



Waitlist Management

Summer Session 2022

Notice: As of April 18, more than 3,000 students are waiting to enroll in specific courses.

Waitlists are created when student enrollment exceeds the limit set per course in ISIS:

1. Face-to-face 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.

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

Courses taught Face-to-face 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.
- c. Add more courses of related interest in ISA.

Courses taught Remote instruction

- a. Increase the enrollment limit in ISIS.
- 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. 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 non-payment.
 - 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 of tuition.
- b. Cancellation deadlines for unpaid student enrollment accounts:
 - Non-payment cancellation dates (see [Guidebook](#) for waitlist calendar)



| | Session 1 | Session 2 | Special Session |
|-------------|------------------|------------------|------------------------|
| Date | June 24 | July 29 | June 23 |

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

- c. 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.
- d. 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.
- e. **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 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.
- 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.