How to View Course Wait lists

HOW DO WAITLISTS WORK?

- Students who attempt to register for a class that is full or ‘Closed’ may put themselves on a waiting list.
- The wait list queue works on a **first-come, first-served basis**.
- When a seat becomes available, an email will be sent to the student at the top of the waiting list via their ECU email.
- The student will have up to 24 hours from the delivery of the email to add the class.
- All Holds and Registration Restrictions will still apply to be eligible to waitlist a class.

VIEWING A COURSE WAIT LIST

2. Click on the Hamburger icon at the top of the page.
3. Select the PiratePort link.
4. **Log into Pirate Port** with your Pirate ID and Passphrase.
5. **Click** on the **Main SSB Menu** link from the “Banner Self Service Links” widget.
6. **Click the Continue Button** after reading the “Something Important to Know” popup window.

7. From the Banner Self Service main menu, **select Faculty and Advisors**.

8. **Select Course Roster** from the Course Options menu.

9. Select Term from the Select a Term menu.
10. Click the Submit Button.

**Select Term**

- Select A Term: Spring 2012
- 2nd Summer 2011
- 11-Week Summer 2011

11. Select a course from the CRN: menu.

**Select a CRN**

- CRN: HNRS 4103 005: Independent Study, 35962 (0)
- OMGT 3223 001: Business Decision Modeling, 33393 (32)
- OMGT 3223 002: Business Decision Modeling, 33394 (32)
- OMGT 3223 001: Business Decision Modeling, 33402 (30)

12. Click the Submit button.

**Select a CRN**

- CRN: HNRS 4103 005: Independent Study, 35962 (0)
- OMGT 3223 001: Business Decision Modeling, 33393 (32)
- OMGT 3223 002: Business Decision Modeling, 33394 (32)
- OMGT 3223 001: Business Decision Modeling, 33402 (30)

13. The total number of students on the wait list for the course is listed under the Summary Class List. To view the students, click the blue Wait List link.

**Summary Class List**

- Course Information
  - Management Science - OMGT 6613 601
  - CRN: 33424
  - Duration: Jan 09, 2012 - May 03, 2012
  - Status: Active

- Enrollment Counts
  - Maximum: 25
  - Actual: 5
  - Remaining: 245

**Wait List:**

- Enrollment: 25
- Maximum: 25
- Actual: 0
- Remaining: 245

14. Students currently on the Wait List for the course are listed under the Summary Wait List section.
### Enrollment Counts

<table>
<thead>
<tr>
<th>Maximum Actual Remaining</th>
<th>Enrollment</th>
<th>Wait List</th>
<th>Crown List</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25</td>
<td>25</td>
<td>8</td>
</tr>
</tbody>
</table>

### Summary Wait List

<table>
<thead>
<tr>
<th>Wait List Position</th>
<th>Student Name</th>
<th>ID</th>
<th>Peg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Notification Expire</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Wait List</td>
<td>Graduat</td>
<td>0.000</td>
<td></td>
</tr>
<tr>
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<td>Wait List</td>
<td>Graduat</td>
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<tr>
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<td>Wait List</td>
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<tr>
<td>4</td>
<td></td>
<td></td>
<td>Wait List</td>
<td>Graduat</td>
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</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>Wait List</td>
<td>Graduat</td>
<td>0.000</td>
<td></td>
</tr>
</tbody>
</table>

Email wait listed students 📩