Monitoring Wait-List Activity in Internet Native Banner

How to Check on a Wait-List

- Log in to INB
- To see students who are on the wait-list for a given course, enter SFAWLPR (if you use wait-lists in your department, you may want to add this screen to your My Banner folder)

- Enter your Term and CRN in the boxes provided. Hit Control+Page Down or the Next Block Button.

![Image of INB interface with SFAWLPR selected and search parameters entered]
➢ The wait-list for the course will appear.
- The list is in order by priority – the first student listed is first on the waitlist.
How to See if a Student Has Been Notified That He/She Can Enroll in a Wait-listed Course

- Log in to INB
- Enter SFIWLNT in the Go To Box (if your department uses wait-lists, you may want to add this to your My Banner folder)
- Enter Term and CRN in the boxes, then hit Control+Page Down or the Next Block Button
This screen shows which student on the wait-list has been offered a chance to enroll in the course, when he was notified, and when his window of opportunity closes.

- Students on a wait-list will receive an email notification when a seat opens in the class. Students then have 24-hours to log in and add the course to their schedule. If they miss this deadline, they are dropped from the wait-list and the next person in the queue is notified.
- If a student misses the 24-hour period for registering for the course, he is dropped from the wait-list and will have to re-register for it.