



## Waitlisting for Students

Waitlisting is a feature in Neiuport that allows you to get “in line” for courses that have filled/closed. This automated process notifies you via your Northeastern Illinois University Email, when a seat in a closed class has opened up and it is now your turn to register for the class.

### Checking to see if a class has a waitlist:

Log into NEIUport, and select Search for Classes.

If you see numbers below the columns listed as WL Cap (Waitlist Capacity), WL Act (Waitlist Actual), and WL Rem (Waitlist Remaining), this means there is a Waitlist on the section.

In the below example, CRN 32917 shows that there is a maximum of 9 seats available for waitlisting (WL Cap = 9); there are two students currently on the waitlist for this section (WL Act = 2); which leaves 7 seats still available for waitlisting (WL Rem =7).

### Look Up Classes

Summer 2013  
Apr 09, 2013 05:39 pm

Select the box in front of the CRN and choose Register or Add to Worksheet. If the box in front of the CRN is C (identifies a closed class), and you have been authorized by the department, use Add or Drop Classes to Register.

Click on the CRN for additional course information including a link to view restrictions, prerequisites, and textbook information (if available).

#### Sections Found

##### Leadership

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attrib
<input checked="" type="checkbox"/>	32917	LEAD	421	1	MC	3.000	Educational Leadership And Organizational Studies	TR	06:00 pm-09:25 pm	3	3	0	9	2	7	Lynn H Bush (P)	05/17-06/27	BBH 228	
<input type="checkbox"/>	32918	LEAD	421	X2	OFF	3.000	Educational Leadership And Organizational Studies	TR	06:00 pm-09:25 pm	20	3	17	0	0	0	Ana Gil-Garcia (P)	05/17-06/27	ZUCG TBA	

## Waitlisting for Students

### How to add yourself to a waitlist:

If the class you are trying to register for is full, and has an open waitlist, you can log into NEIUport, and select: CURRENT STUDENT > REGISTRATION. ADD OR DROP CLASSES > REGISTRATION TERM. Add the CRN and click the SUBMIT CHANGES button, as you would for adding any other course.

[Click here](#) for Summer 2013 registration and payment deadline dates.

[Click here](#) for Summer 2013 tuition and fees information.

#### Spring 2013 Information

[Click Here](#) for Spring 2013 registration and payment deadline dates.

[Click Here](#) for Spring 2013 tuition and fees information.

**Students: you may access your full schedule with location, meeting time, and instructor information by scrolling to the bottom of this page and selecting the "Student Detail Schedule" link. You should review your class schedule prior to the first day of classes for possible changes in location and times.**

When you register, consider the Activity Hour from 3:05-4:05 p.m. on Tuesdays and Thursdays so that you have time to get involved on campus.

### Add Classes Worksheet



The result produces a Registration Add Error: Example: "Closed - -2 Waitlisted" (meaning that the course is full, and there are 2 students on the waitlist) or "Open – Reserved for Wait List" (meaning that there is an open seat but it is reserved for a waitlisted student who is at the top of the wait list).

In the Action box, click on the drop-down menu, and select "Waitlisted", and click the SUBMIT CHANGES button. **NOTE:** If you leave the action box as **None**, you will NOT be added to the waitlist.

#### Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 2 Waitlisted	<div style="border: 1px solid black; padding: 2px;">                     None                      None                      Wait List                 </div>	32917	LEAD	421	1	Graduate	3.000	Standard	Educational Leadership And Organizational Studies

### Add Classes Worksheet





## Waitlisting for Students

Note: There is no "Notification Expires" information, because a notification is only sent when a seat becomes available in the class. Once a notification is sent, there will be expiration information.

### NOTIFICATIONS:

When a seat becomes available in a waitlisted class, a notification is automatically sent via email to your Northeastern Illinois University Email account. This email lets you know that a seat has become available in the waitlisted class, and that you need to register for the class before the stated deadline (Date/Time), or the seat will be offered to another student (example of notification below).

*Dear Sample Student ,*

*You placed yourself on a WAITLIST for Art In Society 101 (CRN: 33207 ).*

*A seat has become available and you must take action by 12-APR-2013 10:36 AM .*

*If you still wish to register for the course, please follow these steps:*

- Login into your NEIUport account: <https://neiuport.neiu.edu>*
- Click on the Current Student tab, and under Registration Tools click on 'Add or Drop Classes'*
- Choose 'Web Registered' to add the class*
- Click 'Submit Changes' at the bottom of the page*

*If you are NO LONGER interested in this course and wish to remove your name from the wait list, please follow these steps:*

- Login into your NEIUport account: <https://neiuport.neiu.edu>*
- Click on the Current Student tab, and under Registration Tools click on 'Add or Drop Classes'*
- Choose 'DROP WEB' to remove your name from the waitlist*
- Click 'Submit Changes' at the bottom of the page*

*If you are waitlisted for a course which requires a linked course (i.e. lab), you will need to add both of the five digit CRNs (Course Reference Numbers) at the same time in order to register.*

*If you fail to take action, you will automatically be removed from the WAITLIST on 12-APR-2013 10:36 AM . You will NOT receive a notification of this action.*

*For more information on course waitlisting, please visit [www.neiu.edu](http://www.neiu.edu).*

*This is a system generated email. Should you have any questions regarding registration, please contact the Registration Office via email at [Registration@neiu.edu](mailto:Registration@neiu.edu).*

## Waitlisting for Students

When you receive a notification that a waitlisted seat has become available, you must:

1. Log into NEIUport, within the 48 hour timeframe
2. Find the waitlisted class, on your schedule (in the Add or Drop Classes worksheet).
3. Select "\*\*\*Web Registered\*\*", from the drop-down menu (see below example).
4. Click on the SUBMIT CHANGES button, to register for the open seat.

### Add or Drop Classes

Summer 2013  
Apr 09, 2013 03:50 pm

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

#### Summer 2013 Information

[Click here](#) for more information regarding Registration Add Error Messages.

[Click here](#) for Summer 2013 Departmental Notes for important course information and departmental requirements.

[Click here](#) for Summer 2013 registration and payment deadline dates.

[Click here](#) for Summer 2013 tuition and fees information.

#### Spring 2013 Information

[Click Here](#) for Spring 2013 registration and payment deadline dates.

[Click Here](#) for Spring 2013 tuition and fees information.

**Students: you may access your full schedule with location, meeting time, and instructor information by scrolling to the bottom of this page and selecting the "Student Detail Schedule" link. You should review your class schedule prior to the first day of classes for possible changes in location and times.**

When you register, consider the Activity Hour from 3:05-4:05 p.m. on Tuesdays and Thursdays so that you have time to get involved on campus.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Wait List on Apr 09, 2013	<input type="text" value="None"/> <input type="text" value="None"/> <input type="text" value="***Web Registered**"/> <input type="text" value="***Web Dropped**"/>	3291	LEAD	421	1	Graduate	0.000	Standard		Educational Leadership And Organizational Studies
Total Credit Hours:	0.000									
Billing Hours:	0.000									
Minimum Hours:	0.000									
Maximum Hours:	12.000									
Date:	Apr 09, 2013 03:50 pm									

### Tips:

- You can be waitlisted for multiple courses, and multiple sections of the same course.
- While on the waitlist, you should check your Northeastern Illinois University email often.
- Email notifications are sent when a seat becomes available – primarily due to another student dropping the class.
- When you are notified of an opening, you are also informed that there is a 48 hour time limit to register for the class, before it is offered to another student.
- Note: During this 48 period, no other students will be able to register for the available seat.
- If you are on a waitlist and are notified via email of an available seat, but do not register within the 48 hour timeframe, you will be removed from the waitlist, and the available seat will be offered to another student.
- To get back on the waitlist, you must re-register for the course's waitlist.
  - Waitlists will be turned off before the 1<sup>st</sup> day of the first week of classes.
  - When waitlists are turned off, you will no longer be able to place yourself on a waitlist.
- **Please note:** Adding a waitlisted course is not an active Registration and will not count towards your credit or billed hours for the term.