HOW THE WAITLIST OPERATES:

1. Student attempts to register for a class that is full.
2. Student receives closed course message, with a note that the Waitlist is available. (CLOSED – WAITLIST)
3. Student may change registration status to either "DROP" (DW) to decline or "WAITLIST" (WL) to be placed on the Waitlist.
4. When an opening becomes available, the student receives an email generated through Banner to their Spelman email address.
5. Upon receiving the e-mail, the student has 48 hours to register for the class.
6. The Waitlist feature does not automatically register the student in the class. The student must take action to register in Banner. Student must log in and change registration status from "WAITLIST" to "WEB REGISTERED" for the class via Banner.
7. If student does not register within 48 hours, the next person on the Waitlist is emailed.
8. If the student decides they no longer wish to be on the waitlist or gets a seat in a different section, they should go into Banner to drop the waitlist section so the next student in line can be accommodated more quickly.

Being on a waitlist does not guarantee registration for the class. It is recommended that you register for an alternate class in case the course never becomes available to you.
HOW TO ADD YOUR NAME TO A WAITLIST:

1. Go to the Spelman College Home page [https://www.spelman.edu/](https://www.spelman.edu/).

2. Click on the mySpelman link at the top of the page.

3. Log in using your OneSpelman credentials.

4. Click on the Banner link.
5. From the Banner Self-Service main menu. Click the Student and Financial Aid link.

6. Click on Registration.

7. Click on Add or Drop Classes.
8. Select the Term and click Submit.

![Registration Term](image)

9. Search for desired class using Class Search. Once course is found, copy CRN number and go back to enter in CRNs box on Add or Drop Classes worksheet. Submit Changes.

![Add or Drop Classes](image)

10. Under Action, select Wait List and click Submit Changes button.

![Add or Drop Classes](image)
11. The Status for the class will show Wait List. You are now on the waitlist for the course.

12. If you would to remove yourself from the waitlist, select DROP-WEB from the drop down and Submit Changes.