What is waitlisting?

The waitlisting functionality in myPurdue allows students to add their names to a waitlist when a class is full. Open seats are offered to the students on the waitlist on a first-come, first-served basis.

How does waitlisting work at Purdue University?

Waitlisting is a feature used when students attempt to register for a class and find that it is full. For some classes, students will have the option to add their names to a waitlist. If a seat in the class becomes available, then the Office of the Registrar will send an e-mail waitlist notification to the student who is first on the waitlist. The student will be given the opportunity to add or drop the course within a 16-hour period. During that 16-hour specified time period, the seat will be held open to allow the student to register for the class. If the student does not respond within the specified time period, then the seat is offered to the next student on the waitlist.

Important information about waitlisting

- Students need to practice common courtesy to their fellow students by signing up for a waitlisted class only if they are serious about taking it. This practice will help students who really need the class for a program requirement.
- Students cannot register for more than one section of the same course (e.g., register in one section and concurrently waitlist in another section).
- A student will be unable to waitlist a course if they fail to meet the prerequisite and restrictions. However, they will be able to waitlist above the maximum 18 credit hour limit for undergraduate students.
- If a student currently has a hold placed on his or her record, then the student will not be allowed to waitlist a course.
- When a student’s name rises to the top of the waitlist and a space is available in the section, a notification will be sent to the student’s preferred e-mail address listed in myPurdue.
- Waitlisting starts when open registration begins and ends at 5:00 p.m. on the Friday prior to the start of the term. However, if students have unexpired e-mail waitlist notifications, they will be allowed the entire 16-hour period to register for the class. Students who remain on the waitlist after waitlisting ends will not receive a notification and the record will be purged.
- When a student receives a waitlist notification, the student will have 16 hours in which to add or drop the class. If the student does not take action after receiving the waitlist notification indicating space is available, then the student will be removed from the waitlist. The next student on the waitlist will then receive a waitlist notification indicating space is available.
How does waitlisting work in myPurdue?

**Example:** A student named Ima Waitlist Student attempts to add HIST 10300 (CRN 77241) and learns that the class is closed. How does Ima Waitlist Student (a) add her name to the waitlist and (b) register for the class if a seat becomes available? The following steps show how Ima gets added to the waitlist and eventually registers for the class.

Note: The course in the example below, HIST 10300 (CRN 77241), is strictly for this example.

Login to myPurdue at [www.myPurdue.purdue.edu](http://www.myPurdue.purdue.edu).

Click on the **Academic Tab**.

In the Quick Links box, click on the **Add or Drop Classes** link.

Select a term. Click **Submit**.
Enter the **registration/alternate pin**. Click **Submit**.

![Registration PIN Verification]

**Register PIN Verification**

Please enter your **Registration PIN** in the field below to access registration.

**Alternate PIN: [Redacted]**

Submit

Enter the course reference numbers (CRNs) in the Add Classes Worksheet and click **Submit Changes**. If the course CRN is unknown, then click on **Class Search** to look up information.

![Add or Drop Classes]

**Add or Drop Classes**

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

**Add Classes Worksheet**

CRNs

Submit Changes  Class Search  Reset

[ View Holds | Registration Fee Assessment ]

To search for a class in the Schedule of Classes, select a subject/course number to find out more about it (e.g., HIST 10300). Click **Class Search**.

![Look Up Classes]

**Look Up Classes**

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Subject:  
Course Number: 10300  
Title:  
Schedule Type:  
Credit Range:  
Campus:  
Part of term:  
Non-date based courses only:  
Instructor:  
Session:  
Attribute Type:  
Start Time:  
End Time:  
Days:

Class Search  Reset
Check and interpret results of the class search.

A. **Cap (Section Capacity):** Maximum number of students that can register for the section (e.g., 7).
B. **Act (Section Actual):** Number of students currently registered for the section (e.g., 7).
C. **Rem (Section Remaining):** Number of seats remaining for the section (e.g., 0).
D. **WL Cap (Waitlist Capacity):** Maximum number students who can be on the waitlist at any one time (e.g., 99). **Note:** If **WL Cap = 0** (zero), there is not a waitlist for the class. If **WL Cap > 0** (zero), then there is a waitlist for the class.
E. **WL Act (Waitlist Actual):** Actual number of students on the waitlist (e.g., 0).
F. **WL Rem (Waitlist Remaining):** Remaining spaces on the waitlist (e.g., 99).

Write down the CRNs for the courses you would like to take or click **Add to Worksheet** in the lower left-hand corner of the screen.

Enter any remaining CRNs into the Add Classes Worksheet. Click **Submit Changes**.
A student may add his/her name to the waitlist by selecting **Waitlisted** from the pull-down menu in the Action column. Click **Submit Changes**.

Note: The **Waitlisted** option only will be available if the class if the class has zero remaining spaces and the waitlisting functionality has been enabled for the section.

The student’s current schedule will be displayed, including the waitlisted class. Once a student is waitlisted for a course, the student will wait to receive a waitlist notification when space is available.
What does a student do when he/she receives an e-mail waitlist notification?

The student receives the following waitlist notification when space becomes available within the offering for which the student is waitlisted. **If no action is taken, the student will be removed from the waitlist after the 16-hour window expires.**

Note: Waitlist notices are processed in the order they are received (i.e., first-come, first-served basis).

![Email example]

A student will have 16 hours from this time to register for this course offering.

---

Copyright © April 2012 by the Student Systems Competency Center
Need help? Contact the Office of the Registrar at (765) 494-8581 or registrar@purdue.edu
How does a student register for a waitlisted class?

When a student receives a waitlist notification, the student must register for the course within a 16-hour period. The student needs to log into myPurdue, select the Academic tab, and select Add or Drop Classes. On the Add or Drop Classes page, a student can add or drop the waitlisted class by selecting Drop (Web) or Web Registered in the Action column for that course. Click Submit Changes.

Note: Students must process add/drop activity simultaneously to avoid a duplicate course error and/or exceeds maximum credit hours error.

After the student registers for the course, it will appear as **Web Registered** on the current schedule.
How does a student know his/her position on the waitlist?

Student can see their position on the waitlist by viewing the detail schedule on the academic tab.

Click on the Detail Schedule link.

Select a term.

Click Submit.

You may see the following possibilities on the detail schedule:

- **Case 1:** If the student is waitlisted and has not received a waitlist notification, then the detail schedule shows the waitlist status and waitlist position. The notification expiration is not displayed.

- **Case 2:** If a student is waitlisted and receives a waitlist notification, then the detail schedule shows the waitlist status, waitlist position and notification expiration.

- **Case 3:** If the student is on a waitlist, receives a waitlist notification, and web-registers for the course before the notification expires, then the detail schedule status reads **“Web Registered”** on (date).

- **Case 4:** If the student receives a waitlist notification, takes no action, and the notification expires, then the course is removed from the detail schedule.