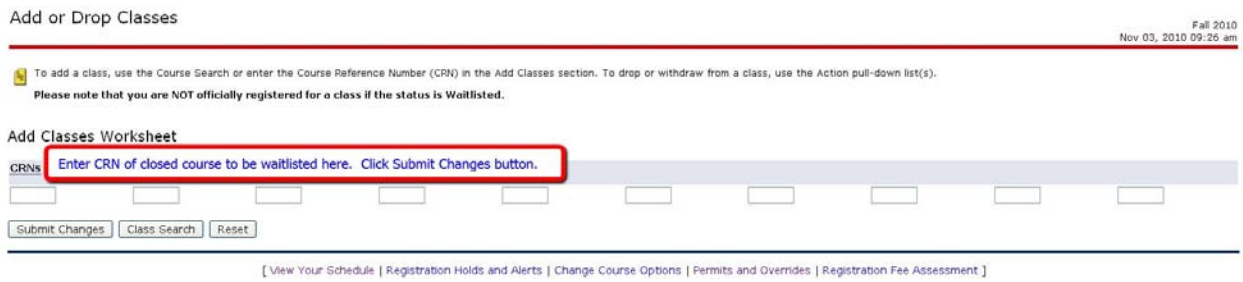
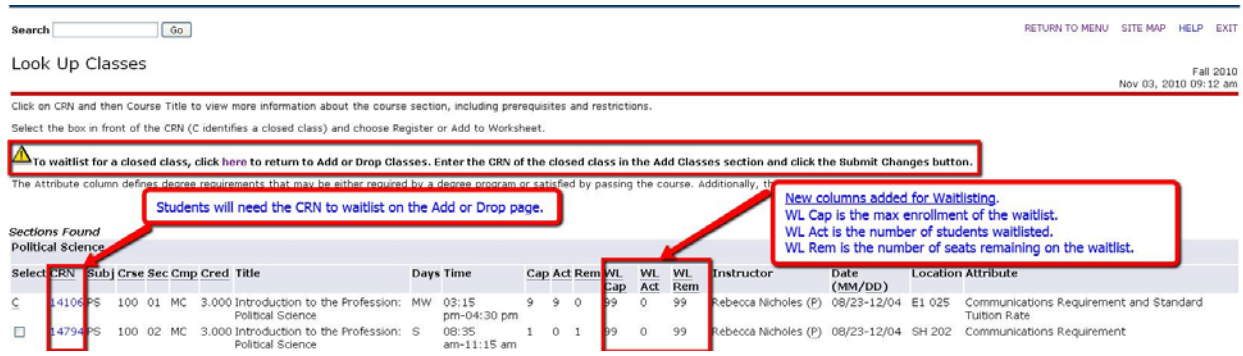
HOW TO WAITLIST @ IIT

STEP 1

Go to the **Add or Drop Classes** page. Enter the **CRN** of the course to waitlist and click the **Submit Changes** button.

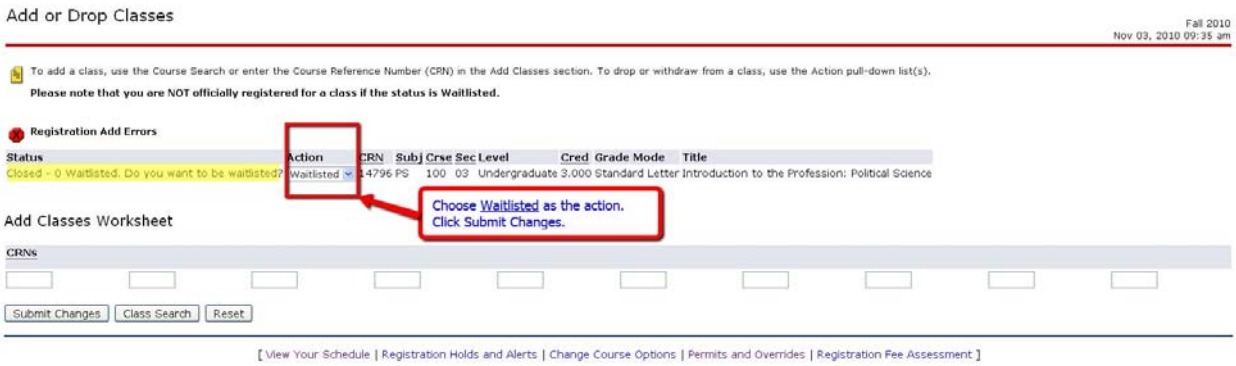


If you do not know the **CRN**, click on the **Class Search** button and perform a query. Note the **CRN** and return to the **Add or Drop Classes** page.



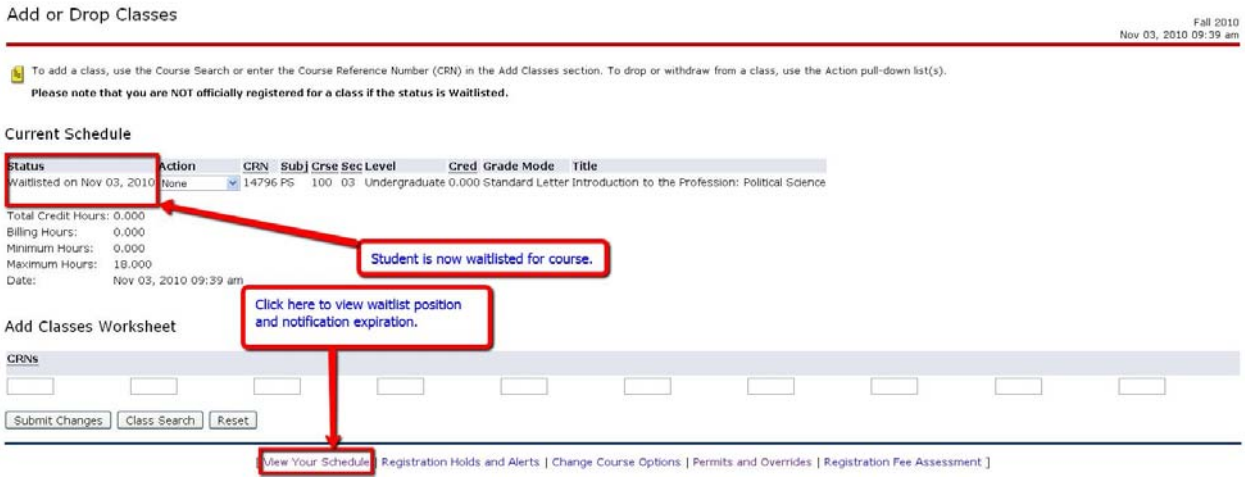
STEP 2

Choose **Waitlisted** and click the **Submit Changes** button.

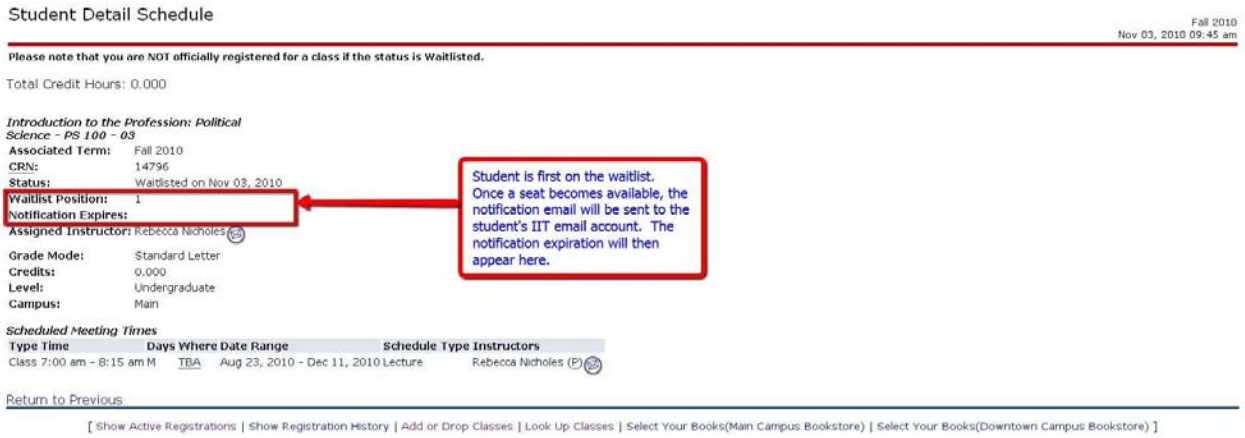


STEP 3

You are now waitlisted for the course. You can remove yourself from the waitlist by selecting Drop Course from the Action drop-down menu.



To view your waitlist position, click on **View Your Schedule**.



STEP 4

When a seat becomes available, an email notification will be sent to your IIT email account. You will have 24 hours to complete the registration.

SAMPLE EMAIL NOTIFICATION

Dear <FIRST_NAME>,

Our records indicate that you previously waitlisted for <SUBJ_DESC> <COURSE_NUMBER> (CRN <CRN_KEY>). Please note that a seat has become available in this section. You have until <DEADLINE_END_TIME> to log into myIIT and register for this course. To register, return to the Add or Drop Classes page. For the waitlisted course, choose "Student Registered" from the Action drop-down menu and click Submit Changes. If you do not complete the registration by the deadline, the seat may no longer be available for you.

Regards,
Office of the Registrar

<ID>

Return to the **Add or Drop Classes** page and complete the registration. **REGISTRATION COMPLETE!**