1. Log into BannerWeb and access the Faculty Services tab
2. Under the Faculty Services tab, you can select one of two option – Detail Wait List or Summary Wait List.
3. For a general list of students on the wait list, select Summary Wait List. This will give you a ranking of wait list order and, if the student has been notified of an opening, when that notification expires.

4. For more information about the students on a wait list, select Detail Wait List. You will be able to see general information about the student, such as major, class, etc.