Waitlist – Helpful Registration Tips for Students

Many courses at Illinois State are using the new "waitlist" option during registration. If a course you need for your schedule is full, you may have the option to add yourself to the waitlist for the course. If a seat opens up in the course, the registration system will automatically enroll the first eligible student from the waitlist into the course.

CAUTION: Adding yourself to the waitlist does not guarantee you a seat in the course. Advisors recommend you enroll in a full schedule of courses as soon as your registration is available.

If you choose to add yourself to the waitlist for one or more classes, follow these helpful tips to maximize your waitlist experience:

Use the Swap Function:
Before you add yourself to the waitlist for any class, be sure to use the swap function. The swap function tells the registration system which class to drop from your schedule if a seat opens up in your waitlisted class. View this registration guide for instructions on using the swap function (p. 23-26).

There are several instances where the swap function is necessary with the waitlist:

1. *If you want to add yourself to the waitlist for a different section of the same course*. If you already have a particular course on your schedule, the registration system will not enroll you from the waitlist in a different section unless you use the swap function. For example, if you enroll in KNR 181, section 1 at 8:00am and want to add yourself to the waitlist for KNR 181, section 2 at 10:00am, you must use the swap function. This will tell the registration system to drop the 8:00am class from your schedule if a seat opens up in the 10:00am section.

2. *If you want to add yourself to the waitlist for a different class that meets at the same time.* The registration system will not enroll you in two classes that meet at the same time. So, if you want to add yourself to a waitlist for a different class that meets at the same time as an existing class on your schedule, you must use the swap function. For example, let's say you are enrolled in KNR 108 at 10:00am on MWF, but would like to add yourself to the waitlist for KNR 112 at 10:00am on MWF. You must use the swap function to tell the registration system to drop KNR 108 from your schedule if a seat opens up in KNR 112.

3. *If you're already enrolled in the maximum number of credit hours allowed (17 hours).* The registration system will not enroll you in a class if it will take you over the maximum number of credit hours allowed, unless you use the swap function. For example, let's say you're enrolled in 15 hours for the semester and want to add yourself to the waitlist for a 3 credit hour class. You must use the swap function to tell the registration system which class to drop from your schedule to avoid going over the 17 maximum hours allowed. (Exception: If you have a permit from your advisor to exceed 17 hours in a given semester, you may still be eligible to be enrolled in a course from the waitlist. Talk with your advisor to see if this is an option for you.)

Check Your Blocks:
Be sure to check your account regularly for registration-related blocks. The registration system will not enroll you in a class from the waitlist if you have a block on your account that makes you ineligible to

register. Some blocks may be applied even after you initially register for classes. Check your account regularly and keep it clear of blocks if you wish to use the waitlist.

Check the Course Prerequisites & Major Blocks:
The registration system will only enroll you in a class from the waitlist if you meet the requirements for the course (i.e., prerequisites and major blocks). For example, let's say you are currently in progress with MAT 104, so you add yourself to the waitlist for a section of MAT 113 in the upcoming semester. However, if you do not successfully complete MAT 104, you no longer meet the prerequisites for MAT 113 and will not move off the waitlist even if a seat becomes available. So, be sure to check prerequisites and adjust your schedule and waitlist selections if needed.

Don't Sit on a Waitlist:
The waitlist option stops running after the first 5 days of class and all students are purged from the waitlists at that time. If you are still on a waitlist at the start of the semester, it's time to reevaluate your schedule for alternative options. If you sit on a waitlist for too long, you risk losing out on other class options. Plan to meet with your advisor if you need help with your class schedule.

Again, **do not rely on the waitlist to build your schedule**. Register for a full semester of courses as soon as your registration is available. When used appropriately, the waitlist can simply give you some flexibility when exploring options and preferences for your schedule.

If you have questions about how to use the waitlist, please schedule an appointment with your advisor to discuss in more detail.