Banner Wait Listing
Get in Line for a Seat in That Closed Course

NEW

Banner Waitlists are **available to students attempting to register for sections that are full to capacity.** **A Waitlist demo is on YouTube.** Search for "**ECC Waitlist.**" Set the resolution to 480 or 720p for the best picture.

➢ **Getting on the Waitlist:**
1. Go to the **Web Services** where you register for courses.
2. **Type the CRN** of a course you want and click **Submit Changes**.
3. **If the course is closed**, it will appear under a red dot that says "Registration Add Errors" and under Status it will say "closed." Open the Action menu of the course, **click "wait list**," and then click **Submit Changes.**
4. You are now on the Wait List! You are not billed for Waitlisted class.

   NOTE: Waitlisted courses DO appear on student schedules, but **being on a waitlist does NOT guarantee that the student will be allowed to register for the course**. Students who are de-registered (purged) for non-payment are removed from all waitlists.

➢ **Notification of open seat:**
   If a seat becomes available, you will receive notification in your Essex County College email account unless you changed your preferred email in Banner. **Check your ECC email frequently**. You will have a **small window of time, sometimes as little as 12 hours, to claim your seat, and the clock starts when the email is sent**, not when you read it. No one else can take your seat until your time expires.

> **WHAT IS THE MOST IMPORTANT THING TO REMBER ABOUT WAITLIST?**
> **It is checking your e-mail frequently.** If your window of time expires, you will be removed from the waitlist and the next person in line will be given the opportunity to take the open seat. If you add yourself back to the waitlist, you will be added at the end of the line.

➢ **Registering when a seat is available:**
1. The system will NOT register you automatically; you have to register yourself after you receive the e-mail notification.
2. Go to the **Web Services** where you register for courses.
3. Open the Action menu for the waitlisted course; **change the status of the class from 'Waitlist" to "Web Registered"** then click **Submit Changes**.
4. You are now registered for the course!

If you miss your registration window your only recourse is to re-add your name to the waitlist. Please be aware, some activities are irreversible. If you drop a class that has a waitlist, the seat will be offered to the student at the top of that waitlist. There is no undo!

When searching for open classes, please keep in mind that open seats are NOT available if they have been offered to students on top of the Waitlist. If the number in the "**WLAct**" column is greater than in the '**Rem**' column, then open seats are NOT available.

(Wait Listing may not be available in certain courses)