OKLAHOMA BAPTIST UNIVERSITY - FACULTY WAIT LIST INSTRUCTIONS
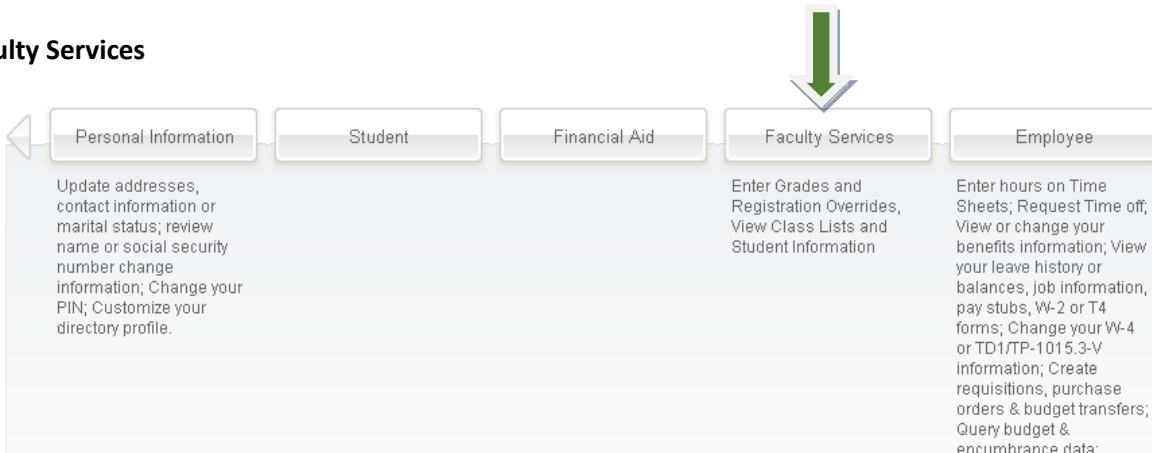**Evaluating Class Wait-Lists and Enrolling Student from the Wait-List into the Class**
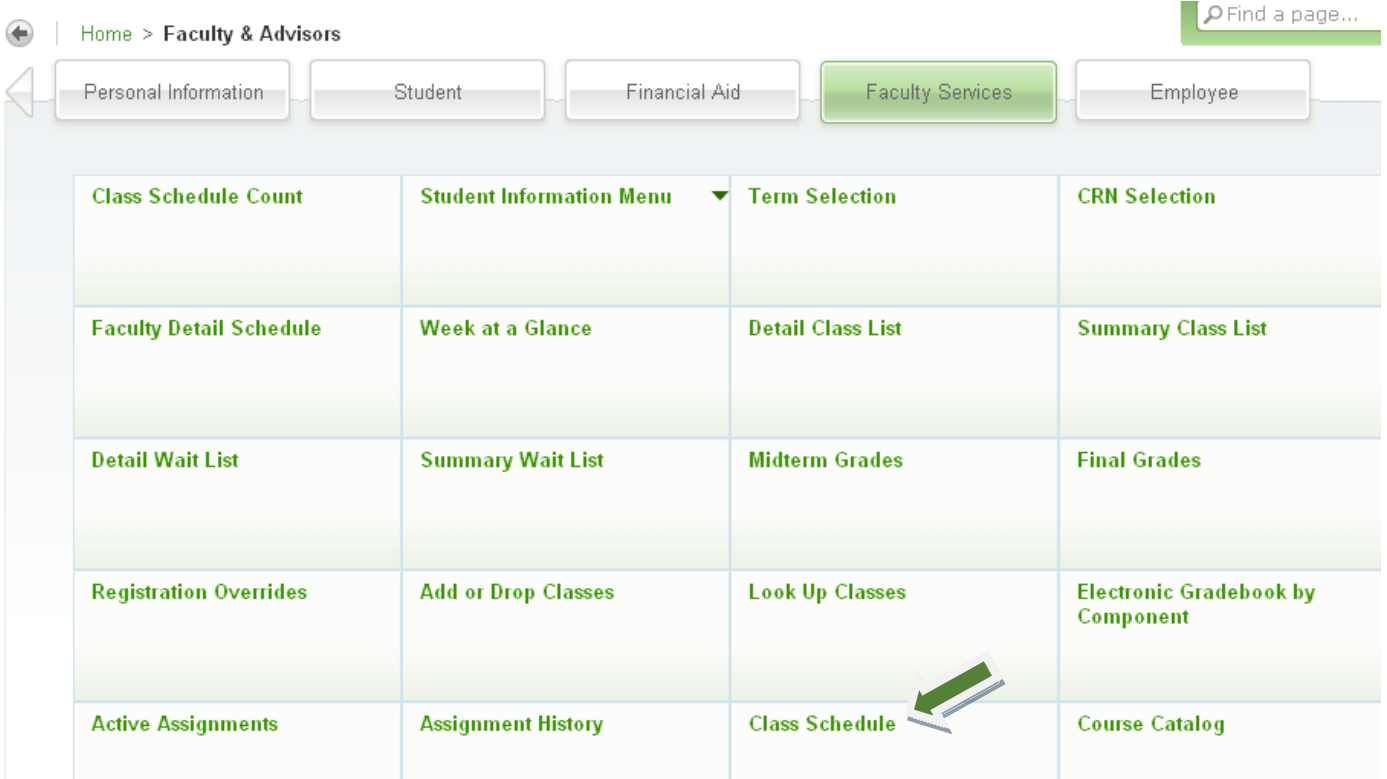
1. Log into **Self Service Banner** at www.okbu.edu/ssb .

2. Select **Faculty Services**

Personal Information	Student	Financial Aid	Faculty Services	Employee
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.			Enter Grades and Registration Overrides, View Class Lists and Student Information	Enter hours on Time Sheets; Request Time off; View or change your benefits information; View your leave history or balances, job information, pay stubs, W-2 or T4 forms; Change your W-4 or TD1/TP-1015.3-V information; Create requisitions, purchase orders & budget transfers; Query budget & encumbrance data;

3. Select **Class Schedule**.
(If you already know which class you have students Wait-Listed on, you may skip #3-8 and resume at **#9.**)

Home > **Faculty & Advisors**   Find a page...

Personal Information	Student	Financial Aid	Faculty Services	Employee

Class Schedule Count	**Student Information Menu** ▼	**Term Selection**	**CRN Selection**
Faculty Detail Schedule	**Week at a Glance**	**Detail Class List**	**Summary Class List**
Detail Wait List	**Summary Wait List**	**Midterm Grades**	**Final Grades**
Registration Overrides	**Add or Drop Classes**	**Look Up Classes**	**Electronic Gradebook by Component**
Active Assignments	**Assignment History**	**Class Schedule**	**Course Catalog**

4. Select the appropriate **Term** and then **Submit**.

Select Term or Date range

Home > Faculty & Advisors > **Look Up Classes**

Search by Term:

None

OR

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

From: To:

Submit   Reset

5. To better view course selections, **Select Advanced Search**

Look Up Classes

Home > **Look Up Classes**

Use the selection options to search the class schedule. complete.

Subject:
Academic Resources
Accounting
Anthropology
Applied Music
Art
Biology
Busi Info Systems & Strategies
Business Administration
Business Law
Business Technology
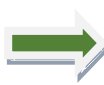
Course Search   Advanced Search

6. Select the appropriate **Subject**.

Look Up Classes

Use the selection options to search the class schedule. You may ch...
select at least one Subject. Select Class Search when your selectic...

Subject:

| French |
| General Education |
| General Science |

7. Scroll down on the same page and select **Your Name**.

Instructor:

| Moore, Nathan E. |
| Mullins, Monica L. |
| Mullins, Robbie A. |

8. Below you will see the students Enrolled and Wait-Listed in each of your classes. Notice that **CRN 21833** is marked with a **C** as it is Closed. Notice there are 2 students Enrolled and **1** on the Wait-List. Make note of the Class and Select **Faculty Services.**

Sections Found
General Education

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem
☐	21466	GNED	1051	L01	M	1.000	Success 101	MW	01:00 pm-01:50 pm	19	0	19	10	0	10	0	0	0
☐	21467	GNED	1051	L10	M	1.000	Success 101	TR	01:00 pm-01:50 pm	19	0	19	10	0	10	0	0	0
C	21833	GNED	1061	A	M	1.000	Success 102	TR	09:30 am-10:20 am	2	2	0	10	1		0	0	0

*Note (Under the Star) the **XL Cap, XL Act, and XL Rem**. These columns are used for Cross Listing Sections.
XL Cap=Cross Listed Capacity   XL Act=Actual Number of Students Enrolled   XL Rem=Number of Seats Remaining

***Please note that if a student drops from a full class, the class will remain closed. (See Example Below.)
Banner will not automatically Enroll the Wait-Listed student.
Once your class closes, it will be your choice who moves off the Wait-List and is Enrolled in your class.**

General Education

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
☐	21833	GNED	1061	A	M	1.000	Success 102	TR	09:30 am-10:20 am	2	1	1	10	1	9

If a Student you are advising is having trouble enrolling in a class that appears open (as shown above), please make sure 1) there is not someone on the Wait-List and 2) the class is not full via Cross-Listing.

9. Select **Summary Wait List**

Personal Information	Student	Financial Aid	Faculty Services	Employee

Class Schedule Count	Student Information Menu ▼	Term Selection	CRN Selection
Faculty Detail Schedule	Week at a Glance	Detail Class List	Summary Class List
Detail Wait List	Summary Wait List	Midterm Grades	Final Grades
Registration Overrides	Add or Drop Classes	Look Up Classes	Electronic Gradebook by Component

10. Select the appropriate **Term** and then **Submit**.

Secure banner.**okbu.edu**:8443/prod/bwlkostm.P_FacSelTerm

SUNGARD HIGHER EDUCATION

Personal Information	Student	Financial Aid	Faculty Services	Employee

Search [   ] Go

Select Term

Select a Term: Fall 2012 ▾

Fall 2012
Summer 2012
Spring 2012
J-Term 2012
Fall 2011
Summer 2011
Spring 2011
J-Term 2011
Fall 2010
Summer 2010
Spring 2010
J-Term 2010
Fall 2009

Submit

RELEASE: 8.4

10. Select the appropriate **Class/CRN#** and **Submit**

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←  →  ↻   ⚿   🔒 Secure  banner.okbu.edu:8443/prod/bwlkocrn.P_FacCrnSel
```

SUNGARD HIGHER EDUCATION

Personal Information | Student | Financial Aid | **Faculty Services** | Employee | Finance

Search [   ] [Go]

Select a CRN

CRN: [GNED 1051 L01: Success 101, 21466 (0) ▼]

GNED 1051 L01: Success 101, 21466 (0)
GNED 1051 L10: Success 101, 21467 (0)
GNED 1061 A: Success 102, 21833 (1)

[Submit]

[Enter CRN Directly]

RELEASE: 8.3

11. Click on the **Student** to be Enrolled from Wait-List into the class.

Summary Wait List

Student Name	ID	Reg Status	Level	Credits
Megan	#######	Wait Listed	Undergraduate	0.000

Email wait listed students ✉

12. Select **Registration Overrides**

View Student Addresses and Phones

Apr 16, 2012 1:

Information for Megan

Addresses and Phones

Mail Box Number	Phones
Current: May 05, 2009 – (No end date) OBU Box 60383 Shawnee, Oklahoma 74804	Primary: None Provided

Permanent	Phones
Current: Jan 01, 2001 – (No end date)	Primary: None Provided

[Student Information | Student E-mail Address | Class List | Wait List | Mid-Term Grades | Final Grades | Registration Overrides | Selection | Add/Drop]

13. Select **Overload Enrollment Capacity (under Override)** and the appropriate **Class/CRN# (under Course)** then **Submit**.

14. Review the information and select **Submit**.

15. Congratulations! You have now successfully submitted an override.

Please contact/email the Student after you have submitted the Override so they may remove themselves from the Wait-List and Enroll in your class.