Lawrence Tech

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**
    - 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.
    - 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:

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

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]

RELEASE: 8.6.0.2

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- 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.

HOW TO REGISTER WHEN YOUR WAITLIST SPOT OPENS UP

- ♦ Go to **my.ltu.edu**.
- ♦ Click the **BannerWeb** tab then login to secure area
  - ♦ Enter your **Username**
  - ♦ 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.
- ♦ You will see your Current Schedule, where the status is "Web Waitlisted:"

- ♦ Choose "Web Register" from the drop down list in the "Action" column for the CRN you were notified has a spot open
- ♦ Click "Submit Changes"

If you have trouble with registration, you can contact Enrollment Services at 248-204-2280 or enrollmentservices@ltu.edu.