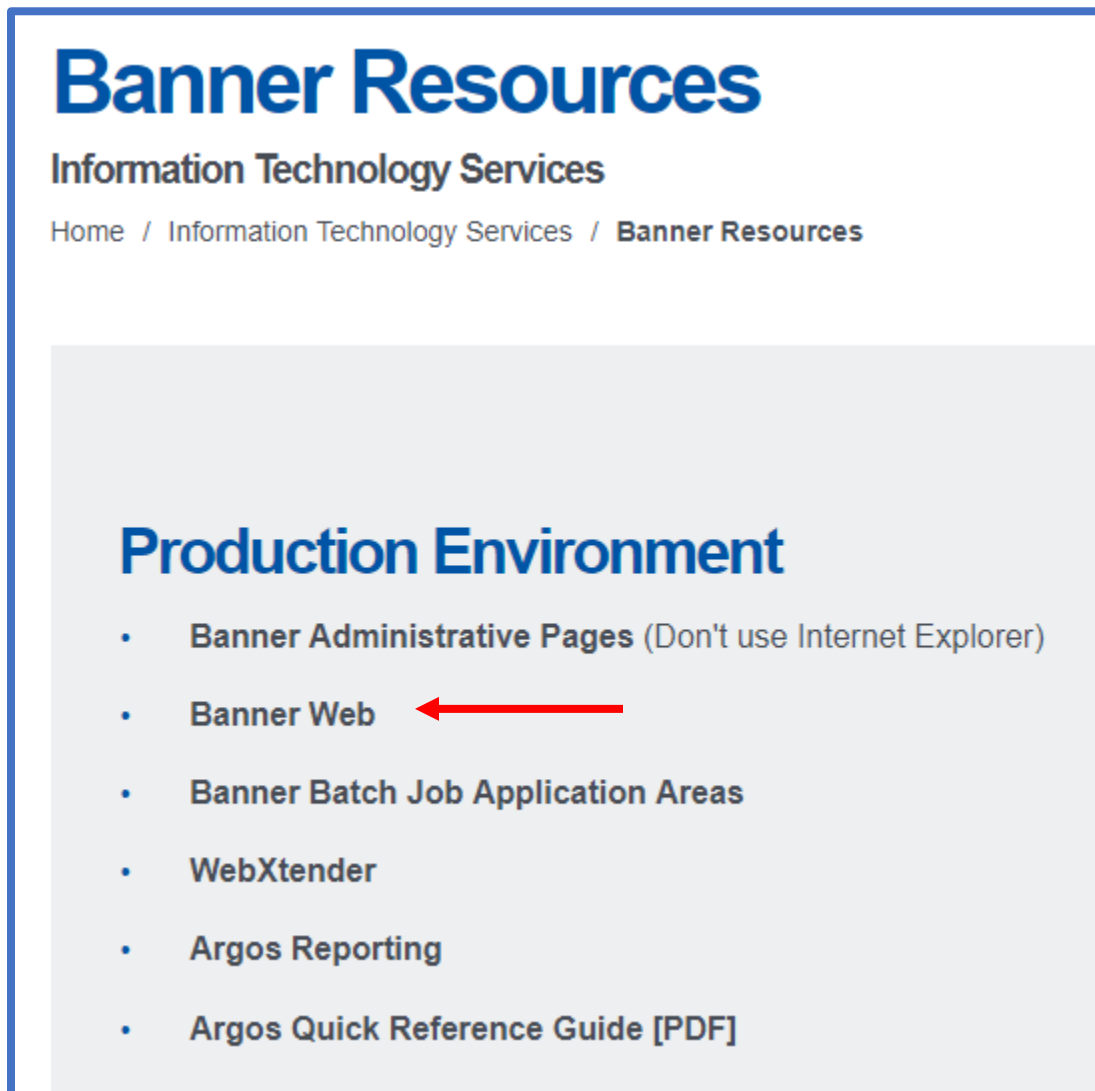


# Wait Listing View in BanWeb for Faculty

This documentation will guide faculty through viewing wait list seats and students in sections via BanWeb.

**VERY IMPORTANT:** If you have a section that allows for waitlisting, no seat overrides should be processed for students. Providing seat overrides for students will cause issues with the wait list functionality.

1. Login to Banner Web using UWG credentials. To navigate to the Banner Web login page visit [www.westga.edu/its/banner-resources.php](http://www.westga.edu/its/banner-resources.php) and click on **Banner Web** under Production Environment.

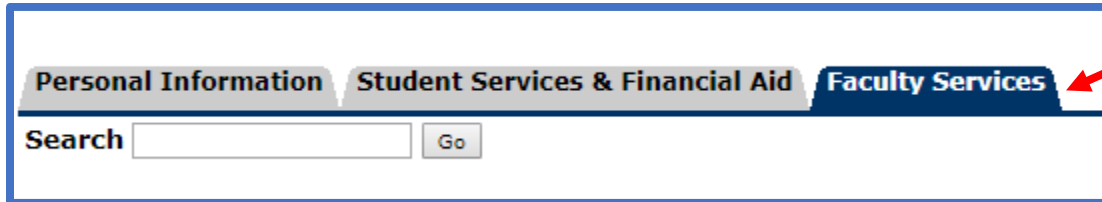


**Banner Resources**  
Information Technology Services  
Home / Information Technology Services / **Banner Resources**

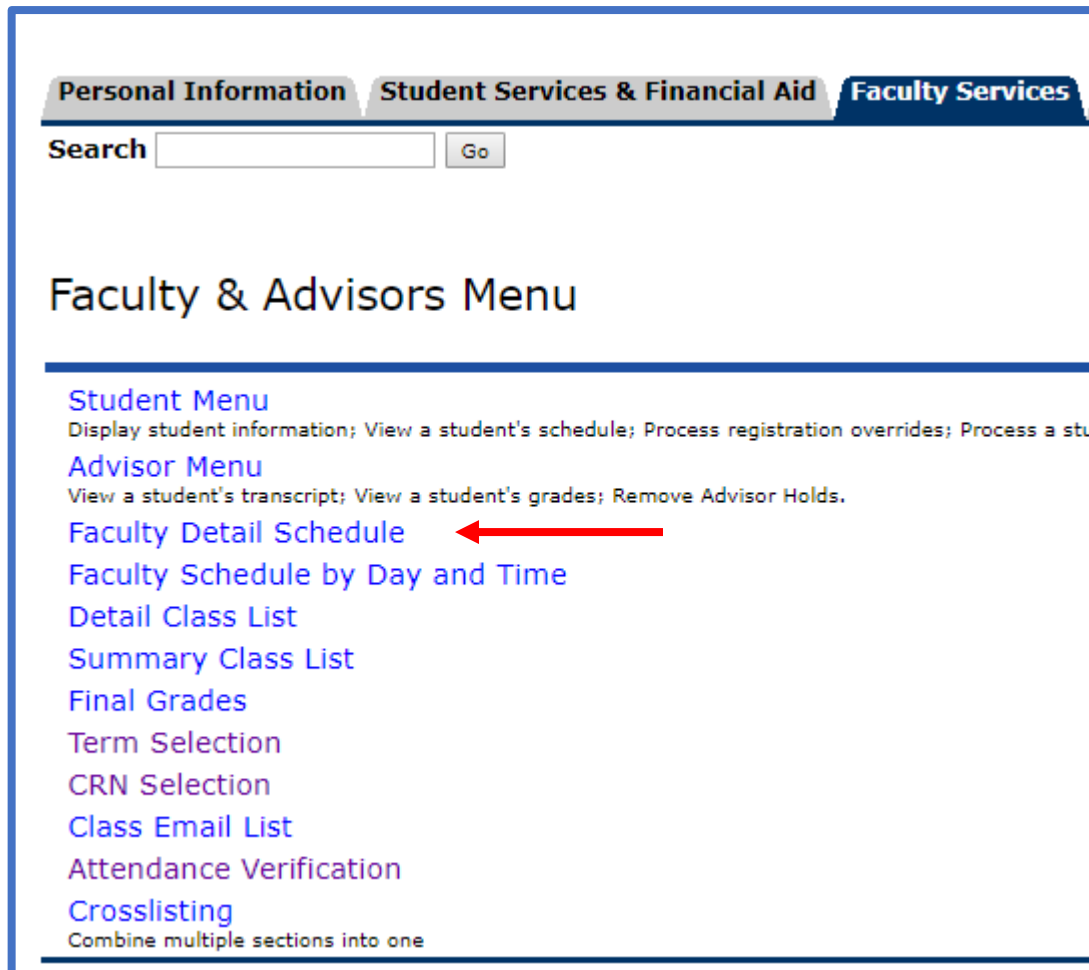
## Production Environment

- **Banner Administrative Pages** (Don't use Internet Explorer)
- **Banner Web** ←
- **Banner Batch Job Application Areas**
- **WebXtender**
- **Argos Reporting**
- **Argos Quick Reference Guide [PDF]**

2. Once you are logged in to Banner Web. Click on the **Faculty Services** Tab.



3. Next, Click on the **Faculty Detail Schedule** link.



- Select the appropriate term from the dropdown box and click Submit.

Personal Information
Student Services & Financial Aid
Faculty Services

Search

## Select Term

Select the Term for processing then press the Submit Term button.

**Select a Term:**

**RELEASE: 8.7.1**

- This page shows each course on the faculty member's load for the term selected.

>Faculty Detail Schedule

Welcome to the Faculty Detail Schedule display. Listed below is your schedule for the selected term.

**Introduction to Physical Anthropology - 12195 - ANTH 1105 - E02**

**Status:** Active

**Available for Registration:** Oct 23, 2019 - Jan 10, 2020

**College:** College of Social Sciences

**Department:** Anthropology

**Part of Term:** 1

**Course Credits:** 3.000

**Course Levels:** Undergraduate-Semester System

**Campus:** Distance Learning Technology

**Override:** No

**Syllabus:** [Add](#)

**Rosters:** [Classlist](#)

**Office Hours:** [Add](#)

**Enrollment Counts**

	Maximum	Actual	Remaining
<b>Enrollment:</b>	40	26	14
<b>Cross List:</b>	0	0	0

**Scheduled Meeting Times**

Type	Time	Days	Building	Room #	Date Range	Schedule Type	Instructors
Class	TBA		Intnet		Jan 04, 2020 - May 05, 2020	Asynchronous Instruction	

6. To view the wait list information for each course, click on the Wait List Link under Enrollment Counts.

**Culture and Psychology - 10632 - PSYC 4350 - E01**

**Status:** Active  
**Available for Registration:** Oct 23, 2019 - Jan 10, 2020  
**College:** College of Social Sciences  
**Department:** Psychology  
**Part of Term:** 1  
**Course Credits:** 4.000  
**Course Levels:** Undergraduate-Semester System  
**Campus:** Distance Learning Technology  
**Override:** No  
**Syllabus:** [Add](#)  
**Rosters:** [Classlist](#) [Waitlist](#)  
**Office Hours:** [Add](#)

**Enrollment Counts**

	Maximum	Actual	Remaining
<b>Enrollment</b>	36	35	1
<b>Wait List:</b>	35	1	34
<b>Cross List:</b>	0	0	0

**Scheduled Meeting Times**

Type	Time	Days	Building	Room #	Date Range	Schedule Type	Instructors
Class	TBA		Intnet - INTERNET BASED COURSE		Jan 04, 2020 - May 05, 2020	Asynchronous Instruction	(P.)

- You will now be on the Summary Faculty Class List page. This page will show all students currently on the wait list for this course as well as their wait list position. You will also be able to see the students' email addresses by clicking on the 'Display Email List' at the bottom of the page.

## Summary Faculty Wait List

Spring Semester 2020  
Nov 18, 2019 02:33 pm

Welcome to the Faculty Wait List by CRN Display.

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) If the student has more than one major or department in his/her primary or secondary curriculum. 2) If the student has a program, level, college, or degree in his/her secondary curriculum that is different from that in his/her primary curriculum.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.


**Course Information**  
**Culture and Psychology - PSYC 4350 E01**  
**CRN:** 10632  
**Duration:** Jan 04, 2020 - May 05, 2020  
**Status:** Active

**Enrollment Counts**

	Maximum	Actual	Remaining
<b>Enrollment:</b>	36	35	1
<b>Wait List:</b>	35	1	34
<b>Cross List:</b>	0	0	0

**Summary Wait List**

Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Notification Expires
1	McManus, Jennifer L.	[REDACTED]	Wait List	Undergraduate-Semester System	0.000	Nov 13, 2019 10:08 am



[Return to Previous](#)

\*\*\*If a student has been notified that a seat is available, they will show a Notification Expires date and time. If the student does not register by this time, they will be dropped from the wait list during automated processes in the Office of the Registrar. The next student on the wait list will be notified approximately 15 minutes after the wait list notification for the current student expires.