

Wait List Notification Process

HOW WAIT LISTING WORKS:

When a seat becomes available, the student at the top of the wait list is offered that seat and given 24 hours to register in the course section. If the student does not register for the course section by the deadline, the seat is offered to the next person on the wait list and the student is moved to the bottom of the wait list.

PROCESS:

➔ Log into **INSIDE SOU**

➔ Student & Reg. Tools

➔ Registration Tools

➔ Wait List Status

Online Services

- Banner
- Banner (Browserless)
- Banner Self-Service (SISWeb)
 - Faculty Tools
 - Student & Registration Tools

Registration Tools

- Add or Drop Classes
- Change Class Options
- Look Up Classes
- Registration Status
- Registration Time Tables
- Student Schedule Week at a Glance
- Wait List Status

➔ Select Term

Select a Term:

➔ Submit

If you are offered a spot for registration, you will see the following:

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing is Good Standing which permits registration.
- ✓ Your Student Status permits registration.

Unresolved holds may prevent registration.

➔ To register, click on
**Register Now **

Wait Listed Courses and Status for Summer 2013

Wait List Status	CRN	Subject	Course	Title	Deadline to Register	Action
Opening Available	8953	CAS	505	Reading and Conference	June 04, 2013 11:00 P.M.	** Register Now **

➔ In the next screen,
Select "Web Registered"

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Wait List on Jun 03, 2013	Web Registered	8953	CAS	505	0	Graduate	0.000	Graded		Reading and Conference

➔ Submit Changes

PLEASE NOTE:

- It is recommended that you check the Wait List Status page twice a day as it updates every half hour from 6:00 a.m. to 2:00 a.m.
- A courtesy email is sent to your SOU email account but the official notification is provided in the Wait List Status page.
- If you are not registered for the course section prior to the first day of the term, you must attend class and obtain the instructor's written approval to register on an Add/Drop slip.
- If you no longer wish to remain on the wait list, drop the course either in the Wait List Status page or in the Add or Drop Classes page.

Wait Listed Courses and Status for Summer 2013

Wait List Status	CRN	Subject	Course	Title	Deadline to Register	Action
#1 on Wait List	8953	CAS	505	Reading and Conference		Drop Wait Listed Class

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Wait List on Jun 03, 2013	Drop Course-Before Term Starts	8953	CAS	505	0	Graduate	0.000	Graded		Reading and Conference