Viewing Students on Course and Cross Listed Waitlists in Banner 9

1. Log in to Banner 9 Admin Pages.
2. At the Banner 9 Admin Pages home screen type Waitlist Priority Management or SFAWLPR.
3. Enter the term and CRN number in the search block.
4. Click the Go button to view the waitlist.
5. Students on the course waitlist will be listed.

NOTE: If course is cross listed an ERROR message will be displayed. Please note the Crosslist group listed in the error message. You will need this in the next steps.

6. To view crosslisted group, select the search icon on the Banner 9 navigation menu and enter Cross List Waitlist Priority Management or SFAWLP to go to this form.
7. Enter the Cross List Group and click the Go button
8. Students on the cross listed wait list will be listed.