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**.
    - o 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**
    - o Select the **Term** you wish to register for.
    - o If prompted, enter your **Alternate PIN** which you receive from your advisor, and click **Submit**
  - ♦ Select the courses you wish to add/drop:
    - o 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:

♦ You must then select "Web Waitlisted" in the "Action" dropdown menu:

♦ After selecting "Web Waitlisted" in the "Action" dropdown menu, click "Submit Changes." You will then see the following:

*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.

**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.