# Waitlisting Query Forms on Banner

The Banner waitlist function is managed by the Office of the Registrar. The process is basically as follows:
1. Student attempts to enroll for a course that has a waitlist; they are offered the opportunity to add their name to the waitlist for that course.
2. If they do so, the course is added to their schedule with an enrollment status of **WL**;

SFAXWLP Same as SFAWLPR except for cross-listed sections. We do *not recommend using waitlisting on cross-listed sections,* so this form should not be needed.

SFIWLNT View who has been notified of an open space in the course and what their status is:
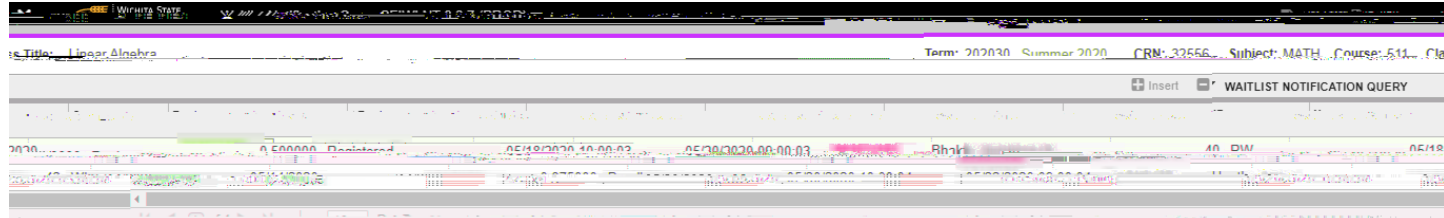
Waitlist Status definitions:

--Registered: Student was notified and registered for the course

--Pending: Student was notified and action is pending*

--Dropped: Student time expired and the process dropped them from the waitlist

--Expired: Student was notified and dropped himself from the course waitlist before next process ran

refers to the registration status code on that course for that student.

WL = Waitlisted	RW = Web Registered	RE = Registered by RO
DD = Drop/Delete	DW = Web Drop	

*A student is sometimes listed with a drop

not update until the next time the batch notification process is run. This would include students who take no action and time expires. Even after their 47 hours is up at 9am

until the process runs at 10am. However, the student *cannot* register after the 47 hours has expired.

The last date a student can put their name on a waitlist for a *full-term* course is the Tuesday of the first week. The last batch process will run that Wednesday. The batch process will continue to run for smaller/later POTs but all WL processing for any later course ends before that class begins. A process is run to clear all waitlists after the POT begins; removed students will receive an email informing them that they did not get a spot and

Please contact Allie Owens at x5394 or email registration@wichita.edu with questions regarding waitlisting.

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