Waitlist Management   Summer Session 2023

Notice: As of April 24, more than 3,000 students are waiting to enroll in specific courses. Why is this a problem? Waitlists are created when student enrollment exceeds the limit set per course in ISIS:

1. In-person instruction with a classroom reserved and the capacity is determined by the seating capacity
2. Remote instruction capacity of enrollment is set by academic departments

Academic departments and the Registrar manage the details related to enrollment management. Academic departments determine the enrollment limit per course. If a course exceeds the size of a classroom or the enrollment limit, a waitlist is set up to gather students waiting for an opportunity to enroll in the course.

COMMUNICATION CAMPAIGN – Academic departments are encouraged to communicate to students and increase transparency. Examples:

- More sections are added as resources increase.
- No more sections coming

Here's a short list of best practices for consideration to increase enrollment to meet the needs of students on a waitlist:

Courses taught in-person instruction

      a. Request a larger classroom directly with the Registrar.
          - - - If the course is scheduled in a general use classroom (Registrar) –
                an increase of 10% is allowed without notice
          - - - If the course is scheduled in departmental space, an increase is allowed without notice.

      b. Add additional sections of the course in ISA (Instructional Scheduling Assistant).
      c. Add more courses of related interest in ISA.

Courses taught <u>Remote</u> instruction – classrooms are not reserved (RCLAS)
      a. Increase the enrollment limit in ISIS (Integrated Student Information System).
      b. Add additional sections of the course in ISA.
      c. Add more courses of related interest in ISA.

Did you know? Insights regarding Waitlist management

      a. Incentive Program:

Academic Affairs has approved an incentive program to encourage more courses and more enrollments as a way to **increase funding to departments**. For more information regarding the Incentive Program, please contact Lisa Bargabus at lbargabus@ucsd.edu.

b. Students enroll in another course while **waiting to move** off a waiting list. The better we manage waitlists, the more we can reduce the number of students waiting to drop a course.

c. **Financial Aid** requirements are minimum enrollment of 6 units over the summer. Students on a waitlist do not qualify to apply to financial aid. It is common practice for students to enroll in a course they do not intend to keep, and are using the course to meet the minimum required for financial aid until they move off a waitlist. The faster a student is moved off a waitlist, the sooner actual enrollment will be confirmed.

d. Student enrollment Roller Coaster:
    - The tuition payment is due one-week before a session begins.
    - If a student doesn't pay fees in full, student enrollment is cancelled for nonpayment.
    - Students can add themselves back into a course during the first week of sessions 1 & 2.
    - Students can drop courses the first week with a full refund.

e. Cancellation deadlines for unpaid student enrollment accounts:
    Non-payment cancellation dates (see Guidebook for waitlist calendar)

	Session 1	Session 2	Special Session
Date	June 30	August 4	June 29

    *Students canceled from courses for non-payment occurs at 3am

f. A department can use a **waitlist as a tool** to achieve a minimum number of students and then the department adds another section of the course.

g. If there are "**of related courses**" that the department can suggest to students as an alternative, this is a good tool to help increase enrollment in courses subject to cancellation for low enrollment.

h. Departments may collaborate with other departments offering **complementary subjects** to suggest another way to meet degree requirements.

i. Connect with **college advisors** to communicate with students to help guide students, especially newly incoming students to enroll in another course to meet degree requirements.