

Waitlisting for a Class

This is the process to waitlist for a class if one is offered. Being on a waitlist will ensure you are notified should a seat become available for registration. **Please note, being on a waitlist does not guarantee that a seat will become available for registration.**

Login to BannerWeb (banner.jefferson.edu). Click on the Student tab. Click on the link for registration.



Student

Registration

[Check your registration status, class schedule and add or drop classes](#)

Student Records

[View your holds, grades and transcripts](#)

Student Account

[View your account summaries, statement/payment history and tax information](#)

Graduation

[Graduation application, Regalia Ordering, etc.](#)

Degree Works

[View your degree audit and progress towards completion of your degree.](#)

SPEP Assessment

[Student Pharmacist Enrichment Program \(SPEP\) Assessment - Only for Pharmacy Students](#)

RELEASE: 8.9.1

Click on the link to Look Up Classes.

Select Term

Add or Drop Classes

Look Up Classes

Change Class Options

Week at a Glance

Student Detail Schedule

Registration Status

Active Registration

Concise Student Schedule

Class Drop Request after Drop/Add Period

Required Materials for Term

Student Honors Assignment

Select the term for which you are registering. Click on Submit.

Select Term or Date Range

Search by Term:

Spring 2021 ▼

OR

Search by Date Range (MM/DD/YYYY):

From:

To:

Select a subject and then click on Advanced Search.

Look Up Classes

 Use the selection options to search the class schedule.

Subject:

- Population Health Sciences
- Print Design
- Psychiatry & Human Behavior
- Psychology
- Psychology (Online)
- Public Health (JCPH)
- Rad Sci CT Certificate
- Rad Sci Cardiac Sonography
- Rad Sci Computed Tomography
- Rad Sci General Sonography

Select the subject, course number, and campus. Then click on Section Search.

Subject: Population Health
Population Health Intelligence
Population Health Pharmacy
Population Health Sciences
Print Design
Psychiatry & Human Behavior
Psychology
Psychology (Online)
Public Health (JCPH)
Rad Sci CT Certificate

Course Number:

Title:

Schedule Type: **All**
Clinical
Didactic

Credit Range: hours to hours

Campus: Dixon (JCN)
East Falls
Off Campus Sites

Course Level: **All**
Certificate-Graduate
Certificate-Undergraduate

Part of Term:
Non-date based courses only **All**
Medical-4th Year- Block Q
Medical-4th Year- Block Q1

Instructor: **All**
Adkins, Ricker Stanton
Afshar, Amir

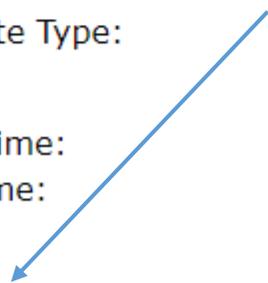
Session: **All**
Day
Day and Evening

Attribute Type: **All**
American Diversity
Business

Start Time: Hour Minute

End Time: Hour Minute

Days: Mon Tue Wed



You will see if a waitlist is available for a class because the waitlist capacity (WL Cap) will be greater than 0. You will see if there is space remaining on a waitlist because the waitlist remaining (WL Rem) will be greater than 0. In this example, PSYC 101 2 (83597) is full, but a waitlist is available.

There will be no checkbox for this section because the class is full. Note the CRN for this section (in this example, the CRN is 83597).

Look Up Classes

Sections Found

Psychology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
<input type="checkbox"/>	83594	PSYC	101	1	EF	3.000	Intro to Psychology	MWF	09:00 am-09:50 am	30	27	3	0	0	0
<input type="checkbox"/>	83597	PSYC	101	2	EF	3.000	Intro to Psychology	TR	08:00 am-09:15 am	25	25	0	1	0	1
<input type="checkbox"/>	83962	PSYC	101	3	EF	3.000	Intro to Psychology	TR	09:30 am-10:45 am	25	24	1	0	0	0

Go back to the Add or Drop Classes page within Registration. Enter the CRN within the Add Classes Worksheet area near the bottom of the page. Click on Submit Changes.

Add Classes Worksheet

CRNs

83597

You will initially receive a registration add error because the class is full. Change the action for the class to Wait-listed, then click on Submit Changes.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	Wait-listed	83597	PSYC	101	2	Undergraduate	3.000	Undergraduate-Normal	Intro to Psychology

Add Classes Worksheet

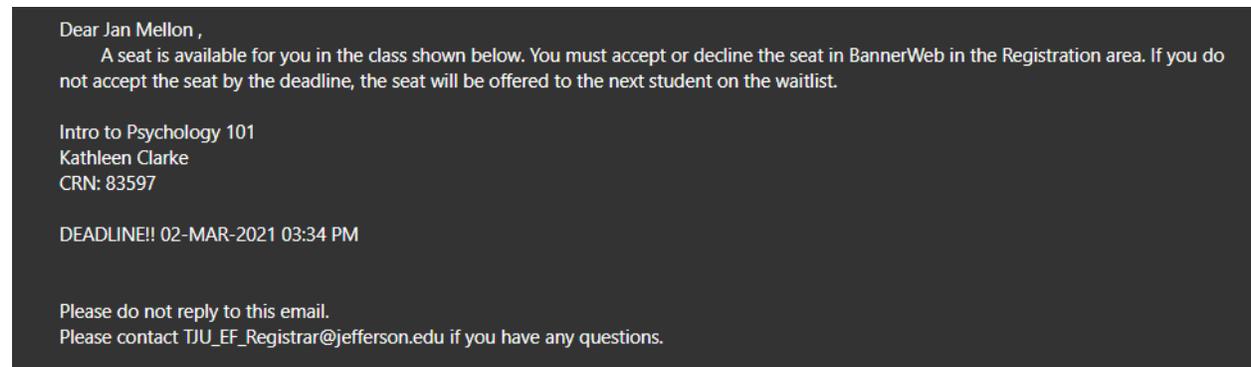
CRNs

The class will move to your Current Schedule view and you will see a status of Wait-listed and today's date.

Wait-listed on Mar 01, 2021 83597 PSYC 101 2 Undergraduate 0.000 Undergraduate-Normal Intro to Psychology
Course Date Range: Jan 20, 2021 - May 12, 2021

Please note, you cannot waitlist for one section of a class when you are already registered for a different section of the same class. For example, if you are registered in PSYC 101 1, you cannot waitlist for PSYC 101 2.

An email notification will be sent to your TJU email account should a seat become available for registration. The email will include a deadline by which you need to add the class. **Should you not add the class by this deadline, you will be removed from the waitlist and the seat will be offered to the next student on the waitlist.**



Go to your current schedule under Add or Drop Classes within Registration. You will now have the option to change the action from Wait-listed to Web Registered. Change the status and click on Submit Changes.

Wait-listed on Mar 01, 2021 83597 PSYC 101 2 Undergraduate 0.000 Undergraduate-Normal Intro to Psychology
Course Date Range: Jan 20, 2021 - May 12, 2021

Total Credit Hours: 13.000
Billing Hours: 13.000
Minimum Hours: 0.500
Maximum Hours: 19.000
Date: Mar 01, 2021 03:36 pm

Add Classes Worksheet

CRNs

<input type="text"/>				
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The status for this class now reflects as Web Registered, so you are now registered for this class.

****Web Registered** on Mar 01, 2021** 83597 PSYC 101 2 Undergraduate 3.000 Undergraduate-Normal Intro to Psychology

If you do not add the seat by the deadline, you will be removed from the waitlist and the seat will be offered to the next student on the waitlist.

If you miss your deadline, you may sign back up for the waitlist if a spot is available.