



HOW TO GET ON A WAITLIST IN BANNERWEB

- ◆ Go to **my.ltu.edu**.
- ◆ Click the **BannerWeb** tab then login to secure area
 - ◆ Enter your **Username** [This is your 9-digit student number]
 - ◆ Enter your 6-digit **PIN**.
 - If this is your first time on BannerWeb, your **PIN** will be your birth date in the format: **MMDDYY**. After you login for the first time, you will be prompted to enter a new **PIN**.
 - ◆ Click **Login**
 - ◆ Select **Student Services and Financial Aid**
 - ◆ Select **Registration**
 - ◆ Select **Add/Drop Classes**
 - Select the **Term** you wish to register for.
 - If prompted, enter your **Alternate PIN** which you receive from your advisor, and click **Submit**
 - ◆ Select the courses you wish to add/drop:
 - If you know the **CRN's** for the courses you wish to register for then scroll to the bottom of the page and type them into the boxes and click **Submit Changes**. You will first receive "Registration Add Errors" as shown in the screenshot below:

The screenshot shows the BannerWeb 'Add/Drop Classes' interface. At the top, there's a navigation bar with tabs like 'BannerWeb', 'Oracle Fusion Middleware', and 'Add/Drop Classes'. Below the navigation bar, there's a section for 'Current Schedule' with a table of courses. The table has columns: Status, Action, CRN, Subj, Crse, Sec, Level, Cred, Grade, Mode, Title. The courses listed are: 1588 ARC 2313 04 (Undergraduate 3.000 Standard Letter Construction Systems 1), 1569 ARC 3823 02 (Undergraduate 3.000 Standard Letter Visual Communication 4), 1751 ARC 3116 01 (Undergraduate 6.000 Standard Letter Integrated Design 3), and 1689 ARC 3513 02 (Undergraduate 3.000 Standard Letter Intermediate Structures). Below the table, there's a section for 'Registration Add Errors' with a table showing errors: 'Closed - 0 Waitlisted' for 1359 BIO 1221 01 (Undergraduate 1.000 Standard Letter Biology 1 Laboratory) and 'Closed - 0 Waitlisted' for 1537 ARC 1213 02 (Undergraduate 3.000 Standard Letter Visual Communication 1). At the bottom, there's an 'Add Classes Worksheet' section with a row of input boxes for CRNs and buttons for 'Submit Changes', 'Class Search', and 'Reset'. The footer of the page includes the release version 'RELEASE: 8.6.0.2', copyright information '© 2015 Ellucian Company L.P. and its affiliates.', and a taskbar at the bottom showing various application icons and the system clock '2:03 PM 8/6/2015'.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Apr 15, 2015	None	1588	ARC	2313	04	Undergraduate	3.000	Standard Letter	Construction Systems 1	
Web Registered on Apr 15, 2015	None	1569	ARC	3823	02	Undergraduate	3.000	Standard Letter	Visual Communication 4	
Web Registered on Apr 15, 2015	None	1751	ARC	3116	01	Undergraduate	6.000	Standard Letter	Integrated Design 3	
Web Registered on Apr 15, 2015	None	1689	ARC	3513	02	Undergraduate	3.000	Standard Letter	Intermediate Structures	

Total Credit Hours: 15.000
Billing Hours: 15.000
Minimum Hours: 0.000
Maximum Hours: 25.000
Date: Aug 06, 2015 02:03 pm

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	1359	BIO	1221	01	Undergraduate	1.000	Standard Letter	Biology 1 Laboratory	
Closed - 0 Waitlisted	None	1537	ARC	1213	02	Undergraduate	3.000	Standard Letter	Visual Communication 1	

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[View Holds]

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- ◆ You must then select “Web Waitlisted” in the “Action” dropdown menu:

https://bmcx.com/p... Certificate error Oracle Fusion Middleware For... Oracle Fusion Middleware For... Add/Drop Classes: x

File Edit View Favorites Tools Help

For important dates regarding drop/add period, withdrawal period and registration dates, please see the academic calendar located at: [Important Dates](#). In the event of delinquency and the account is referred to a collection agency and/or attorney, I agree to pay in addition to tuition, fees and late charges for the reimbursement of the fees of any collection agency. The fees are based on an additional percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney's fees, we incur in such collection efforts.

Your tuition/fees statement will be sent to you via your Lawrence Tech email account. Please contact the Help Desk if you do not have an established Lawrence Tech email account.

Lawrence Technological University and Third Party agencies contracted by LTU to collect the educational debt reserve the right to contact the student via all means of communication as established under the student's profile. By clicking "Submit Changes" or "Register" you are agreeing to these terms.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Apr 15, 2015	None	1588	ARC	2313	04	Undergraduate	3.000	Standard Letter	Construction Systems	1
Web Registered on Apr 15, 2015	None	1569	ARC	3823	02	Undergraduate	3.000	Standard Letter	Visual Communication	4
Web Registered on Apr 15, 2015	None	1751	ARC	3116	01	Undergraduate	6.000	Standard Letter	Integrated Design	3
Web Registered on Apr 15, 2015	None	1689	ARC	3513	02	Undergraduate	3.000	Standard Letter	Intermediate Structures	

Total Credit Hours: 15.000
Billing Hours: 15.000
Minimum Hours: 0.000
Maximum Hours: 25.000
Date: Aug 06, 2015 02:03 pm

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	Web Waitlisted	1359	BIO	1221	01	Undergraduate	1.000	Standard Letter	Biology 1 Laboratory	
Closed - 0 Waitlisted	Web Waitlisted	1537	ARC	1213	02	Undergraduate	3.000	Standard Letter	Visual Communication	1

Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset

[View Holds]

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2:04 PM 8/6/2015



- ◆ After selecting “Web Waitlisted” in the “Action” dropdown menu, click “Submit Changes.” You will then see the following:

Click here to complete your [Online Laptop Agreement](#)! For more tuition and fee information, click here: [Tuition and Fee Schedule](#).

By registering for the course(s) indicated, I agree to pay the assessed tuition and fees in accordance with the established University deadlines. I further agree to abide by all established University policies and procedures that are published in the Undergraduate and Graduate catalogs, the Student Handbook and on the University's website. Please be aware that after the designated Add/Drop period there is no refund for dropped courses and a "W" will appear on your transcript. For important dates regarding drop/add period, withdrawal period and registration dates, please see the academic calendar located at: [Important Dates](#). In the event of delinquency and the account is referred to a collection agency and/or attorney, I agree to pay in addition to tuition, fees and late charges for the reimbursement of the fees of any collection agency. The fees are based on an additional percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney's fees, we incur in such collection efforts.

Your tuition/fees statement will be sent to you via your Lawrence Tech email account. Please contact the Help Desk if you do not have an established Lawrence Tech email account.

Lawrence Technological University and Third Party agencies contracted by LTU to collect the educational debt reserve the right to contact the student via all means of communication as established under the student's profile. By clicking "Submit Changes" or "Register" you are agreeing to these terms.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Apr 15, 2015	None	✓	1588	ARC	2313	04	Undergraduate 3.000	Standard Letter	Construction Systems 1
Web Registered on Apr 15, 2015	None	✓	1569	ARC	3823	02	Undergraduate 3.000	Standard Letter	Visual Communication 4
Web Registered on Apr 15, 2015	None	✓	1751	ARC	3116	01	Undergraduate 6.000	Standard Letter	Integrated Design 3
Web Registered on Apr 15, 2015	None	✓	1689	ARC	3513	02	Undergraduate 3.000	Standard Letter	Intermediate Structures
Web Waitlisted on Aug 06, 2015	None	✓	1359	BIO	1221	01	Undergraduate 0.000	Standard Letter	Biology 1 Laboratory
Web Waitlisted on Aug 06, 2015	None	✓	1537	ARC	1213	02	Undergraduate 0.000	Standard Letter	Visual Communication 1

Total Credit Hours: 15.000
 Billing Hours: 15.000
 Minimum Hours: 0.000
 Maximum Hours: 25.000
 Date: Aug 06, 2015 03:36 pm

Add Classes Worksheet

CRNs

[\[View Holds \]](#)

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***NOTE: You must meet registration criteria in order to be placed on a waitlist (e.g. in the example below, the student does not meet the pre-requisites). If you do NOT meet the criteria, you will not be allowed on the waitlist unless you receive an override from the academic department the course is under. Contact Enrollment Services at enrollmentservices@ltu.edu or 248-204-2280 to find out who is authorized to give registration overrides.**

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Apr 15, 2015	None	1588	ARC	2313	04	Undergraduate	3.000	Standard	Letter	Construction Systems 1
Web Registered on Apr 15, 2015	None	1569	ARC	3823	02	Undergraduate	3.000	Standard	Letter	Visual Communication 4
Web Registered on Apr 15, 2015	None	1751	ARC	3116	01	Undergraduate	6.000	Standard	Letter	Integrated Design 3
Web Registered on Apr 15, 2015	None	1689	ARC	3513	02	Undergraduate	3.000	Standard	Letter	Intermediate Structures

Total Credit Hours: 15.000
Billing Hours: 15.000
Minimum Hours: 0.000
Maximum Hours: 25.000
Date: Aug 06, 2015 02:04 pm

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Prerequisite and Test Score error	1359	BIO	1221	01	Undergraduate	0.000	Standard	Letter	Biology 1 Laboratory
Time conflict with CRN 1751	1537	ARC	1213	02	Undergraduate	0.000	Standard	Letter	Visual Communication 1

Add Classes Worksheet

CRNs

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Submit Changes Class Search Reset

[View Holds]

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****NOTE: The waitlist is a first-come, first-serve list. You will be notified if you are next on the list and when one of the following occurs (1) the department increases the enrollment cap on the course so that a spot opens up, or (2) a student drops the course so that a spot opens up. See instruction sheet "How to register once your waitlist spot opens up" on the Registrar's Office website.**