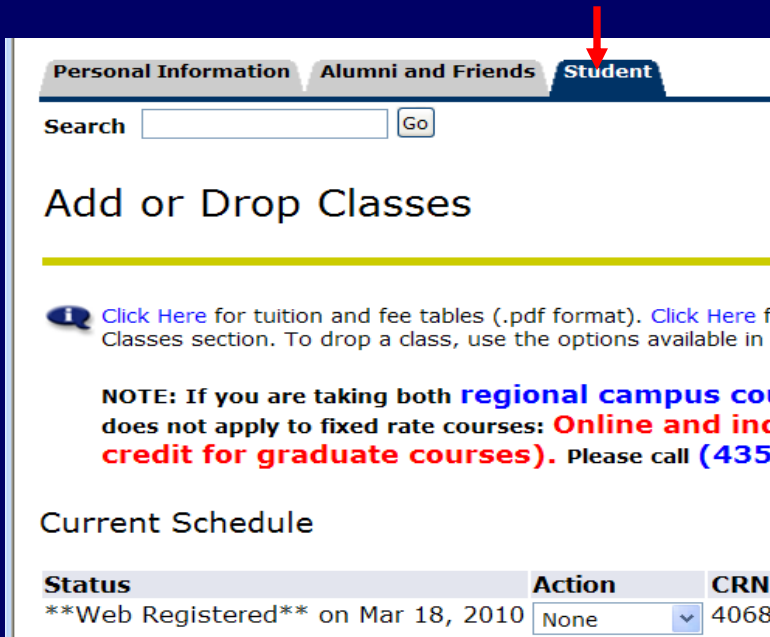
### Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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To view your position on the Waitlist go to your Student Detail Schedule by doing the following:

- Click the Student Tab




Personal Information Alumni and Friends **Student**

Search  Go

### Add or Drop Classes

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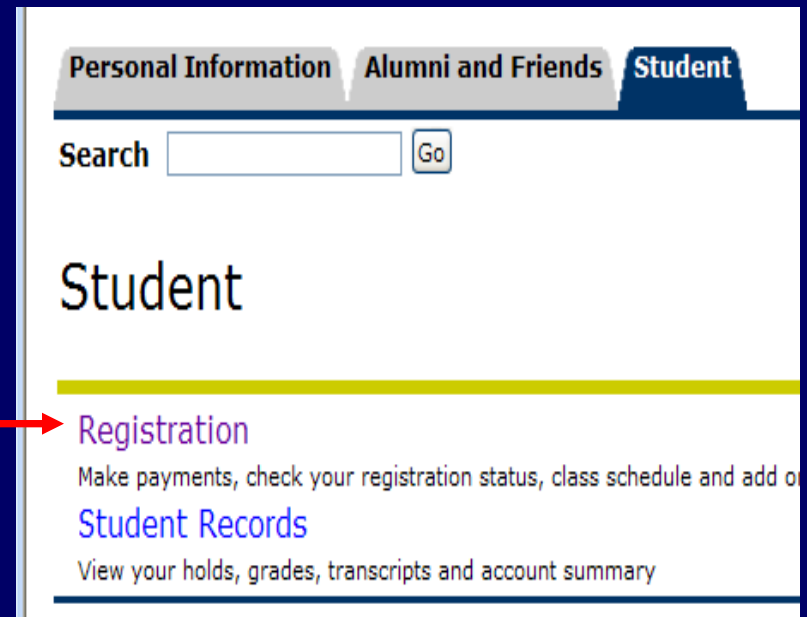
 [Click Here](#) for tuition and fee tables (.pdf format). [Click Here](#) for [Classes](#) section. To drop a class, use the options available in [Classes](#) section.

**NOTE: If you are taking both regional campus courses, the regional campus course fee does not apply to fixed rate courses: Online and independent credit for graduate courses). Please call (435) 797-1234.**

#### Current Schedule

Status	Action	CRN
**Web Registered** on Mar 18, 2010	None	4068

- Click on Registration



Personal Information Alumni and Friends **Student**

Search  Go

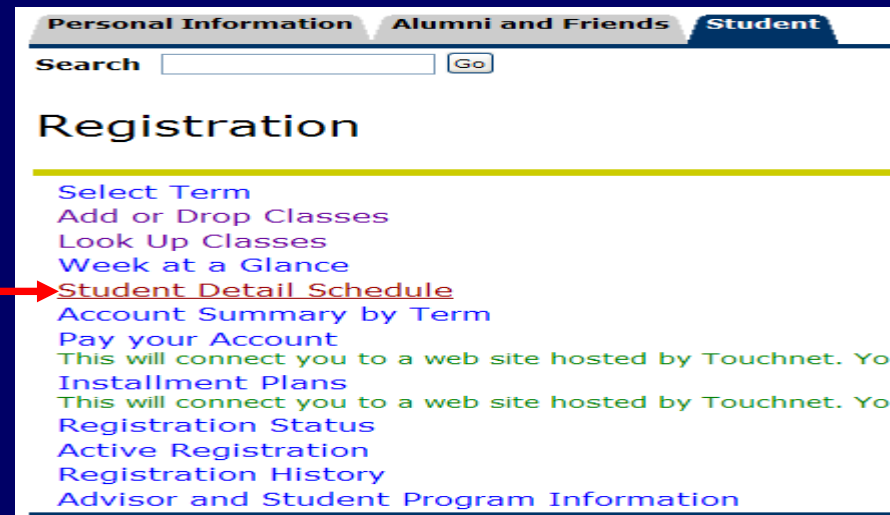
## Student

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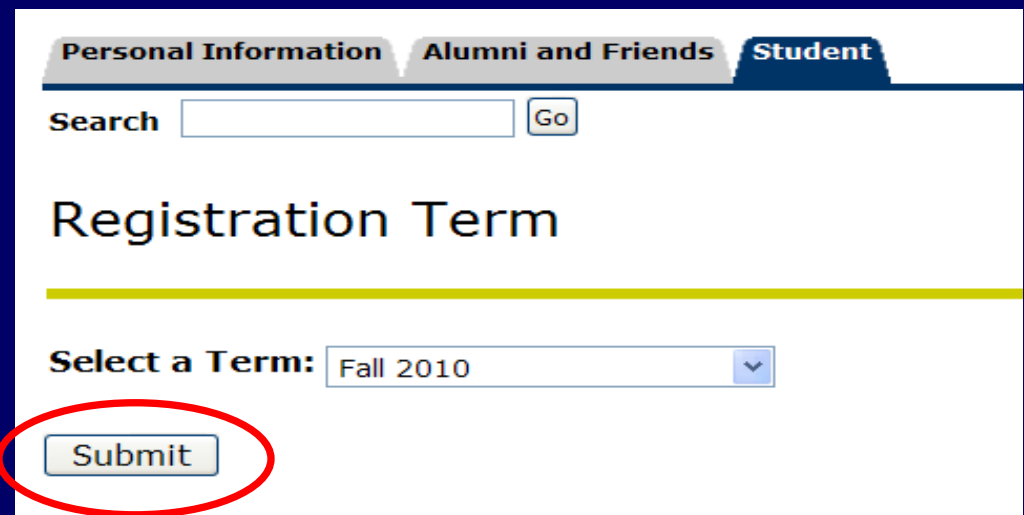
[Registration](#)  
Make payments, check your registration status, class schedule and add o

[Student Records](#)  
View your holds, grades, transcripts and account summary

- Click Student Detail Schedule



- Select a Term
- Click Submit



# Waitlist Positions

- When you place a submission to be on a waitlist, you will be assigned a waitlist position on a first come, first-served basis.
- If your waitlist position is number 1 (one), it means that you are next in line to receive an e-mail when an open seat becomes available.
- If you are in the number 1 position when a seat becomes available, you will move into the number 0 (zero) position and an e-mail will be sent to your “preferred” e-mail address in Access (Banner).
- With a 0 position you will be able to register for the class.

# View your Waitlist Position

## Student Detail Schedule

A01502657 McQueen Lightning  
Fall 2010  
Mar 18, 2010 10:44 am

Total Credit Hours: 3.000

### *Introduction to Writing: Academic Prose - ENGL 1010 - 000*

Associated Term: Fall 2010  
CRN: 40737  
Status: **\*\*Registered\*\*** on Mar 17, 2010  
Assigned Instructor: Mickey Mouse  
Grade Mode: Standard Letter  
Credits: 3.000  
Level: Undergraduate  
Campus: USU Main Logan Campus

### *Scheduled Meeting Times*

Type Time	Days Where	Date Range	Schedule Type	Instructors
Class 12:30 pm - 1:20 pm	MWF	Emma Eccles Jones Education 130A Aug 30, 2010 - Dec 17, 2010	Lecture	Mickey Mouse (P)

### *Introduction to Writing: Academic Prose - ENGL 1010 - 001*

Associated Term: Fall 2010  
CRN: 40683  
Status: Waitlist on Mar 18, 2010  
Waitlist Position: 1  
Notification Expires:  
Assigned Instructor: (T.B.A.) Staff  
Grade Mode: Standard Letter  
Credits: 0.000  
Level: Undergraduate  
Campus: USU Main Logan Campus

Once your waitlist position changes to 0, you will receive an email notification to your preferred email address stating that you can now add the class. You will have 24 hours from the time the email was sent to you to register for the class

# Sample Email

Dear Student ( A12345678 ),

You placed yourself on a WAITLIST for Mathematics 0900 section 002 (CRN: 42407).

An open seat is now available and you must take action by 30-APR-2011 02:17 PM .

- Login into the ACCESS (Banner) system: [www.usu.edu/myusu/](http://www.usu.edu/myusu/)
- Click Student -> Registration -> Add or Drop Classes
- Choose 'Web Registered' to add the class or 'DROP WEB' to remove your name from the waitlist
- Click 'Submit Changes' at the bottom of the page

If you drop the waitlisted class instead of adding it, you can still register for it prior to 30-APR-2011 02:17PM.

- Click Student -> Registration -> Add or Drop Classes
- Type the CRN in the Add Classes Worksheet -> Click 'Submit Changes'

\*\*\* If you add the class be sure to check your account balance. Any unpaid tuition and fees on December 16 at 11:59 PM may result in your classes being dropped. \*\*\*

Any registration holds that you may have on your student account will prevent you from registering for classes.

If you fail to take action, you will automatically be removed from the WAITLIST on 30-APR-2011 02:17 PM . You will NOT receive a notification of this action.

For more information on waitlisting, please visit us at: <http://usu.edu/registrar/waitlisting/>

Utah State University  
Office of the Registrar  
[registrar@usu.edu](mailto:registrar@usu.edu)  
(435) 797-1116




# To Register for a class you previously waitlisted

- Log into Access Banner
- Go to Add or Drop Classes
- Click the Drop down arrow on the class you are waitlisted for
- Click **\*\*Web Registered\*\***
- Click Submit Changes

**Add or Drop Classes** A01502657 McQueen Lightning  
Fall 2010  
Mar 18, 2010 11:59 am

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 [Click Here](#) for tuition and fee tables (.pdf format). [Click Here](#) for dates and deadlines associated with registration and fee payment deadlines. To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

**NOTE: If you are taking both regional campus courses and main campus courses, your tuition assessment no longer needs to be adjusted. Banner does it automatically. (This does not apply to fixed rate courses: Online and independent study course tuition and fees are \$211 per credit for undergraduate courses and \$268 per credit for graduate courses). Please call (435)797-1116 or complete a feedback form at with any questions about fixed rate courses.**

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
**Registered** on Mar 17, 2010	None	40737	ENGL	1010	000	Undergraduate	3.000	Standard	Letter Introduction to Writing: Academic Prose
Waitlist on Mar 18, 2010	None	40683	ENGL	1010	001	Undergraduate	0.000	Standard	Letter Introduction to Writing: Academic Prose

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 999999.999  
Date: Mar 18, 2010 11:59 am

**Add Classes Worksheet**

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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# To Drop Waitlisted Courses

- Log into Access Banner
- Go to Add or Drop Classes
- Click the Drop down arrow on the class you are waitlisted for
- Click DROP WEB
- Click Submit Changes

Add or Drop Classes A01502657 McQueen Lightning  
Fall 2010  
Mar 18, 2010 11:59 am

[Click Here](#) for tuition and fee tables (.pdf format). [Click Here](#) for dates and deadlines associated with registration and fee payment deadlines. To add a class, enter the Course Reference Number in the Add Classes section.  
To drop a class, use the options available in the Action pull-down list.

**NOTE: If you are taking both regional campus courses and main campus courses, your tuition assessment no longer needs to be adjusted. Banner does it automatically. (This does not apply to fixed rate courses: Online and independent study course tuition and fees are \$211 per credit for undergraduate courses and \$268 per credit for graduate courses). Please call (435)797-1116 or complete a feedback form at with any questions about fixed rate courses.**

Current Schedule

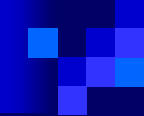
Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
**Registered** on Mar 17, 2010	None	40737	ENGL	1010	000	Undergraduate	3.000	Standard	Letter Introduction to Writing: Academic Prose
Waitlist on Mar 18, 2010	None	40683	ENGL	1010	001	Undergraduate	0.000	Standard	Letter Introduction to Writing: Academic Prose

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 999999.999  
Date: Mar 18, 2010 11:59 am

Add Classes Worksheet

CRNs
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

During the 24-hour window, a student can add or drop the waitlisted class in the Add or Drop Classes screen in Banner. To add the class, enter the CRN in the 'Add Classes Worksheet' and click submit. This will register the student for the course.



When you receive a waitlist email notifying you that you can now add the waitlisted class (unless you have a registration hold), there are a few steps you need to take:

1. See if you are registered for the same class, but a different section.
  2. If you are registered for the same class, but a different section you need to drop the section you are registered for so you can add the waitlisted section.
  3. Make sure that you will not have a time conflict for the waitlisted class you are going to register for.
  4. Register for the waitlisted section.
- \* If you are waitlisted for other sections that you no longer want, PLEASE drop them! This will enable other students to move up on the waitlist.

# How the Purge will affect you:

- Students that have a tuition balance at the time of a fee payment deadline may be dropped from their registered classes AND any classes they have waitlisted.
- Students that have paid their tuition balance by the fee payment deadlines will not be dropped from their registered classes and may move up on the waitlist.

# Spring 2013 Fee Payment Deadlines & Purges

December 5: Tuition/Fee Payment Postmark Deadline (Mail)

December 12: Tuition/Fee Due (5pm)

December 13: **UNDERGRADUATE PURGE**

January 7: USU Eastern tuition/fee payment due

January 18: Tuition/Fee Due (5pm)

January 19-21: **PURGE**

\*Students with unpaid balances may be charged a \$100 late tuition payment fee.\*

# Summary

- Log into Access Banner
- Register for classes
  - \*If classes are full, add yourself to a waitlist
- Check your email often; at least twice a day for waitlist email notifications
- Clear all Registration Holds as soon as possible to prevent registration problems
  - Type of Holds: Past Due Balance Hold, Advisor Hold, SOAR Hold, Library Fine Hold, Parking Fine Hold, etc.
- Make sure your fees are paid in full!

\*FYI: to waitlist a class you must meet **all** course requirements