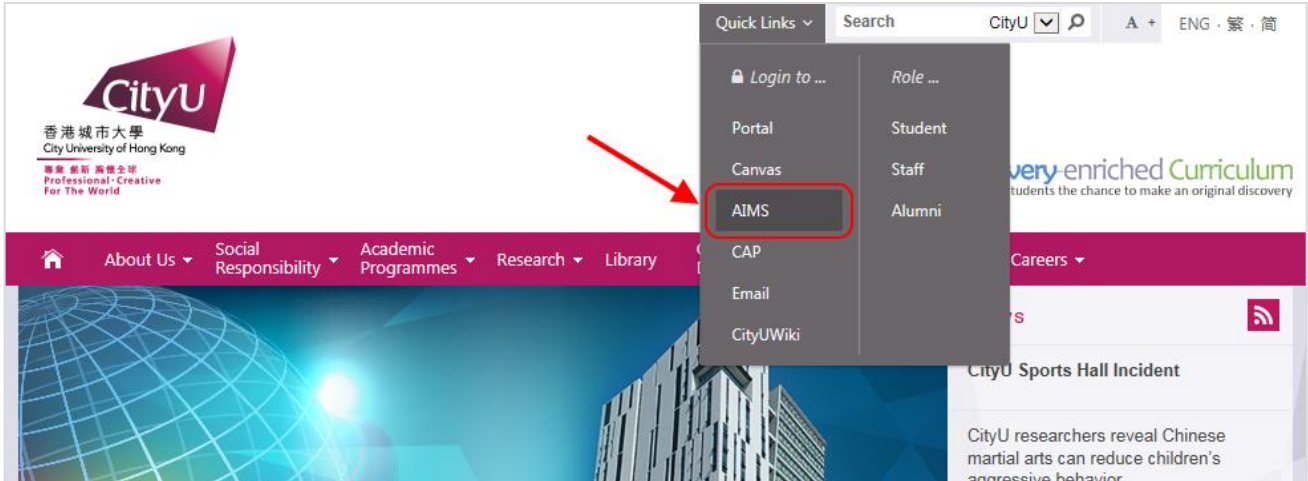
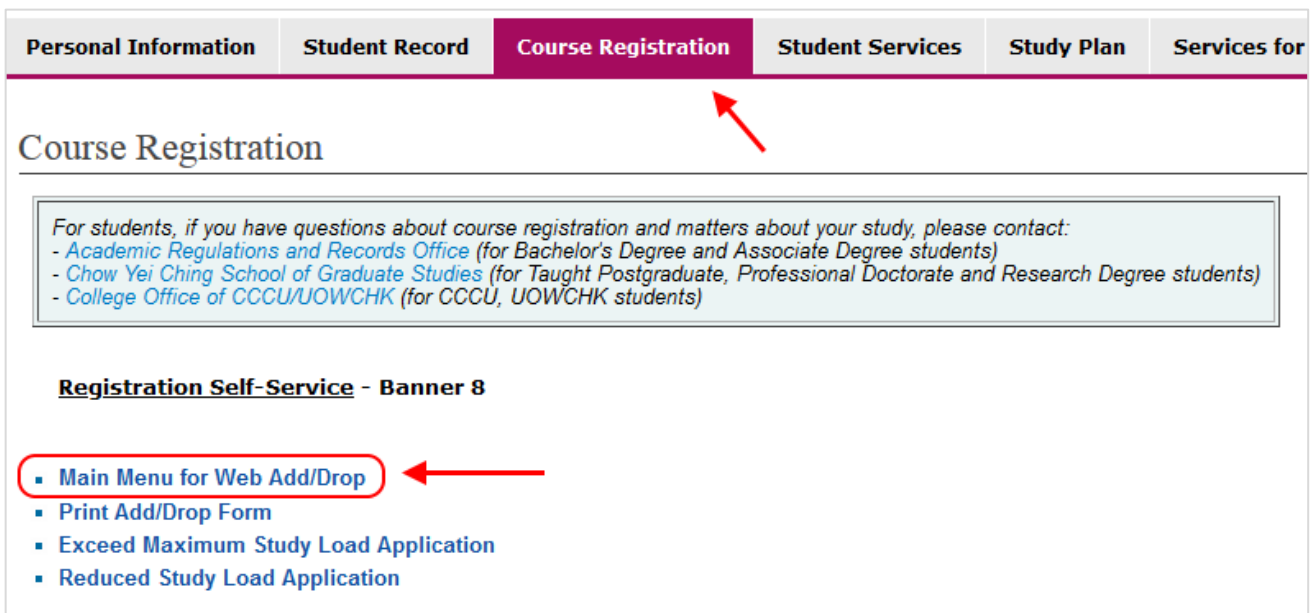


# WAITLISTING DEMONSTRATION (BANNER 8)

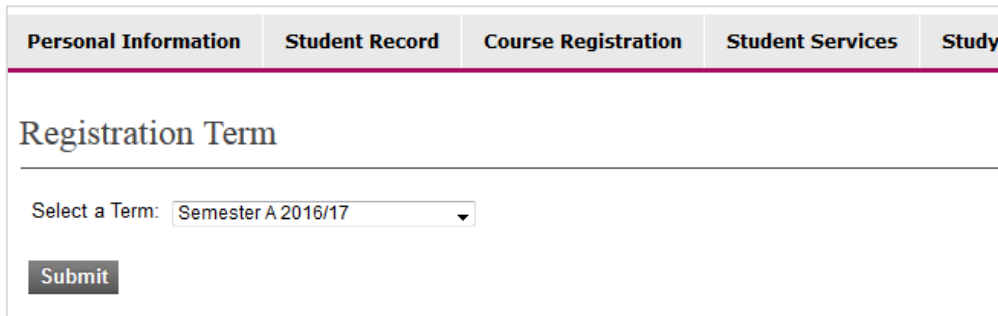
1. Login to AIMS with your EID and password.



1. Go to the **Course Registration** tab under the Registration Self-Service - Banner 8 section, click Main Menu for Web Add/Drop.

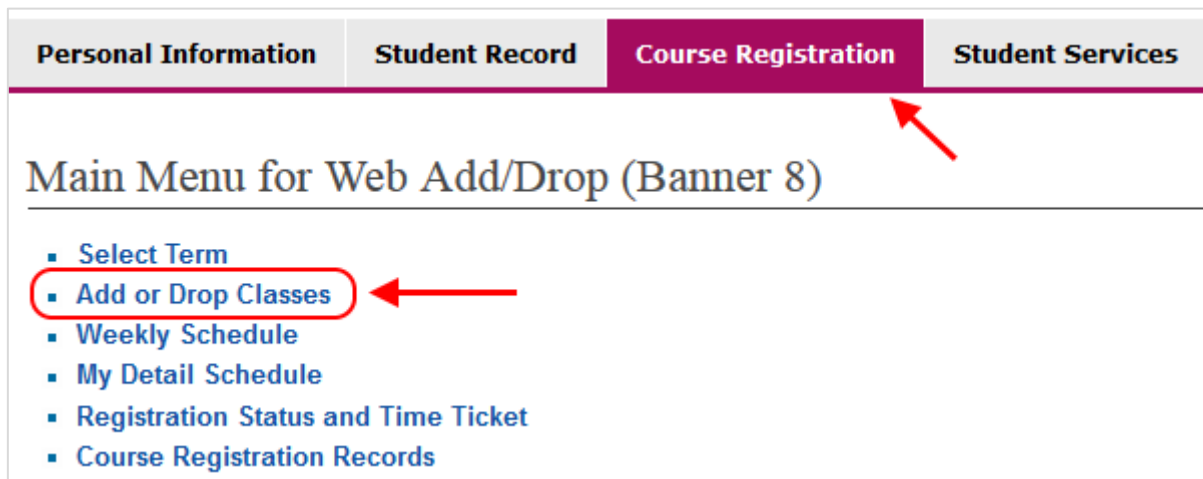


2. Click **Select Term** > select the appropriate term and click **Submit**.



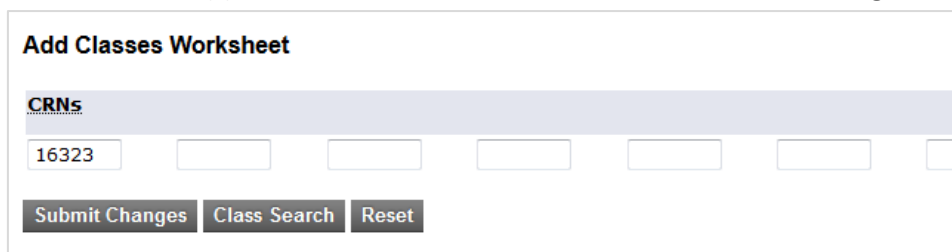
The screenshot shows a navigation bar with five tabs: 'Personal Information', 'Student Record', 'Course Registration', 'Student Services', and 'Study'. Below the navigation bar, the heading 'Registration Term' is displayed. Underneath, there is a dropdown menu labeled 'Select a Term:' with 'Semester A 2016/17' selected. A 'Submit' button is located at the bottom left of the form.

3. At the Main Menu for Web Add/Drop for Banner 8, click **Add or Drop Classes**.



The screenshot shows a navigation bar with four tabs: 'Personal Information', 'Student Record', 'Course Registration', and 'Student Services'. The 'Course Registration' tab is highlighted in purple. Below the navigation bar, the heading 'Main Menu for Web Add/Drop (Banner 8)' is displayed. A list of menu items is shown below the heading, with 'Add or Drop Classes' circled in red and a red arrow pointing to it. The other menu items are: 'Select Term', 'Weekly Schedule', 'My Detail Schedule', 'Registration Status and Time Ticket', and 'Course Registration Records'.

4. Enter the relevant CRN(s) in the **Add Classes Worksheet** and click **Submit Changes**.



The screenshot shows the 'Add Classes Worksheet' interface. It features a header 'Add Classes Worksheet' and a section labeled 'CRNs' with a light blue background. Below this section, there is a row of input fields, with the first field containing the number '16323'. At the bottom of the form, there are three buttons: 'Submit Changes', 'Class Search', and 'Reset'.

## ADD WAITLISTED COURSES

### SCENARIO 1: WAITLIST QUOTA AVAILABLE

1. If the course section entered is full (i.e. closed) and there is waitlist quota available, the course will be listed under **Registration Add Errors** with an error message "Closed – N Waitlisted" ("N" denotes the number of students on the waitlist).

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web registered on Jul 20, 2016	None	16326	6541	S01	Postgraduate Degree	3.000	Letter grade		
Web registered on Jul 20, 2016	None	16325	6531	S61	Postgraduate Degree	3.000	Letter grade		

Total Credit Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jul 20, 2016 05:23 pm

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None	16323	6513	S01	Postgraduate Degree	3.000	Letter grade		

**Add Classes Worksheet**

CRNs

Submit Changes Class Search Reset

*Error message showing section is full but waitlist quota is available*

2. To add yourself to the waitlist, select **Waitlist** from the **Action** dropdown box of the course section and click **Submit Changes** to complete the process.

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	Waitlist	16323	6513	S01	Postgraduate Degree	3.000	Letter grade		

**Add Classes Worksheet**

CRNs

Submit Changes Class Search Reset

3. The waitlisted course section will be shown under your **Current Schedule** if the attempt is successful.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web registered on Jul 20, 2016	None	16326	6541	S01	Postgraduate Degree	3.000	Letter grade		
Web registered on Jul 20, 2016	None	16325	6531	S61	Postgraduate Degree	3.000	Letter grade		
Waitlist on Jul 20, 2016	None	16323	6513	S01	Postgraduate Degree	0.000	Letter grade		

Total Credit Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jul 20, 2016 05:29 pm

*Waitlisted course added successfully*

4. Details of the waitlisted course (together with your position in the waitlist queue) can also be found in your detail schedule. To view your detail schedule, go to the **Course Registration** tab and click **My Detail Schedule**.

### Student Detail Schedule

Total Credit Hours: 6.000

<b>Associated Term:</b> Summer 2016	
<b>CRN:</b> 16323	
<b>Status:</b>	Waitlist on Jul 20, 2016
<b>Waitlist Position:</b>	1
<b>Assigned Instructor:</b> Ligttg Y IAGWP	
<b>Grade Mode:</b> Letter grade	
<b>Credits:</b> 0.000	
<b>Level:</b> Postgraduate Degree	
<b>Campus:</b> Main Campus	



#### Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	12:00 pm - 2:50 pm	T	Academic 2 2513	Jun 06, 2016 - Jul 23, 2016	First room	Ligttg Y IAGWP (P)
Class	12:00 pm - 2:50 pm	R	Academic 2 2200	Jun 06, 2016 - Jul 23, 2016	First room	Ligttg Y IAGWP (P)

<b>Associated Term:</b> Summer 2016	
<b>CRN:</b> 16325	
<b>Status:</b> Web registered on Jul 20, 2016	
<b>Assigned Instructor:</b> Aenivih O CO	

### SCENARIO 2: WAITLIST IS FULL

If the course section entered is full (i.e. closed) and there is no remaining waitlist quota, the course will be listed under **Registration Add Errors** with an error message "Closed – Waitlist Full". In this case, you will not be able to add yourself to the waitlist.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web registered on Jul 20, 2016	None	16326		6541	S01	Postgraduate Degree	3.000	Letter grade	
Web registered on Jul 20, 2016	None	16325		6531	S61	Postgraduate Degree	3.000	Letter grade	

Total Credit Hours: 6.000

Minimum Hours: 0.000

Maximum Hours: 18.000

Date: Jul 20, 2016 05:45 pm

**Error message showing waitlist is full**

#### Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - Waitlist Full	16323		6513	S01	Postgraduate Degree	3.000	Letter grade	

SCENARIO 3: SEATS AVAILABLE BUT RESERVED FOR WAITLISTED STUDENTS

1. If the course section entered is not full (i.e. open) but the available seats are reserved for waitlisted students, the course will be listed under **Registration Add Errors** with one of the following error messages:

- “Open – N Waitlisted” → There is waitlist quota available. To add yourself to the waitlist, select **Waitlist** from the **Action** dropdown box of the course section and click **Submit Changes** to complete the process.

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Open - 1 Waitlisted	None None Waitlist	16323		6513	S01	Postgraduate Degree	3.000	Letter grade	

**Add Classes Worksheet**

CRNs

Submit Changes Class Search Reset

- “Open –Waitlist Full” → There is no remaining waitlist quota and you will not be able to add yourself to the waitlist.

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Open - Waitlist Full	16323		6513	S01	Postgraduate Degree	3.000	Letter grade	

2. If there is waitlist quota available and the add attempt is successful, the waitlisted course section will be shown under your **Current Schedule**.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web registered on Jul 20, 2016	None	16326		6541	S01	Postgraduate Degree	3.000	Letter grade	
Web registered on Jul 20, 2016	None	16325		6531	S61	Postgraduate Degree	3.000	Letter grade	
Waitlist on Jul 20, 2016	None	16323		6513	S01	Postgraduate Degree	0.000	Letter grade	

Total Credit Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jul 20, 2016 05:29 pm

**Add Classes Worksheet**

CRNs

Submit Changes Class Search Reset

## DROP WAITLISTED COURSES

- To drop a waitlisted course, select **Web drop** from the **Action** dropdown box of the course section and click **Submit Changes** to complete the process.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web registered on Jul 20, 2016	None	16326		6541	S01	Postgraduate Degree	3.000	Letter grade	
Web registered on Jul 20, 2016	None	16325		6531	S61	Postgraduate Degree	3.000	Letter grade	
Waitlist on Jul 20, 2016	None None Web drop	16323		6513	S01	Postgraduate Degree	0.000	Letter grade	

Total Credit Hours: 6.000  
 Minimum Hours: 0.000  
 Maximum Hours: 18.000  
 Date: Jul 20, 2016 05:39 pm

**Add Classes Worksheet**

CRNs

**Submit Changes** **Class Search** **Reset**

- Courses successfully dropped will no longer appear in the **Current Schedule**.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web registered on Jul 20, 2016	None	16326		6541	S01	Postgraduate Degree	3.000	Letter grade	
Web registered on Jul 20, 2016	None	16325		6531	S61	Postgraduate Degree	3.000	Letter grade	

Total Credit Hours: 6.000  
 Minimum Hours: 0.000  
 Maximum Hours: 18.000  
 Date: Jul 20, 2016 05:39 pm


## WAITLIST INFORMATION IN MASTER CLASS SCHEDULE

Waitlist information is also available in the **Master Class Schedule** under the **Waitlist Avail** column.

- Course Level**

Value	Meaning
Y	Waitlist quota is available
N	Waitlist is not supported for the course
FULL	Waitlist queue is full at this time

## Courses Offered in Summer 2016

 For the explanations of terminology in the Master Class Schedule, please click [HERE](#).

As of July 20, 2016 18:09 PM

Offering Academic Unit	Subject	Course	Title	Credit	WEB	Level	Avail	Cap	Waitlist Avail
		6513		3	Y	P	60	61	Y
		6531		3	Y	P	64	65	N
		6541		3	Y	P	119	120	N

- Course section (CRN) Level**

Value	Meaning
Any number > 0	Available waitlist quota
N	Waitlist is not supported for the course
FULL	Waitlist queue is full at this time

Course : [6513](#) [ [Click here for course catalogue](#) ] or [ [Click here for registration detail](#) ] (use "Back" to return to this page)

Offering Academic Unit: Accountancy

Pre-requisites/precursors (Students should ensure they fulfill the pre-requisites/precursors requirement prior to adding a course.):  
[5512](#)

Exclusive Course (Students are restricted from registration in a course when they have earned credits for an exclusive course.):  
Nil

CRN	Section	Credit	Campus	WEB	Level	Avail	Cap	Waitlist Avail	Date	Day	Time	Bldg	Room	Instructor
16323	S01	3	Main Campus	Y	P	FULL	1	3	06/06/2016 - 23/07/2016	R	12:00 - 14:50	AC2	2200	IAGWP Ligtg Y
									06/06/2016 - 23/07/2016	T	12:00 - 14:50	AC2	2513	IAGWP Ligtg Y
16324	S61	3	Main Campus	Y	P	60	60	N	06/06/2016 - 23/07/2016	R	19:00 - 21:50	AC2	3614	IAGWP Ligtg Y
									only for Programme: <a href="#">5512</a>					
									06/06/2016 - 23/07/2016	T	19:00 - 21:50	AC2	2614	IAGWP Ligtg Y
									only for Programme: <a href="#">5512</a>					