

How do I view a wait list for a course?

- 1. Log into Pirate Port using your Pirate ID and Passphrase.
- 2. Click the Faculty & Advisor Self Service card in Pirate Port.



3. Click on the Course Rosters link on the Dashboard.

BECU	J
Facu	Hello Novine Kros, This is the entry page for Banner Faculty and Advisors. You can navigate to the below pages depending on your role at the University. • Advisee Search • Change of Grade • Course Rosters • Faculty Grade Entry • Schedule Planner Advisor Mode

4. Search for the class on the CRN Listing page. For more information on searching for a class roster, see documentation: "How to use Course Rosters in Faculty and Advising Self Service"

EC	U.							* 👤	Novine Kros
Faculty & Advi	sors • Cl	RN Listing							
CRN Listing									
All Terms		*							
Select Course	2							▼ Search (Alt+Y)	Q
Subject	÷	Course Title	≎ CRN	÷	Enrollment Count 💲	Status \$	Duration	Term	\$
OMGT 4743, 001		Purchasing and Material Mgmt	s 83339		25	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)	
OMGT 4743, 601		Purchasing and Material Mgmt	s 83340		9	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)	
OMGT 6213, 601		Oper and Supply Chain Mgmt	40167		40	Active	05/18/2020 - 06/23/2020	1st Summer 2020 (202	040)

5. Select the class record in the list by clicking on the record (EXCEPT the course title and CRN links).

F	aculty & Advisors • Cl	RN Listing									
¢	RN Listing										
	All Terms	~									
	Select Course Search (Alt+Y) C										
	Subject 🗘	Course Title 🗘	CRN \$	Enrollment Count 💲	Status 🗘	Duration	Term	\$			
	PHIL 1110, 001	Intro to Philosophy	81637	30	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)				
	OMGT 4743, 001	Purchasing and Materials Mgmt	83339	25	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)				

6. The Class List page is displayed.

*	Course	Information			Enrollment Counts										
	Purchas CRN: 83 Duratio Status: /	ing and Materials Mg 340 n: 08/24/2020 - 12/16/2 Active			Enrollm Wait Lis Cross Li	ent t st	Maximum 25 10 0	Actu 9 0 0	al Rem 16 10 0	naining					
CI	ass List	Wait List												Summary View	~
Summary Class List											Sea	arch (Alt+Y)	٩		
		Student Name	~	ID	÷	Registration Status 🗘	Level	÷	Crec	lit Hours 🔇	Fi	nal	÷	Class	¢
						Web Registered	Undergraduate		3		N	Access		Senior	
						Web Registered	Undergraduate		3		N	Access		Senior	
						Web Registered	Undergraduate		3		N	Access		Junior	

7. Click the Wait List tab to view waitlisted students.

Faculty & Advisors • <u>CRN Listing</u> • Class List								
Class List							⊖ Export	🖨 Print
Fall 2020 - 202080 OMGT 4743 83340 🗸								
❤ Course Information			Enrollment C	ounts				
Purchasing and Materials Mgmt - OMGT 4743 601				Maximum	Actual	Remaining		
CRN: 83340			Enrollment	25	9	16		
Duration: 08/24/2020 - 12/16/2020			Wait List	10	0	10		
Status: Active			Cross List	0	0	0		
Class List Summary Class List						(iii) 🔻 Sea	Summary Vie	ew 💙
Student Name V ID	Registration Status 🗘	Level	≎ Cre	dit Hours 🔇	Final	\$	Class	÷

Please Note the following:

• If the Wait List tab is grayed out, the course selected does not have a waitlist set up in banner.



• If there are no students on the wait list, *There are no students wait listed for this course*.

8. The wait list displays the Waitlist position and the Notification Expires Date if the student has been notified of a seat

Class List Summary View											v ¥		
Sum	Summary Wait List										:+Y)	Q	
		Student Name	~	id û	Registration Status	÷	Level \Diamond	C F	Credit Hours	Waitlist Position	\$ Notification Expires	Class	\$
					Wait List		Undergraduate	0		2	-	Freshman	
					Wait List		Undergraduate	0		1	-	Freshman	
					Wait List		Undergraduate	0		3	-	Freshman	

Click the CRN Listing link in the cookie trail to return to the CRN Listing page to view all classes.

Faculty & Advisors • <u>CRN Listing</u>	Class List		
Class List	B	+ Export	Print

When you exit out of Faculty/Advisor Self Service, always use **Sign Out** at the top of the page, and then exit out of the web browser.