

How to add your name to the Wait List:

1. Log-in to Banweb (PSU Information System)
2. Select “Student Services & Financial Aid” Tab
3. Select “Registration” Option (you may need to confirm your address before continuing)
4. Select “Add/Drop Classes”
5. Select “Term”
6. Type-in the CRN number in the add/drop box at the bottom of the page. Then select – “Submit Changes” in the bottom left corner of the page.
7. If you need to Wait List, you will get a drop-down field next to the course title that says "none" for action - select the drop-down arrow so the field states "wait list web". Then select – “Submit Changes” in the bottom left corner of the page
8. Confirm that you are on the Wait List.  
(Note: Most Wait Lists only allow 15 students to be placed on the list.)
9. If/When you are on the Wait List you still need to select "complete my registration" in the middle, bottom of the page - you usually have to scroll down to do this...
10. Your "Student Detail Schedule" will indicate if you are on the Wait List.

How to be added to a class after you are on the Wait List:

1. Again, you must have your name on the Wait List.
2. Attend the first day of class – be on time, if not a few minutes early.
3. Bring a golden-yellow, add/drop form. These are available online or in 240 SBA.
4. Obtain approval from the professor – see professor.

Here is what the University has to say about wait lists:

<http://www.pdx.edu/registration/waitlist.html>

To view the Open/Closed list for determining the current status of a Wait List, please go to the following page and select the appropriate term:

[http://www.pdx.edu/sba/open\\_closed\\_list.html](http://www.pdx.edu/sba/open_closed_list.html)

*Wait Lists and Class Attendance Can Be Critical: Demand for many SBA classes is high and those classes fill quickly. Pay close attention to the directions for adding yourself to a wait list via the web. In most cases, students are admitted to the class from the wait list in the order in which they registered, and only if there is available room in the class. If you are on the waitlist for a class, you **must attend the first class** to determine if you will be allowed to formally add the class. Only the instructor can make this determination. *Note: If you fail to attend the first day of class your spot in the class will be given away to someone on the wait list, unless given prior permission from the instructor.**