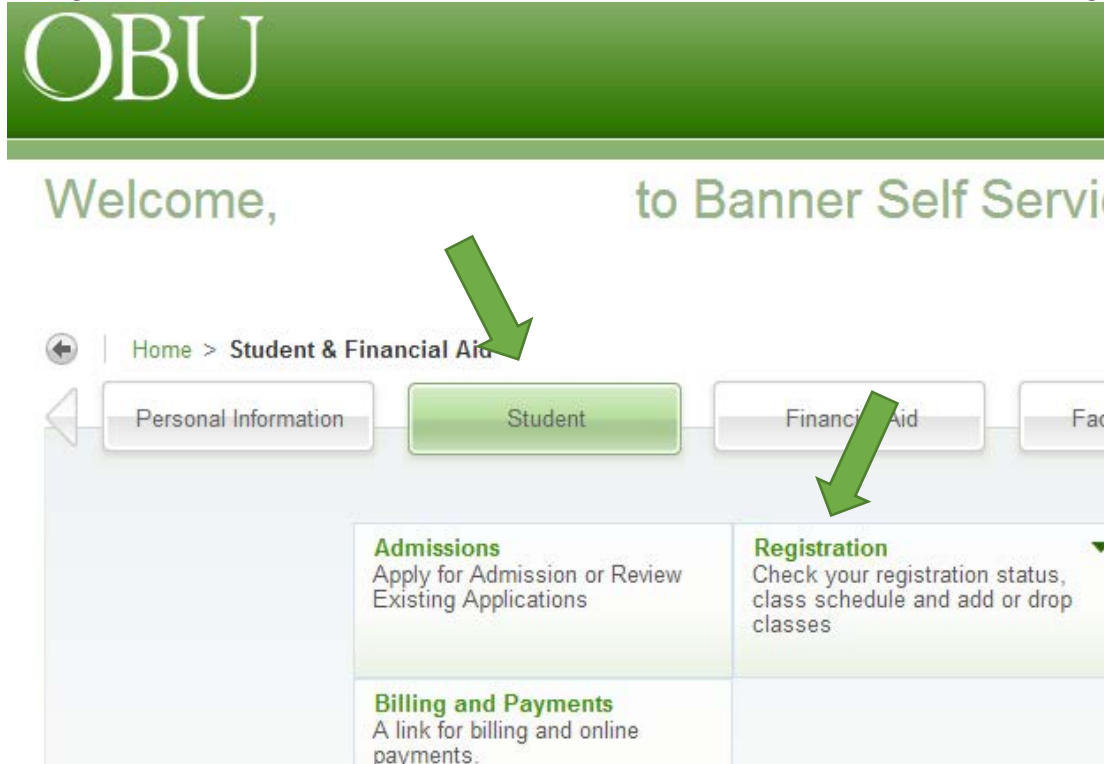**OKLAHOMA BAPTIST UNIVERSITY – STUDENT WAIT LIST INSTRUCTIONS**
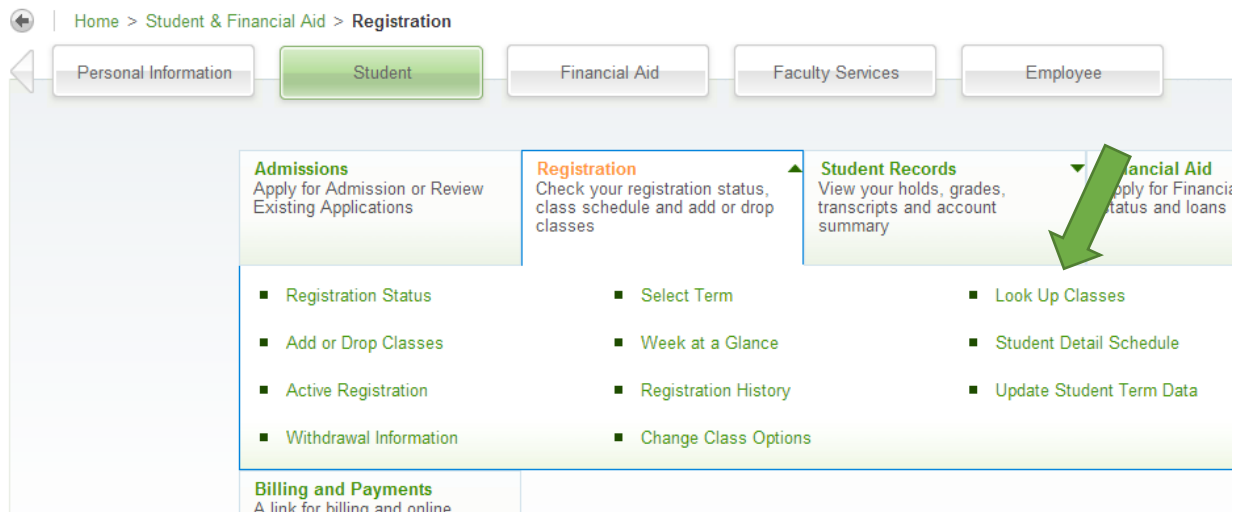
Banner Wait-Lists are available to OBU Students attempting to register for sections of a class that are full to capacity.

Wait-Listing for a Closed Class
1. Log into Self Service Banner at www.okbu.edu/ssb. Select the **Student** Tab. Click on **Registration**.

2. Click on **Look Up Classes**

3. Select a **Term** and Click **Submit**

4. To better view your course options, **Select Advanced Search**

5. Look up your Class by **Subject** (and **Course Number** if available) then Click **Section Search.**

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Section Search when your selection is complete.

Subject:
Education
Elementary Education
English
Family Science
Finance
Fine Arts
French
General Education
General Science
German

Course Number: 1051

Title:

Schedule Type:
All
Combined Lecture/Lab
Field Experience

Instructional Method:
All
Traditional
Web-based

Credit Range: [ ] hours to [ ] hours

Campus:
All
Foreign Campus
Main

Course Level:
All
Graduate
Undeclared

Part of Term:
Non-date based courses only
All
First Half Term
Full Term

Instructor:
All
Akin, Rhama Jeanne
Alexander-Fipps, Shaelene R.

Session:
All
Afternoon & Evening
Day

Attribute Type:
All
Developmental/Remedial
IEP Course

Time: Hour 00 Minute 00 am/pm am

En Hour 00 Minute 00 am/pm am

Days [ ] Mon [ ] Tue [ ] Wed [ ] Thur [ ] Fri [ ] Sat [ ] Sun

Section Search   Reset

6. Find the Class and Write down the **CRN Number** if the course is full.

English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
☐	1061	ENGL	1153	A	M	3.000	Engl Comp: Exposition/Argument	TR	11:00 am-12:15 pm	20	19	1	10	0	10
☐	1062	ENGL	1163	A	M	3.000	Engl Comp:Classical Literature	MWF	08:00 am-08:50 am	22	19	3	10	0	10
C	1063	ENGL	1163	B	M	3.000	Engl Comp:Classical Literature	MWF	09:00 am-09:50 am	22	22	0	10	0	10
C	1064	ENGL	1163	C	M	3.000	Engl Comp:Classical Literature	MWF	09:00 am-09:50 am	22	25	-3	10	1	9
☐	1065	ENGL	1163	D	M	3.000	Engl Comp:Classical Literature	MWF	11:00 am-11:50 am	22	21	1	10	1	9
C	1067	ENGL	1163	F	M	3.000	Engl Comp:Classical Literature	MWF	12:00 pm-12:50 pm	25	25	0	10	0	10
C	1068	ENGL	1163	G	M	3.000	Engl Comp:Classical Literature	MWF	01:00 pm-01:50 pm	22	22	0	10	0	10
C	1069	ENGL	1163	H	M	3.000	Engl Comp:Classical Literature	MWF	01:00 pm-01:50 pm	22	23	-1	10	0	10
C	1070	ENGL	1163	I	M	3.000	Engl Comp:Classical Literature	MWF	02:00 pm-02:50	22	22	0	10	0	10

*Please note, CNR# 1065 appears to have 1 opening in the class. However, someone is on the Wait List. This means at one time the class was full. Therefore, students must Wait List to be considered for this section.

☐	1065	ENGL 1163	D	M	3.000	Engl Comp:Classical Literature	MWF	11:00 am-11:50 am	22	21	1	10	1	9

7. Return to Main Registration Page and Click **Add or Drop Classes**

Home > Student & Financial Aid > **Registration**

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

Admissions
Apply for Admission or Review Existing Applications

Registration
Check your registration status, class schedule and add or drop classes

Student Records
View your holds, grades, transcripts and account summary

Financial Aid
Apply for Financia status and loans

- Registration Status
- Add or Drop Classes
- Active Registration
- Withdrawal Information

- Select Term
- Week at a Glance
- Registration History
- Change Class Options

- Look Up Classes
- Student Detail Schedule
- Update Student Term Data

Billing and Payments
A link for billing and online

8. Enter **Alternate PIN**: (this is your enrollment PIN you will receive from your advisor) and Submit

9. Enter the **CRN Number** and Click **Submit Changes**

Add Classes Worksheet

CRNs

it Changes   Class Search   Reset

10. Click the **Action** Dropdown and Select **Wait List.** Then Click **Submit Changes.**

🛑 **Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	Wait Listed ▾	1063	ENGL	1163	B	Undergraduate	3.000	Standard Letter	Engl Comp: Classical Literature

Add Classes Worksheet

CRNs

it Changes   Class Search   Reset

11. You are Wait Listed for your class.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Exit for Errors on Jan 11, 2012		1085	ENGL	2523	A	Undergraduate	0.000	Standard Letter	Survey English
Registered on Jan 11, 2012		1089	ENGL	3523	A	Undergraduate	3.000	Standard Letter	Survey America
isted on Apr 02, 2012		1063	ENGL	1163	B	Undergraduate	0.000	Standard Letter	Engl Comp: Cla:

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 17.999
Date: Apr 02, 2012 09:01 am

12. You must now **email the Professor** of your Wait-Listed class with **your name & ID#, your major, your classification, the class information, and your reason** for needing in that specific section. To find your Professor's email address, go to the **OBU Homepage** and Click **Directory** or to http://www.okbu.edu/businessaffairs/hr/staff_directory.html.

If you do not email the Professor, you will not be considered for enrollment in the class.
DO NOT GO DIRECTLY TO THE PROFESSOR FOR A SIGNATURE.
Being Wait-Listed for a class does not mean you are enrolled in the class. You will be notified by the Academic Center or your Professor if you are moved from the Wait-List to actual enrollment in the class.
DO NOT ATTEND A WAIT-LISTED CLASS.