

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.

Add or Drop Classes Fall 2010
Nov 03, 2010 09:26 am

To add a class, use the Course Search or enter the Course Reference Number (CRN) in the Add Classes section. To drop or withdraw from a class, use the Action pull-down list(s).
Please note that you are NOT officially registered for a class if the status is Waitlisted.

Add Classes Worksheet

CRNs Enter CRN of closed course to be waitlisted here. Click Submit Changes button.

[\[View Your Schedule | Registration Holds and Alerts | Change Course Options | Permits and Overrides | Registration Fee Assessment \]](#)

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.

Search RETURN TO MENU SITE MAP HELP EXIT

Look Up Classes Fall 2010
Nov 03, 2010 09:12 am

Click on CRN and then Course Title to view more information about the course section, including prerequisites and restrictions.
Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

To waitlist for a closed class, click here to return to Add or Drop Classes. Enter the CRN of the closed class in the Add Classes section and click the Submit Changes button.

The Attribute column defines degree requirements that may be either required by a degree program or satisfied by passing the course. Additionally, the

Students will need the CRN to waitlist on the Add or Drop page.

New columns added for Waitlisting.
WL Cap is the max enrollment of the waitlist.
WL Act is the number of students waitlisted.
WL Rem is the number of seats remaining on the waitlist.

Sections Found
Political Science

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	14106	PS	100	01	MC	3.000	Introduction to the Profession: Political Science	MW	03:15 pm-04:30 pm	9	9	0	99	0	99	Rebecca Nicholes (P)	08/23-12/04	E1 025	Communications Requirement and Standard Tuition Rate
<input type="checkbox"/>	14796	PS	100	02	MC	3.000	Introduction to the Profession: Political Science	S	08:35 am-11:15 am	1	0	1	99	0	99	Rebecca Nicholes (P)	08/23-12/04	SH 202	Communications Requirement

STEP 2

Choose **Waitlisted** and click the **Submit Changes** button.

Add or Drop Classes Fall 2010
Nov 03, 2010 09:35 am

To add a class, use the Course Search or enter the Course Reference Number (CRN) in the Add Classes section. To drop or withdraw from a class, use the Action pull-down list(s).
Please note that you are NOT officially registered for a class if the status is Waitlisted.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted. Do you want to be waitlisted?	Waitlisted	14796	PS	100	03	Undergraduate 3.000 Standard Letter	3.000	Standard Letter	Introduction to the Profession: Political Science

Choose Waitlisted as the action. Click Submit Changes.

Add Classes Worksheet

CRNs

[\[View Your Schedule | Registration Holds and Alerts | Change Course Options | Permits and Overrides | Registration Fee Assessment \]](#)

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 Fall 2010
Nov 03, 2010 09:39 am

To add a class, use the Course Search or enter the Course Reference Number (CRN) in the Add Classes section. To drop or withdraw from a class, use the Action pull-down list(s).
Please note that you are NOT officially registered for a class if the status is Waitlisted.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Waitlisted on Nov 03, 2010	None	14796	PS	100	03	Undergraduate 0.000	Standard Letter	Introduction to the Profession: Political Science

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Nov 03, 2010 09:39 am

Add Classes Worksheet

CRNs
<input type="text"/>

[View Your Schedule](#) | [Registration Holds and Alerts](#) | [Change Course Options](#) | [Permits and Overrides](#) | [Registration Fee Assessment](#)]



Student is now waitlisted for course.

Click here to view waitlist position and notification expiration.

View Your Schedule

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

Student Detail Schedule Fall 2010
Nov 03, 2010 09:45 am

Please note that you are NOT officially registered for a class if the status is Waitlisted.

Total Credit Hours: 0.000

Introduction to the Profession: Political Science - PS 100 - 03
Associated Term: Fall 2010
CRN: 14796
Status: Waitlisted on Nov 03, 2010
Waitlist Position: 1
Notification Expires:
Assigned Instructor: Rebecca Nicholes (P)

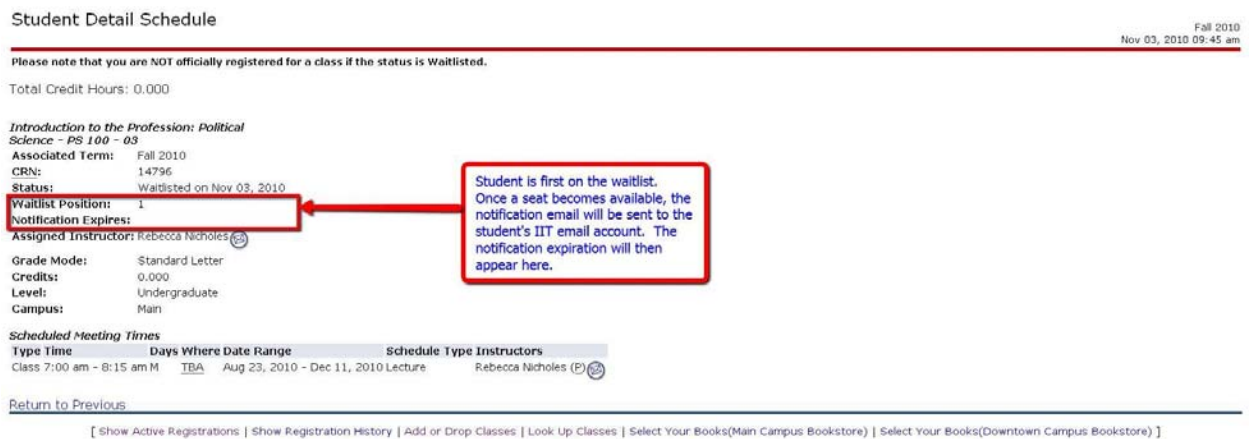
Grade Mode: Standard Letter
Credits: 0.000
Level: Undergraduate
Campus: Main

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	7:00 am - 8:15 am	M	TBA	Aug 23, 2010 - Dec 11, 2010	Lecture	Rebecca Nicholes (P)

[Return to Previous](#)

[[Show Active Registrations](#) | [Show Registration History](#) | [Add or Drop Classes](#) | [Look Up Classes](#) | [Select Your Books\(Main Campus Bookstore\)](#) | [Select Your Books\(Downtown Campus Bookstore\)](#)]



Student is first on the waitlist. Once a seat becomes available, the notification email will be sent to the student's IIT email account. The notification expiration will then appear here.

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!**