HOW TO USE THE WAITLIST

REGISTER, WAITLIST STATUS

1. Log into **Banner Self Service**, wright.edu/wings
2. Go to "Registration"
3. Select "Register for Classes"
4. Select the semester/term and then click "Continue"
5. Using the "Find Classes" tab, search for the class and click the "Add" button; if using the "Enter CRNs" tab, enter the CRN and select "Add to Summary"
6. The course will appear in the "Summary" pane with a "Pending" status
7. In the "Action" column, click the drop-down menu and select "Waitlisted"
8. Click "Submit"
9. The "Status" column will now display as "Waitlisted"

You will receive an email at your wright.edu address when you can register for the class. You have 24 hours from the time the email is sent to register for the class. If you miss the window, you will have to rejoin the waitlist at the bottom of the queue.

ACCEPT SEAT

1. Log into **Banner Self Service**
2. Go to "Registration"
3. Select "Register for Classes"
4. Select the semester/term and then click "Continue"
5. The course will appear in the "Summary" pane with a "Waitlisted" status
6. In the "Action" column, click the drop-down menu and select "Web Registered"
7. Click "Submit"
8. The "Status" column will now display as "Web Registered"

You have 24 hours from the time the email is sent to register for the class. If you miss the window, you will have to rejoin the waitlist at the bottom of the queue.