HOW TO WAITLIST @ IIT

STEP 1
Go to the Add or Drop Classes page. Enter the CRN of the course to waitlist and click the Submit Changes button.

If you do not know the CRN, click on the Class Search button and perform a query. Note the CRN and return to the Add or Drop Classes page.

STEP 2
Choose Waitlisted and click the Submit Changes button.
STEP 3
You are now waitlisted for the course. You can remove yourself from the waitlist by selecting Drop Course from the Action drop-down menu.

Add or Drop Classes

To view your waitlist position, click on View Your Schedule.

Student Detail Schedule

STEP 4
When a seat becomes available, an email notification will be sent to your IIT email account. You will have 24 hours to complete the registration.

SAMPLE EMAIL NOTIFICATION

Dear <FIRST_NAME>,

Our records indicate that you previously waitlisted for <SUBJ_DESC> <COURSE_NUMBER> (CRN <CRN_KEY>). Please note that a seat has become available in this section. You have until <DEADLINE_END_TIME> to log into myIIT and register for this course. To register, return to the Add or Drop Classes page. For the waitlisted course, choose "Student Registered" from the Action drop-down menu and click Submit Changes. If you do not complete the registration by the deadline, the seat may no longer be available for you.

Regards,
Office of the Registrar

<ID>

Return to the Add or Drop Classes page and complete the registration. REGISTRATION COMPLETE!