



Waitlist Management

Summer Session 2025

As of May 2025, almost 2,500 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, and the Registrar manages 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 with students and increase transparency. Examples:

- a. More sections are added as resources increase.
- b. we do not anticipate adding sections/seats
- c. Encourage students to enroll in other courses.

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 Remote 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. Academic Affairs is continuing the Department Incentive Package, which funds departments based on the number of undergraduate courses and student enrollments. Departments will receive:
 - \$1,000 per course + \$50 per enrollment
 - An additional \$500 per course for every course on the “High Impact” report.
 - For more information regarding the Incentive Program, please contact Lisa Bargabus at summer-payroll@ucsd.edu.
- b. Reminder that if your department hires more TAs/Tutors/Readers and/or Instructors to accommodate more students off the waitlists, Summer Session will reimburse those payroll expenses.
- c. 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.
- d. Financial Aid requirements are minimum enrollment of 6 units over the summer. Students on a waitlist do not qualify to apply for 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.
- e. 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.
- f. Cancellation deadlines for unpaid student enrollment accounts: Nonpayment cancellation dates (see [calendar](#) for more details):



Session 1	Session 2	Special Session
June 27	August 1	June 26

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

- g. 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.
- h. 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.
- i. Departments may collaborate with other departments offering complementary subjects to suggest another way to meet degree requirements.
- j. 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.