



Waitlist Management

Summer Session 2020

Waitlists are created when a student enrollment exceeds classroom capacity, or if a course has limited enrollment set by the academic department.

Monitoring waitlists to manage the student demand for courses is managed by each academic department.

Tips for consideration?

- a. If there are other faculty available to teach the subject, a department may reduce a waitlist by adding additional sections. Before a new section is added, departments need to consider instructional responsibility for oversight of student learning. Do you have resources to support more students in terms of TA, Readers, Tutors? Increased enrollment will generate increased funding. Summer Session has a tool to calculate projected funding for increased enrollment.
- a. If a course already has 2-3-4 sections, with more students waiting to enroll, and the department has additional faculty available to teach the subject, it may be possible to open a second course within the same session. Consideration of additional faculty to be the instructor of record is critical as well as resources to support more students in terms of TA, Readers, Tutors. Contact Summer Session to review the status of course offerings.
- b. Increasing the waitlist is another consideration if the department has the resources to support more students in terms of TA, Readers, Tutors. For Summer Session 2020, students are slightly confused by the seat limit for courses taught remotely. Departments need to carefully manage the workload so we ensure support for accelerated courses. Please contact the Registrar for help to increase the enrollment limit.
 - - - 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.



Other insights regarding Waitlist management

During the summer, students are not required to be enrolled in Summer Session courses. Payment for a course is due one-week before a session begins, and students can drop courses the first week with a full refund. These conditions should be included as departments consider the best strategies for managing waitlisted students. For summer 2020, 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.

Considerations

1. Are students waiting for enrolled students to be cancelled for non-payment so they can be moved up the waitlist? Students on a waitlist are automatically enrolled if space become available.

Non-payment cancellation dates (see Guidebook for waitlist calendar)

	Session 1	Session 2	Special Session
Date	June 26	July 31	June 25

2. Due to the 6 unit minimum for financial aid, students on a waitlist may be enrolled 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 the waitlist. The faster a student is moved off a waitlist, the sooner actual enrollment will be confirmed.
3. 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.
4. 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.
5. Departments may collaborate with other departments offering complementary subjects to suggest another way to meet degree requirements.
6. 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.