Establishing Waitlist Seats for Registration

The department creates a waitlist option for a section, by defining the number of seats to be waitlisted on the enrollment section of SSASECT. **This should not occur until there are no open seats remaining in the section.**

If you are setting up a wait list on a linked lecture/lab course, set up the wait list on the **lecture only.**

When a student attempts to register for a section and that section is full, they will have the option to select waitlist. Under the current set up for duplicate error checking, students can elect to waitlist for multiple sections.

When a seat become available, the student is sent an email to their IUP email address and the Registrar’s Office.

⚠️ **If the student does not register in the preset time frame (currently 48 hours, 24 hours during Drop/Add), they are removed from the waitlist and the next student is notified.**

**SFAWLPR** is the form used to adjust waitlist priority **before** notifications are generated. The department monitoring the waitlisted section has the ability to organize the list of students manually.

Currently, if requested, a course can be set up to automatically place seniors at the top of the waitlist. Please notify The Scheduling Center at **scheduling-center@iup.edu** to prioritized your course in that manner.
SFIWLNT is a view only form that shows the current status of notifications that have been sent and the date and time the notification will expire.

Other Important Information

⚠️ The Department must be cautious when entering closed section permits in courses that have students on a waitlist. If a waitlisted student has been notified of an open seat in a class and a student with a closed section permit takes that seat, the student that had been notified will not be able to register for that class.
Waitlisting for the **Spring semester registration** will be available until the end of drop/add. However, there will be times (*transfer registration in December, late registration day prior to the start of the semester*) when the waitlist process will be inactivated.

Waitlisting for **fall semester registration** may be inactivated and all waitlists cleared for undergraduate students prior to registration for incoming undergraduates students. It will be reactivated and the students added back to the waitlists, as quickly as possible.

The class list indicates the student is waitlisted for the section, indicating **WL** as their registration status.

Students are not able to see their position on the waitlist.