

Waitlisting in Web Registration

The following instructions detail the process of getting on a waitlist. A waitlist is a way to indicate your interest in a course without actually registering for the course. Therefore, a course in which you are waitlisted will not have an effect on your enrollment status.

It is important to note that securing a position on a waitlist does not mean that you are registered in the course, nor does it guarantee that a seat will eventually become available. The waitlisting process is intended as an administrative tool to measure course demand.

You will add yourself to a waitlist by signing into MyIUP. **Please read these instructions carefully.**

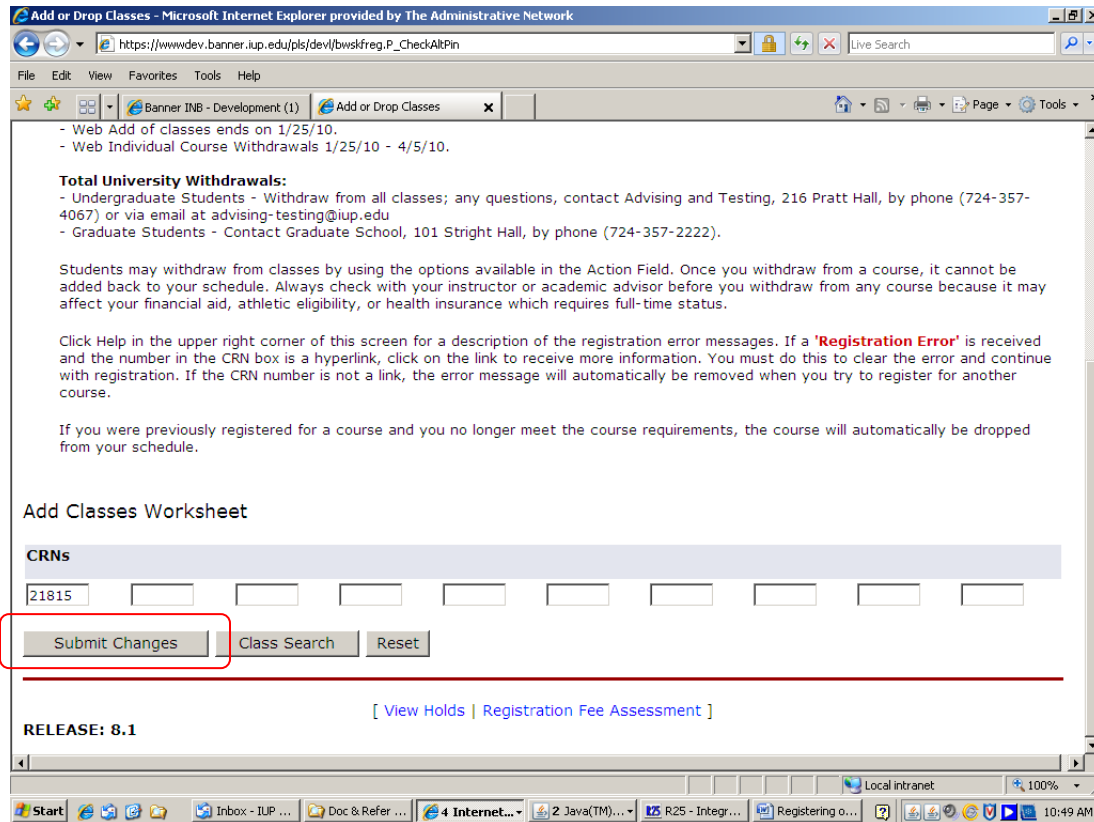
A course section available for waitlisting is closed, and will not appear when you search for open sections. Thus, you need to know the CRN of the course section in which waitlisting is being offered. When viewing the University Wide Class Schedule on MyIUP, a course section status of "WAITLIST" (instead of "OPEN" or "CLOSED") indicates waitlisting is offered in that section.

Getting on the waitlist:

To enter the CRN of the section available for waitlisting, Sign into MyIUP using your IUP network account and password and follow these links in order:

- Click on the Academics tab
- In the Course Registration and Textbooks section, click Class Changes
- Select the appropriate term
- Enter your Alternate PIN

You will then enter the Registration area, as shown in this screen shot.



Scroll down to the bottom of the screen to where you see empty fields in which you may enter CRNs. Enter the CRN of the section available for waitlisting and click on Submit Changes.

Students may withdraw from classes by using the options available in the Action Field. Once you withdraw from a course, it cannot be added back to your schedule. Always check with your instructor or academic advisor before you withdraw from any course because it may affect your financial aid, athletic eligibility, or health insurance which requires full-time status.

Click Help in the upper right corner of this screen for a description of the registration error messages. If a **Registration Error** is received and the number in the CRN box is a hyperlink, click on the link to receive more information. You must do this to clear the error and continue with registration. If the CRN number is not a link, the error message will automatically be removed when you try to register for another course.

If you were previously registered for a course and you no longer meet the course requirements, the course will automatically be dropped from your schedule.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None	21815	ANTH	110	002	Undergraduate	3.000	Undergraduate Standard Letter	Contemporary Anthro

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[[View Holds](#) | [Registration Fee Assessment](#)]

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You will see that the course section is closed, but you are presented with the opportunity to get on the waitlist. Select Waitlisted from the options available within the pull-down menu, then click on Submit Changes.

Please note, limits are set on how many students can get on a waitlist, so it is possible the waitlist for that course section has reached its limit. If this is the case, the option to get on the waitlist will not be available.

If you were previously registered for a course and you no longer meet the course requirements, the course will automatically be dropped from your schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Waitlisted on Feb 09, 2010	None	21815	ANTH	110	002	Undergraduate	0.000	Undergraduate Standard Letter	Contemporary Anthro

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 17.900
Date: Feb 09, 2010 10:58 am

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

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Once you have successfully added yourself to the waitlist, it will appear here under your current schedule. However, waitlisted courses will not appear on any of your printable schedule options – Student Schedule by Day & Time, Student Detail Schedule, or Concise Student Schedule. **This is because you are not actually registered for the course, you are merely waitlisted for it.**

[Being on the waitlist:](#)

If you choose, you may remove yourself from the waitlist at any time by selecting Web Drop (from within the options available within the pull-down menu, as previously described), then clicking on Submit Changes. **Even if you are on a waitlist, you are encouraged to look for seats in any other section of the course that become open.**

[Moving from waitlist status to registered:](#)

You will not have the option to move from waitlisted status to registered for the course unless you receive notification that a seat has become available. Notification will be in the form of an email sent to your IUP email account. **Thus, it is extremely important that you regularly check your IUP email account on a daily basis if you are waitlisted for any courses. Regularly checking your email will ensure you receive notification in a timely manner and are able to take action before your window of opportunity expires.** Upon receiving this notification, you will have a window of time to register yourself for the course section. You will not have the option to register for the course after your notification expires.