

Waitlist Management for Summer Session 2026

When a course reaches its enrollment capacity in ISIS, the Registrar creates a waitlist so students can line up for any openings that arise.

- **In-person classes:** the cap equals the physical seating capacity of the classroom.
- **Remote classes:** academic departments set the enrollment limit, and the Registrar manages the enrollment details.

How the Process Works

- **Academic departments** determine the enrollment limit per course. If a course exceeds the size of the enrollment limit, a waitlist is created to allow students an opportunity to enroll in the course.
- **Automatic enrollment** – Once a seat opens, the system automatically moves the next eligible student from the waitlist into the course and sends a confirmation email.
- **Eligibility checks** – If a student is missing a prerequisite or has a hold, they will be dropped from the waitlist.
- **Timing** – The auto-waitlist runs nightly until the 3rd day of each session. After that [deadline](#), no further moves are made.

COMMUNICATION CAMPAIGN:

Academic departments are encouraged to communicate with students and increase transparency. Examples:

- a. More sections will be added as resources increase.
- b. We do not anticipate adding sections/seats.
- c. Encourage students to enroll in other courses with available seats.

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

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.

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.

Insights into Waitlist Management

- a. Reminder that under the NEW 50/30/20 revenue share model, your department is financially responsible for hires (TAs/Tutors/Readers and Instructors) to accommodate more students off the waitlists.
- b. Students often enroll in another course while waiting to move off the waitlist. The better your department manages waitlists, the more you can reduce the number of students waiting to drop out of a course.
- c. 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.
- d. Summer Session enrollment trends:
 - The tuition payment is due one-week before Session 1 and 2 begins.
 - The tuition payment for session 3 (Special Session) is due June 22.
 - 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 Summer Sessions 1 & 2.
 - Students can drop courses the first week with a full refund for Sessions 1 & 2.

**Special Session deadlines vary by course: please see [Special Session Calendar](#) for details.*

- e. Cancellation deadlines for unpaid student enrollment accounts:
Nonpayment cancellation dates (see [calendar](#) for more details)

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

- f. If there are “of related interest 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.
- g. Departments may collaborate with other departments offering complementary subjects to suggest another way to meet degree requirements.
- h. Share the [New Student Course Recommendations](#) with NEW incoming students.