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.

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.

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

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:

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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.

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.