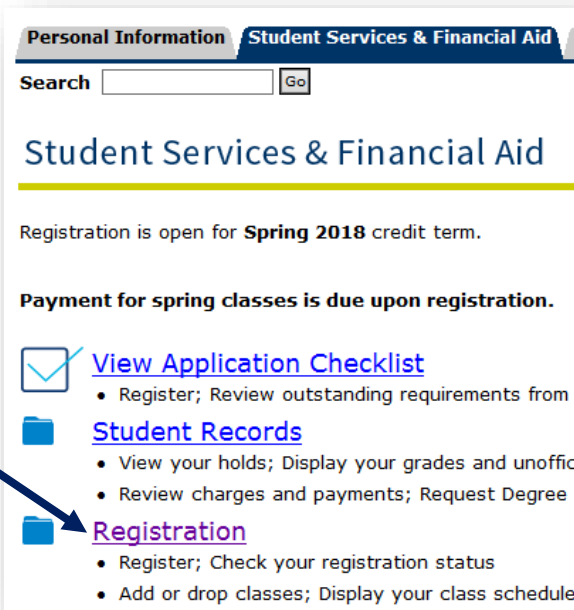# How to Sign Up for a Waitlist
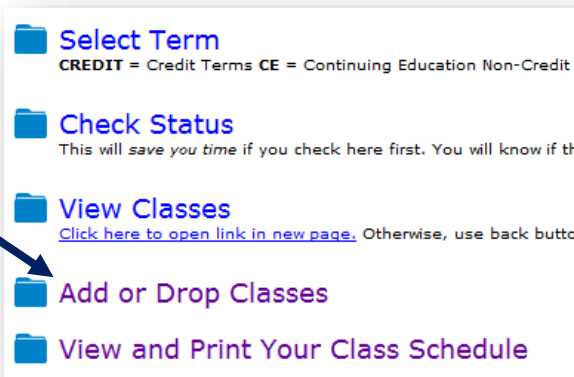
Login to [Banner Self-Service](#)

Click **Student Services & Financial Aid**

Click **Registration**

Click **Add or Drop Classes**

Be sure to write down the CRN(s) you would like to waitlist

Waitlist Wishlist

_____

_____

_____

_____

_____

_____

Select a **Term**; click **Submit**

Choose **Advanced Search**

Select the **Subject** and enter **Course Number**. Scroll to bottom, click **Section Search**.

A class has an active waitlist if there are figures listed in the **WL** columns. Please note that MTH 180 (CRN 21050) has a waitlist with a capacity (WL Cap) of 25 and 0 are actively waitlisted (WL Act). This means that the waitlist is open.

Sections Found
Mathematics

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
☐	21185	MTH	180	099	5	4.000	Introductory Statistics	MTW	06:00 pm-08:15 pm	24	3	21	0	0	0
☐	21254	MTH	180	301	3	4.000	Introductory Statistics	TR	09:00 am-12:40 pm	25	10	15	0	0	0
C	21050	MTH	180	468	4	4.000	Introductory Statistics		12:01 am-12:02 am	25	25	0	25	0	25
C	20968	MTH	180	469	4	4.000	Introductory Statistics		12:01 am-12:02 am	25	25	0	25	0	25

Write down the CRN you wish to waitlist. Return to the registration area by clicking **Register**.

Enter the **CRN**; click **Submit Changes**

Add Classes Worksheet

CRNs

20478

| Submit Changes | Class Search | Reset |

It will display as a Registration Add Error.

❶ Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None ∨	20478	ART	101	450	Credit Student	3.000	Standard Letter	Art History I

Select **Waitlist** on the Action drop-down menu; click **Submit**

❶ Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None / Waitlist	20478	ART	101	450	Credit Student	3.000	Standard Letter	Art History I

The **Waitlisted** course appears:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Waitlist on Feb 09 2018	None ⌄	20478	ART	101	450	Credit Student	0.000	Standard Letter	Art History I

Keep Checking Your MySTLCC [or Preferred] Email

If a slot becomes available, you will be notified via your **MySTLCC email**, or your **Preferred Email** address if you have selected one in Banner Self-Service (Personal Information → Update E-mail Address(es).

Pay close attention to the registration deadline.

From:	do-not-reply@stlcc.edu
To:	Stegeman, Melanie
Subject:	Waitlist Notification for 20357
Date:	Friday, February 09, 2018 4:16:15 PM

THIS IS AN AUTOMATED MESSAGE. DO NOT REPLY

Dear Melanie,

A seat has become available for your waitlisted course: ENG 101 301.

You must register before 10-FEB-2018 04:16 PM or your seat will be offered to the next student on the waitlist. Be sure to resolve any registration holds as these will prevent you from registering for the course.

To register, login to Banner Self-Service and change the registration status from Waitlist to Web Registered for CRN: 20357
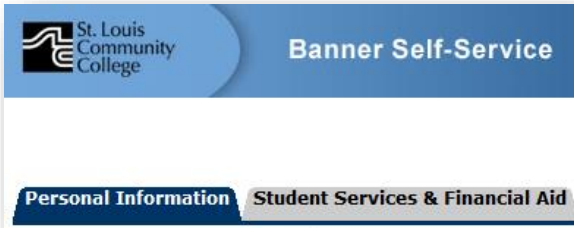
If you have questions, please contact Enrollment Services at any campus location.

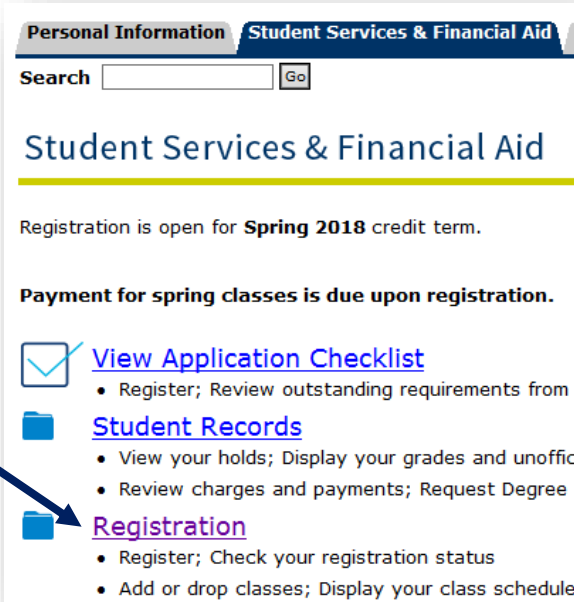Thank you for choosing STLCC!
Office of the Registrar

Register for Your Waitlisted Class

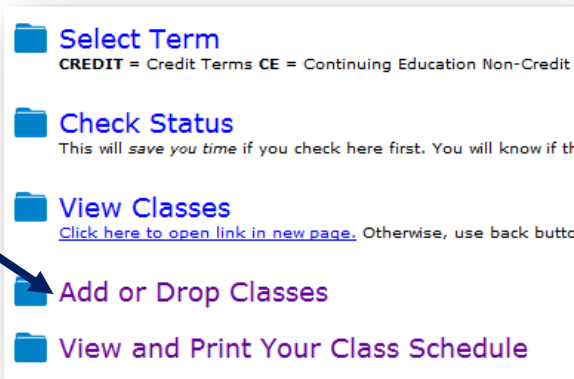To register for your waitlisted class, login to Banner Self-Service

Click **Student Services & Financial Aid**

Click **Registration**

Click **Add or Drop Classes**

Select a **Term**; click **Submit**

On the Action drop-down menu, choose ****Web Registered**** to register for the class. Then click **Submit Changes**.

If you change your mind and do not wish to register for the waitlisted course, please remove yourself from the waitlist by selecting ****Web Drop**** from the Action drop-down menu.