Automated Waitlist process:

How does the process work?

Students will waitlist for the course during their assigned registration time or after. To waitlist you must select from the drop down box associated with the closed course the option to waitlist. When a seat becomes available in the course, the student at the top of the waitlist will be notified by email to their IWU email address. The email will look something like this:

> *Dear "Student Name"*
> *A space is available in the course below which you are waitlisted for:*
>
> *Course HUM 104*
> *CRN 20791*
> *Please be advised you will have 24 hours from the start time listed below or midnight of the last day to add, whichever comes first, to accept and change your registration online.*
>
> *08-NOV-2016 09:37 PM*
>
> *If you do not accept the open seat for this course within the 24 hour time limit, the system will automatically move to the next person on the waitlist.*
>
> *Sincerely,*
> *Registrar's Office*

Once the student receives the waitlist notification above, they must login to their registration, click add/drop classes, click on the action drop down box associated with the waitlisted course, select web registered or drop the course. This will then automatically change the status from waitlisted to registered or dropped, whichever was chosen.

Some things to keep in mind when waitlisting:

Once the notification has expired the system automatically moves to the next person on the waitlist. If no action is taken during the allowed time, the student will have to waitlist for the course again to attempt to get a spot in the course. If the student makes an error when trying to change from waitlisted to registered and instead drops the course, they only have until the expiration time to get in touch with the Registrar's Office to correct the issue. Therefore, when receiving notifications which require action when the Registrar's Office is not open, please be mindful of the action being taken as there will not be a staff member available to correct an error.

Students must meet all academic requirements, such as pre-reqs and restrictions on a course, in order to waitlist for a course.

Waitlists will only be maintained to the end of the add period for a given term.

As a courtesy to other students, it is expected that students will drop themselves from the waitlists of any courses they no longer plan to take.