

# Waitlisting Frequently Asked Questions

## What is Waitlisting?

---

Waitlisting is a feature of UIndy registration that allows you to get “in line” for courses that have filled/closed. Waitlisting is easy to use, and has recently been enhanced with automated notifications sent to your UIndy Email Account when a spot has opened up and it is now your turn to register for a waitlisted course. Waitlisting is available to use at the start of registration and typically closes at the start of classes for the term in question.

## How do I add myself to a waitlist?

---

When registering for a desired course, if you receive a registration add error stating that the course is full and the waitlist is open, you can add yourself to the waitlist by:

1. Selecting **Wait Listed** from the drop-down menu in the Action box and
2. Clicking the **SUBMIT CHANGES** button

## How do I view my current position on the waitlist?

---

If you have added yourself to a waitlist and would like to view your current position:

1. Log into SSB
2. Click on the **Student** tab and then the **Registration** link
3. Now choose the **Detail Course Schedule** link which will show which courses have been waitlisted, the date you placed yourself on the waitlist, and your priority position on the waitlist

## How am I notified when a seat becomes available?

---

When a seat becomes available in a waitlisted course, an automated notification is sent to your UIndy Email Account. This email lets you know that a seat has become available in the waitlisted course, and that you need to register for the course before the stated deadline (Date/Time), or the seat will be offered to another student (sample notification content is below).

Dear: [Student]

This email is an automatic notification that a seat is available in the following course for which you originally waitlisted:

TERM: [Term Description]  
COURSE: [Course Information]  
CRN: [Course Registration Number]

ACTION NEEDED: To register for this open seat, you will need to change your registration status from WAITLIST to REGISTERED through the Online Registration interface in UIndy Self-Service. NOTE: If you are in a program that does not allow online registration or if online registration is currently unavailable, please email/contact [advising@uindy.edu](mailto:advising@uindy.edu) or the Office of the Registrar to register for this course.

Please be advised that you will have [##] hours from the time below to register for this course.

[DATE] [TIME]

If you do not take any action within the [##] hour time period, you will be removed from the waitlist.

**\*\* PLEASE DO NOT REPLY TO THIS EMAIL \*\*** If you have any questions please contact the Registration Coordinator via email or phone using the contact information listed below.

Sincerely,

Registration Coordinator  
Office of the Registrar  
University of Indianapolis  
1400 East Hanna Avenue  
Indianapolis, Indiana 46227  
(317)788-3504

## I received a notification email; do I need to take action?

---

**Yes.** Although you are automatically notified that a seat has opened in a course you have waitlisted, you must now register for the course within the specified time period. To register for the course, please:

1. Log in to SSB within the given time period listed in the email
2. Click on the **Student** tab and then the **Registration** link
3. Next click on the **Add or Drop** link
4. Find the waitlisted course on your schedule
5. Select **\*\*Registered\*\*** from the drop-down menu
6. Click on the **SUBMIT CHANGES** button, to register for the open seat

## Once notified, how long do I have to register?

---

The notification you receive will advise exactly how long you have to register for the waitlisted course. Typically, you will have 72 hours to register for the course, although during the final month before classes begin, the time period is reduced down to 24 hours. If you do not register for the course within the allotted time period, you will be removed from the waitlist, and the available seat notification will be sent to the next person on the waitlist. All waitlists are dissolved at 4:30 PM EST on the Friday before classes start. After that, registration during the remainder of the drop/add period is on a first-come, first-served basis.

## Am I guaranteed a seat in a course I waitlist?

---

No. Waitlisting DOES NOT guarantee a seat in the course. You will receive an email notification, if/when a seat opens up in the course.

## What happens if I fail to register in time, but still want to register for the course?

---

You can add yourself back onto the waitlist, provided the waitlist maximum has not been met.

## Once notified, can I register for a waitlisted course if I don't meet the corequisite/linked section requirements?

---

No. All course registration requirements must be met prior to registering for a waitlisted course. It is recommended that you search for an open section of the required corequisite course / linked section if you receive an error when attempting to register for a waitlisted course.

To add a required corequisite/linked section when registering for a waitlisted course:

1. Log in to SSB within the given time period listed in the email
2. Click on the **Student** tab and then the **Registration** link
3. Next click on the **Add or Drop** link
4. Find the waitlisted course on your schedule
5. Select **\*\*Registered\*\*** from the drop-down menu
6. Now in the **Add Classes Worksheet** section near the bottom of the page, enter in the CRN(s) for corequisite/linked section in one of the boxes
7. Click on the **SUBMIT CHANGES** button to register for both the waitlisted course and the corequisite/linked section

If a required corequisite/linked section is not available, you can waitlist for the corequisite/linked section, however if you do not register for the notified course within the allotted time period, you will be removed from the waitlist, and the available seat notification will be sent to the next person on the waitlist.

## What happens if the maximum capacity is increased for a waitlisted course?

---

If a department increases the maximum capacity for a course, the first person on the waitlist will automatically receive an email notification, of an available seat.

## How do I drop from a waitlisted course?

---

To remove yourself a waitlist, please:

1. Log into SSB, within the given time period listed in the email
2. Click on the **Student** Tab and then the **Registration** Link
3. Next click on the **Add or Drop** link
4. Find the waitlisted course on your schedule
5. Select **Drop (Web)** from the drop-down menu
6. Click on the **SUBMIT CHANGES** button

## Do waitlisted courses count toward my credit hours?

---

No. Waitlisted courses do not count toward your credit hours, UNTIL you actually register for the course.