

What is Waitlisting and How Does it Help Me?

Students sometimes face the dilemma of preferred class sections being full during registration. They either have to choose a different section of the course, watch for an opening in the preferred section, or not take the course at all that semester. Some departments on campus maintain wait lists, but processes for this may vary from department to department, causing confusion.

To address these concerns, IPFW now offers electronic wait lists for popular courses, based on departmental request to the Office of the Registrar.

How do I know if a Class has a Waitlist?

Three new columns will appear in the Look Up Classes to Add listing of classes.

Sections Found																	
German - GER																	
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title / View Books	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Rate
	21628	GER	G112	01	FW	4.000	Elementary German II	MTWTF	01:30-02:25	25	0	25	99	1	98	Lee M. Roberts (P)	0
NR	22338	GER	G112	02	FW	4.000	Elementary German II			5	99	0	99	0	99	TBA	01/10-05/08
NR	24035	GER	G204	01	FW	3.000	2nd-Year German II	MW	06:00 pm-07:15 pm	25	0	25	99	0	99	Lee M. Roberts (P)	01/10-05/08

Annotations in the image:

- Total capacity of the wait list:** Points to the 'WL Cap' column.
- Remaining seats on the wait list:** Points to the 'WL Rem' column.
- Current size of the wait list:** Points to the 'WL Act' column.

If a class does not have a wait list, these columns will all contain zeros.

What Will I See During Registration?

The flow chart below illustrates the steps students take during the registration process that includes the possibility of being placed on an electronic wait list.



How do I Add Myself to a Wait List?

When you attempt to enroll in a class section by typing in the CRN on the Registration-Add/Drop Classes page, you may see one of the following error messages, if a wait list exists for the class:

1. Section is full. There are currently # on the wait list:

Closed indicates no regular seats are available. The number (#) provided indicates the number currently on the waitlist. You may only waitlist this class or choose another section.

2. Seat available, but reserved for person on wait list, # Waitlisted:

Open indicates regular seats are available. The number (#) provided indicates the number of students currently on the waitlist. You may only waitlist this class since currently waitlisted students have preference to enroll.

3. Section and wait list are both full:

Closed indicates no regular seats are available. Waitlist full indicates no wait list seats are available. You may not register or waitlist this class.

4. Seat available, but reserved for person on wait list, which is full:

Open indicates regular seats are available. Waitlist full indicates no wait list seats are available. You may not register or waitlist this class, as currently waitlisted students have preference.

If you receive error message 1 or 2 above, you may choose to waitlist the class by selecting 'Waitlist' in the Action column drop-down box and then clicking on the 'Submit Changes' button below.

Total Credit Hours: 15.000
Billing Hours: 15.000
Minimum Hours: 0.000
Maximum Hours: 24.000
Date: Feb 10, 2011 10:48 am

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	21628	GER	G112	01	Undergraduate	4.000	Regular	Grade	Elementary German II

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

If you are successful, the waitlisted class will appear in your list of classes, as below.

Your class registration will NOT be canceled if you do not pay. When you register for classes, you are responsible for paying your fees unless you drop your classes prior to the first day of the semester.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Oct 07, 2010	None	22712	ANTH	B200	01	Undergraduate	3.000	Regular	Grade	Bioanthropology
Drop/Delete on Dec 10, 2010	None	21626	FREN	F112	01	Undergraduate	0.000	Regular	Grade	Elementary French II
Drop/Delete on Dec 27, 2010	None	24035	GER	G204	01	Undergraduate	0.000	Regular	Grade	2nd-Year German II
Waitlist on Dec 27, 2010	None	21628	GER	G112	01	Undergraduate	0.000	Regular	Grade	Elementary German II

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 24.000
Date: Jan 03, 2011 09:12 am

To view your position on the wait list, see your Detailed Schedule of Classes in myIPFW. Your position will appear below the class, as below.

Elementary German II - GER G112 - 01

Associated Term: Spring 2011
CRN: 21628
Status: Waitlist on Dec 27, 2010
Waitlist Position: 0
Notification Expires: Jan 04, 2011 08:56 am
Assigned Instructor: Lee M. Roberts

Grade Mode: Regular Grade
Credits: 0.000
Level: Undergraduate
Campus: IPFW Main Campus

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	1:30 pm - 2:20 pm	MTWR	Liberal Arts 120	Jan 10, 2011 - May 08, 2011	Lecture	Lee M. Roberts (P)

In the example above, the student is position '0' because he has been notified of an opening and needs to enroll.

How will I be Notified of an Opening in the Class?

When a seat becomes available in a class, the first person on the wait list for that class will receive a system-generated email to their IPFW email account. Therefore, it is essential that you check your IPFW email daily. An example of the email appears below:

Dear Nancy Leinbach ,

You are now eligible to register for GER G112 01 , Elementary German II , (CRN number: 21628) on myIPFW at <https://my.ipfw.edu>. Directions on enrolling from a wait list are available at www.ipfw.edu/registrar. If you do not register for this class within 24 hours, the next person on the waiting list will be offered the seat and your name will be removed from the waiting list. No notification of this removal will be sent.

If you have any problems registering for the course above, please contact your advisor or the Office of the Registrar at 481-6815. Please do not reply to this email.

Thank you,
The Office of the Registrar
Kettler 107

You will have 24 hours to enroll in the class section in myIPFW. If you do not do so, you will be dropped from the wait list and the next student on the wait list will be offered the seat. No notification of this drop will be sent.

How do I Enroll when Notified?

Go to the Add/Drop Classes page in myIPFW again and click on the drop-down arrow in the Action column for the class you waitlisted that is now available and choose 'Web Registered'. Don't forget to then click on the 'Submit Changes' button below.

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
Web Registered on Oct 07, 2010	None	22712	ANTH	B200	01	Undergraduate	3.000	Regular	Grade Bioanthropology
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Add Classes Worksheet

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Your status will change to 'Web Registered' on this page, indicating that you have successfully enrolled.

Important Details to Remember:

1. It is very important to make sure you do not have registration holds on your myIPFW account. A hold would prevent you from enrolling or placing yourself on a wait list.
2. Wait lists will enforce the same registration restrictions when it comes to prerequisite or corequisite courses as regular enrollment. You must have the needed prerequisite or corequisite courses to wait list. Another waitlisted course will not count as a prerequisite or corequisite.
3. You will only be able to wait list one section of a course. You can be enrolled in one section and waitlist a different section of a course, but only one.

4. Fees are not assessed for waitlisted class sections. Fees are assessed only if you register for a class section.

5. Please be considerate of your fellow students. If you decide you no longer want a waitlisted section, please drop it, as you would drop an enrolled section. Thank you.

How Long will the Wait Lists be Available?

The waitlist functionality will be completely turned off at 5:00 pm on the Friday before classes begin for a term (fall, spring, or summer) and all students will be purged from the wait lists. You will then need to watch for class openings in myIPFW during the first week of classes, as no further email notices will be sent out.

Who Do I Contact if I have Questions?

You can contact the Office of the Registrar at 481-6815 (KT 107) or the department offering the course, if you have questions about waitlisting.