ADDING TO A WAITLIST:

1) When the system re-opens to everyone (open registration) you will have the opportunity to add yourself to any waitlist that exists. **Note – not all classes have a waitlist (see below for how to tell).**

2) Have the CRN ready to go for the course(s) you want to add to your schedule and enter the CRN's into MyPurdue directly. Make sure, IN ADVANCE, there is a ‘hole’ in your schedule for this course so a time-conflict issue does not happen.

3) If the desired CRN is FULL, the system will prompt you to add to the waitlist. Add yourself.

4) **HOW IT WORKS:** You will sit on the waitlist until a space becomes available. If a space opens you will be notified in your Purdue email. You MUST respond WITHIN 16 hours of this Purdue email notification by accepting the class. If you do not accept the class, after 16 hours, the space will be released to the next student in the waitlist queue.

The WAITLIST is ERASED and you are still not in the class you want:

1) **Week 1** of school: Watch myPurdue for space to open legitimately as students drop/add when they return to school and begin to attend classes. MyPurdue is in real-time so as students change their minds, majors, and schedules, spaces become available intermittently in classes all week long. **Stalk myPurdue** during week #1 for space. You MAY go into the List of Classes to find when/where a desired class meets and quietly attend as to not miss material - - keeping in mind - - you are not guaranteed a spot. Some professors may not let you sit in until you’re registered and some will. Please do not harass professors for space into their classes this week - - they do not have space limits and do not need to sign you in this week. Keep monitoring MyPurdue - - **if a space becomes available thru Saturday this week – you can add it yourself.**

2) **Week 2** of school: You may approach a professor for his/her signature into a class that is showing as “CLOSED” in myPurdue. Obtain a Form #23 in advance from me. Once the professor signs the form #23, it must also be signed by your Academic Advisor and the Schedule Deputy of that subject. The completed signed form is taken to the Registrar in HOVDE room 45 to be added to your schedule.

HOW TO TELL if a CLASS HAS A WAITLIST:

In the List of Classes, you see course limits (Cap), enrollments (Act), and open space (Rem) along with waitlist limits (WL Cap) and # on the waitlist (WL Act). If a course is showing “999” as the WL Cap (Waitlist Capacity) then it **WILL HAVE A WAITLIST option.** If the course shows “0” as the Waitlist Cap, it will NOT have a waitlist option. **See examples:**

**A class WITH a waitlist function:**

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**A class WITHOUT a waitlist function:**

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