AIS Wait List Policy and Implementation Information: Spring 2014 Enrollment
University of California, Santa Cruz

Goals for the new AIS wait list policy are to reduce student confusion in the enrollment process, to reduce faculty and staff workload in responding to individual student inquiries requesting enrollment in full classes, and to improve the ways in which we can identify demand on the curriculum. Utilizing wait lists in this way will allow us to use the enrollment system to help fill available capacity.

Establishing this policy allows the campus to deliver a consistent message to students who are unable to enroll during their first- and second-pass enrollment appointments. Students should be consistently advised by faculty and staff to enroll on the wait list during their wait list appointment and attend the first class meeting. Students are automatically enrolled from the wait list by position number – this consistent practice provides fair access to students and decreases workload for faculty and staff.

By setting up wait list appointments by class level, class level prioritization is handled during the wait list appointment period. Departments with concerns about student progress based on a desire to prioritize students in the major may consider requesting a restriction on the course. Some departments have successfully requested classes be restricted to majors during the first-pass enrollment appointment and that the restriction be lifted during the second-pass enrollment appointment. This allowed students who needed the class to complete a major requirement the first opportunity to enroll, while allowing students who wanted to take it as an elective a chance to enroll after that time.

Policy:
The following policy applies to all undergraduate courses that have the capacity to accommodate AIS wait lists. Courses that require concurrent enrollment in another credit-bearing course (for example, Physics 6A and 6L) use a different means for wait list set-up (contact the Registrar's Office). Special study courses have unlimited enrollment and interview-only courses require enrollment by permission number, so wait lists will not be utilized.

Beginning with enrollment for the spring term, 2014
• All undergraduate courses and secondary discussion sections and labs will be set up with a wait list in AIS.
• Capacity for all wait lists will be set to 999 (unlimited).
• All wait lists will use the auto-enroll function until permission numbers are required; "interest-only" wait lists will no longer be used. Departments may, however, prevent students from enrolling once instruction has begun by setting the capacity of the class to zero and issuing permission numbers to students on the wait list. After the eighth day of instruction, students will no longer be automatically enrolled, permission numbers will be required, and wait lists will be purged.
• Wait list enrollment begins during second-pass, preserving the same class-level priority that applies through other enrollment appointments (senior, junior, sophomore, frosh).

How it will work:

During the enrollment period:
• A process to add wait list capacity to all eligible courses will be run by the Registrar's Office the morning that wait list appointments open. Course-sponsoring agencies will no longer need to update wait list capacities for their courses and secondary sections or labs.
• Students will enroll themselves on wait lists and are assigned a "Wait List Position Number." During the wait list enrollment process, AIS checks prerequisites and restrictions prior to enrolling a student on a wait list. The "Wait List Position Number" is the order in which the system will attempt to enroll a

student as space becomes available.

• To view students who have enrolled on a wait list in AIS, change the enrollment status on the class roster screen from "Enrolled" to "Waiting."

• The auto-enrollment process will run every 30 minutes beginning at 9:10 AM and ending at 4:40 PM. When a space becomes available in a wait listed course and section, the auto-enrollment process attempts to enroll the first student on the list into the class and open section. If there is an unsuccessful enrollment attempt because the student's schedule has a time conflict, because the student is already enrolled in their maximum number of credits, or because the student is wait listed in a required discussion section that is full, the system will pass that student over and enroll the next eligible student into the class.

• Emails (both error and success messages) will be sent to individual students via email at the end of each day. If students receive an error message because of a time conflict or because they have reached their enrollment maximum, the email will tell them why they were skipped over in the enrollment process, so they can take action to fix the problem so that it will not occur again.

• The auto-enrollment process will continue to run through the eighth day of instruction, unless a course-sponsoring agency chooses to handle the enrollment process differently once instruction has begun.

• Please note: The Office of the Registrar has requested an enhancement to AIS to prevent students from being dropped from a class and enrolled on the wait list when they attempt to edit sections into a full discussion section. We are hopeful this enhancement will be in place prior to spring enrollment.

Beginning the first day of instruction:

• For high-demand classes important to student progress, course-sponsoring agencies may choose to "zero-out" enrollment capacity on the first day of instruction and distribute permission numbers to students on the wait list. Changing the enrollment capacity to 0 will stop the auto-enrollment process and allow departments and/or faculty to prioritize those students on the wait list who attend the first day. Faculty and/or departments should advise students who contact them about accessing a class to enroll on the wait list, and should not keep secondary wait lists separate from those in AIS.

• Faculty may request, within the first week of instruction, that the Office of the Registrar administratively delete from both the roster and the wait list the students who do not attend the first class meeting. By administratively deleting these students within the first week, students on a wait list can be enrolled early enough in the term to make progress in the course. Wait listed students swapping into a new course will, in turn, release capacity in back-up classes in which they have enrolled. By campus policy, not attending the first class meeting and failing to meet prerequisites are the only reasons an administrative drop is allowed. Faculty may request a student be administratively deleted from a class through the process outlined at http://registrar.ucsc.edu/faqs/faculty/enrollment/index.html.

• Wait lists are purged from AIS when permission numbers are required for all courses (eighth day of instruction).

Permission numbers:

• Permission numbers can be generated to override restrictions and prerequisites, course capacity, or both. Permission numbers are defaulted to override both.

• The course-sponsoring agency can generate a permission number to override only restrictions and prerequisites. This permission number allows students who do not meet restrictions and prerequisites to sign up on the wait list, but does not allow them to jump in front of others who are on the wait list.

• The course-sponsoring agency can generate a permission number to enforce restrictions and prerequisites, but to override the capacity of the class. In this way, a permission number may allow access to a closed class, but only if the student meets the prerequisites.

• Students should be clearly informed whether their permission number will override prerequisites and/or the capacity of the class, so they understand whether they have been assured a space in the class.

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