

How to Waitlist a Course in Self-Service Banner 9

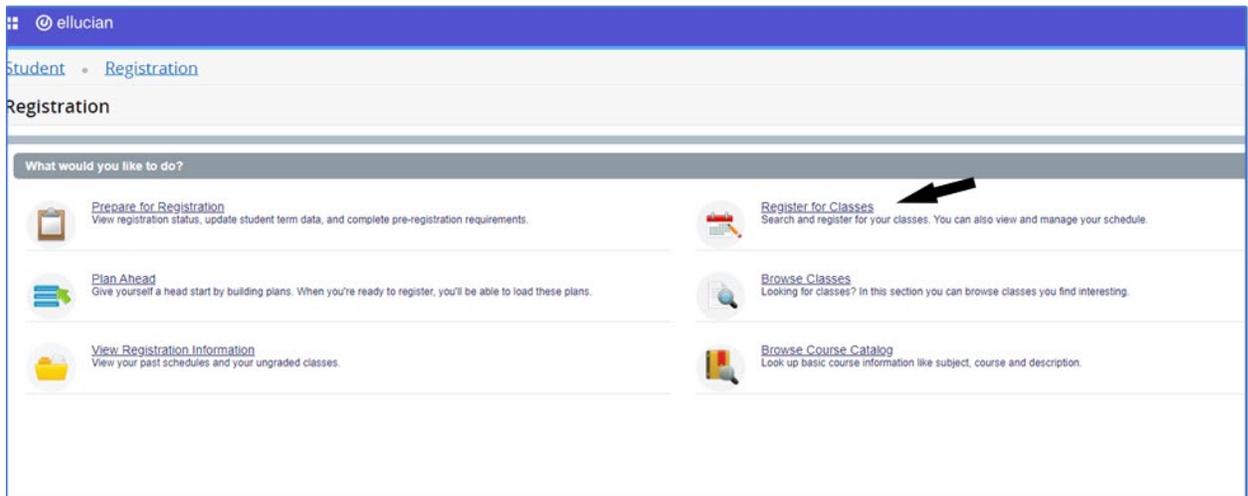
- 1) Login to PAWS and go to the Student tab and click Registration.

The screenshot shows the PAWS Self-Service Banner 9 interface. At the top, the Eastern Illinois University logo is visible. Below the logo is a navigation bar with four tabs: "Personal Information", "Alumni and Friends", "Student", and "Faculty". The "Student" tab is highlighted in red. Below the navigation bar is a search box with the label "Search" and a "Go" button. The main content area is titled "Student" and contains several links and descriptions:

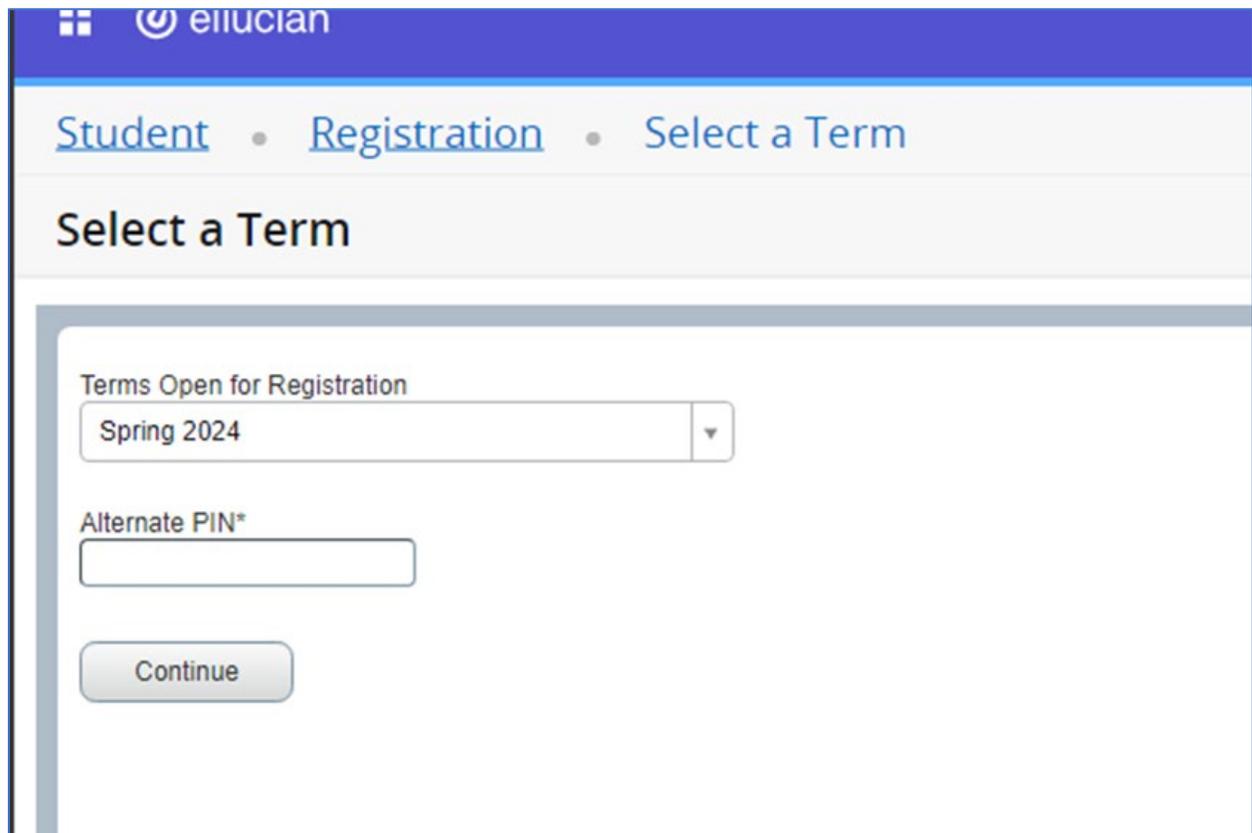
- Registration**
Check your registration status, class schedule and add or drop classes
- Student Records**
View grades, transcripts, degree audit and account summary, **view and update**
- Student Account**
View your account summaries, holds, statement/payment history and tax informa
- [Student Parking Permits and Citations](#)**
Buy Parking Permits or pay Citations.
- [9x Student Profile](#)**
- [Registration](#)** ← (indicated by a black arrow)
- [9x Schedule Planner](#)**
- [Additional Course Costs](#)**

A grey rectangular box is present at the bottom of the page, partially obscuring the footer area.

2) It will lead the student to the following screen, where you will click on Register for Classes.



3) Select the term and enter your Registration PIN.



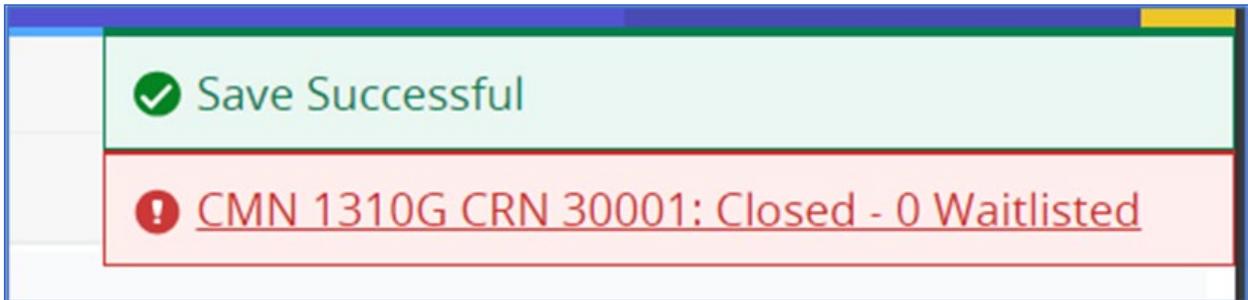
- 4) Find the course you want to add using the search box on top, and then look at the bottom right to find the course you need to waitlist. It will show an **Error Preventing Registration** message.

| Title | Details | Hours | CRN | Schedule Type | Status | Action |
|----------------------------------|----------------|-------|-------|-------------------|------------|--------|
| Advanced Analysis and Deve... | HCM 5610, 600 | 3 | 32954 | Online | Registered | None |
| African American Social Mov... | AFR 2000G, 001 | 0 | 31924 | Lecture | Withdrawn | None |
| Biological Principles and Issues | BIO 1001G, 001 | 3 | 30305 | Lecture/Lab Co... | Registered | None |
| Biological Principles and Issues | BIO 1001G, 005 | 0 | 30504 | Lecture/Lab Co... | Withdrawn | None |
| Biological Principles and Issues | BIO 1001G, 006 | 0 | 32135 | Lecture/Lab Co... | Withdrawn | None |
| Business Operations in Susta... | MBA 5001, 001 | 0 | 31006 | Lecture | Withdrawn | None |

- 5) Click on the drop-down menu by the course and choose Wait Listed.

| | | | | | | |
|----------------------------------|----------------|---|-------|-------------------|---------------------------|--------------------|
| Introduction to Speech Com ... | CMN 1310G, 001 | 3 | 30001 | Lecture | Errors Preventing Regi... | Remove |
| Advanced Analysis and Deve ... | HCM 5610, 600 | 3 | 32954 | Online | Registered | Remove |
| African American Social Mov ... | AFR 2000G, 001 | 0 | 31924 | Lecture | Withdrawn | **Web Registered** |
| Biological Principles and Issues | BIO 1001G, 001 | 3 | 30305 | Lecture/Lab Co... | Registered | Wait Listed |

- 6) Click Submit, and the status will change as shown below. You get a popup in the top right of your screen, and the status changes by the course. Then you are done!



| Title | Details | Hours | CRN | Schedule Type | Status | Action |
|---|----------------|-------|-------|---------------|------------|--------|
| Introduction to Speech Com... | CMN 1310G, 001 | 0 | 30001 | Lecture | Waitlisted | None |

Note: Waitlisting works in Schedule Planner, too. When you try to register for the course, Schedule Planner will tell you on the Registration Results pop-up that you are **not** registered for that course and allow you to choose Wait Listed from the menu. Click OK, and you are done!

