Viewing Wait Lists in BannerWeb
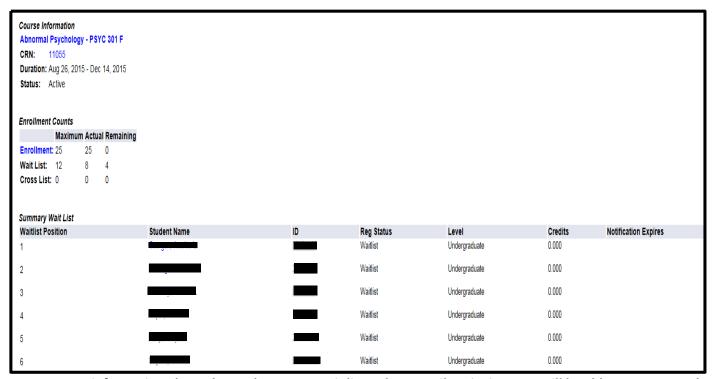
1. Log into BannerWeb and access the Faculty Services tab
2. Under the Faculty Services tab, you can select one of two option – Detail Wait List or Summary Wait List.
3. For a general list of students on the wait list, select Summary Wait List. This will give you a ranking of wait list order and, if the student has been notified of an opening, when that notification expires.

Course Information
Abnormal Psychology - PSYC 301 F

CRN: 11055

Duration: Aug 26, 2015 - Dec 14, 2015

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	25	25	0
Wait List:	12	8	4
Cross List:	0	0	0

Summary Wait List

Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Notification Expires
1	▮▮▮▮▮	▮▮▮	Waitlist	Undergraduate	0.000	
2	▮▮▮▮▮	▮▮▮	Waitlist	Undergraduate	0.000	
3	▮▮▮▮▮	▮▮▮	Waitlist	Undergraduate	0.000	
4	▮▮▮▮▮	▮▮▮	Waitlist	Undergraduate	0.000	
5	▮▮▮▮▮	▮▮▮	Waitlist	Undergraduate	0.000	
6	▮▮▮▮▮	▮▮▮	Waitlist	Undergraduate	0.000	

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4. For more information about the students on a wait list, select Detail Wait List. You will be able to see general information about the student, such as major, class, etc.

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Detail Wait List

Student Name	ID	Registration Status	Waitlist Position	Notification Expires	Registration Number
▮▮▮▮▮	▮▮▮	Waitlist	1		27

Current Program
Bachelor of Science

Level:	Undergraduate
Program:	Bachelor of Science
Admit Term:	Fall 2013
Admit Type:	Early Action Admission
Catalog Term:	Fall 2013
College:	Presbyterian College
Campus:	Presbyterian College
Major and Department:	Psychology, Psychology
Minor:	English
Minor:	Spanish
Class:	Sophomore