

How to add a wait listed class in Banner 9

- 1. Log in to Banner 9 Admin Pages.
- 2. At the Banner 9 Admin Pages home screen type Student Course Registration or SFAREGS.
- 3. Click the X at top left corner to close the Distribution Parameters screen.

×	Student System	Distribution Initialization SOADEST 9.3 (PBAN)			RELA	TED	🗱 TOOLS
DISTR	BUTION PARAME	TERS		C Insert	Delete	Copy	Y, Filter
	Schedules		Enrollments .				
	Invoices	444	Compliance				
	Transcripts						

- 4. Enter the following information in the search screen:
 - a. Registration term code
 - b. Banner ID

× s	udent Cou	urse Registration SFAREGS 9.3 10 [MC:3 1.2] (PBAN)				A RELATED	TOOLS
	Term		ID:				Go
	Date	. 07/03/2018	Holds:				
View Curr	ent/Active	e 🛄	Print Bill:				
	Curricula						
Print	Schedule			Print Bill			
				Time Status Information			

- 5. Click the Go button to find the record
- 6. Click the Next section button in the bottom left hand corner of the screen to move to the Course Information section.

Credit Hours	16.000	Bill Hours 13 000	
CEU Hours	0.000		
3 S W .			SAL

YOU MAY <u>NOT</u> ADD A COURSE AFTER THE COURSE ADJUSTMENT PERIOD. Please check the Academic calendar for the last day to add or drop a course for each term.

7. Click the insert button to add a row if necessary and Enter the course CRN number in the CRN field.

Use the look up button **•••** to find a CRN.

COURS	COURSE INFORMATION												
Sectio	Section Detail View Detailed Results												
CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *			
<										>			

8. Click save. If the course is closed but the wait list is available, the below error will be displayed when you save. Open – Reserved for Wait List.

* COURSE	INFORMATION								🕀 insert 🗧	Delete	Copy 🍳 Filter
Section	Detail] Vid	w Detailed Re	sults								
CRN	Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *
80017	MIS	2223	017		S	3.000	3.000	3.000	3.00	RW	UG
85025	ECON	2113	003		S	3.000	3.000	3.000	3.00	RW	UG
82865	PSYC	1000	004		s	3.000	3.000	3.000	3.00	RW	UG
85306	PHIL	1175	010	Open - Reserved for Wait List	S	3.000	3.000	3.000	3.00	RE	UG

- 9. Tab to the Status field and enter WL.
- 10. Click the Save button 2 times in the bottom right corner of the screen to save the record.

	1000		Dire		Т
	Credit Hours	16.000	Bill Hours	urs 13.000	I
	CEU Hours	0 000			I
					1
-	<u>*</u>			SAVE	1
_					-

11. If an add error occurs (pre-requisites, co-requisites, or any other restrictions) an error message will be displayed and the course WILL NOT BE ADDED to the student record until an override is performed.

× s	itudent Course	Registratio	on SFAREGS	9 3.10 [MC 3	3 1 2] (BTST)								ADD 🔒	RETR	NEVE 🚣	RELATED	🗱 TOOLS	1
Term: 201	1880 ID :		_	Date: (07/05/2018 Ho	olds: View	Current	Active Curricula:	Print Bill:	Print Sched	ule: 🗸		O Stud	ent schedule	has errors. C	orrect or delet	e to contin	we.
Registrati	on Student	Term	Curricula	Introy Party	Time Blattis	Withdrawal												
ENROLLI	MENTINFORMA	NON													D Insert	Delete	₩ _E ,Copy	Y, Fit
	Status *	EL	Eligible to F	Register		State	us Date	07/05/2018			M	inimum *	0.0	00 So	urce MHRS			
	Reason]					Delete All CR	Ns		M	aximum *	18.0	00 Sc	urce MHRS			
Pr	ocess Block										Acto	eptance O	Confirmed	None	O Accept	led		
COURSE	INFORMATION														tinsert	Delete	Copy	¥, Fill
Section	Detail Vie	ew Detailer	d Results															
CRN	Subject *	Course	* Section	* Messa	ge			Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status H	lours	Status *	Level *	Appr Re	d Ove	erride
82789	HLTH	1000	039					S	2.000	2.000	2.000		2.000	RE	UG			
82468	FINA	2244	008					S	3.000	3.000	3.000		3.000	RE	UG			
84555	HIMA	3000	601	Class	Restriction			S	3.000	3.000	3.000		3.000	RE	UG			
<																		>

12. To override an add error and allow the registration to be saved. Select Yes from the override column to allow registration and override the error.

COURSE	INFORMATION										C Insert	Delete 📭	Copy Y. Filter
Section	Detail	ew Detailed R	esults										
CRN	Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override
82789	HLTH	1000	039		s	2.000	2.000	2.000	2.000	RE	UG		
82468	FINA	2244	800		S	3.000	3.000	3.000	3.000	RE	UG		
84555	HIMA	3000	601	Class Restriction	S	3.000	3.000	3.000	3.000	RE	UG		Yes

- 13. Click the Save button SAVE **2 times** in the bottom right corner of the screen to save the record.
- 14. A confirmation message will display confirming the record was updated.

×	Student Course Registration SFAREGS 9.3.10 [MC.3.1.2] (BTST)	ADD	🖺 RETRIEVE 🛔 RELATED 🔅 TOOLS 1
-	Term: (201880)		ent registered. Press save or Print Bill to submit print jobs,
	Date: 07/03/2018	Holds:	sck to return to ID.