Reserve Capacity and Wait Lists
UCSC Office of the Registrar

Reserve Capacity

Define seats reserved for students

New Student Orientation Groups

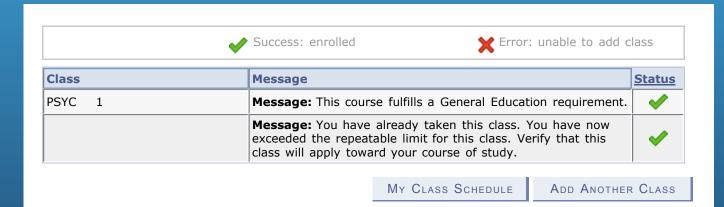# Enrollment Messages

go to ...

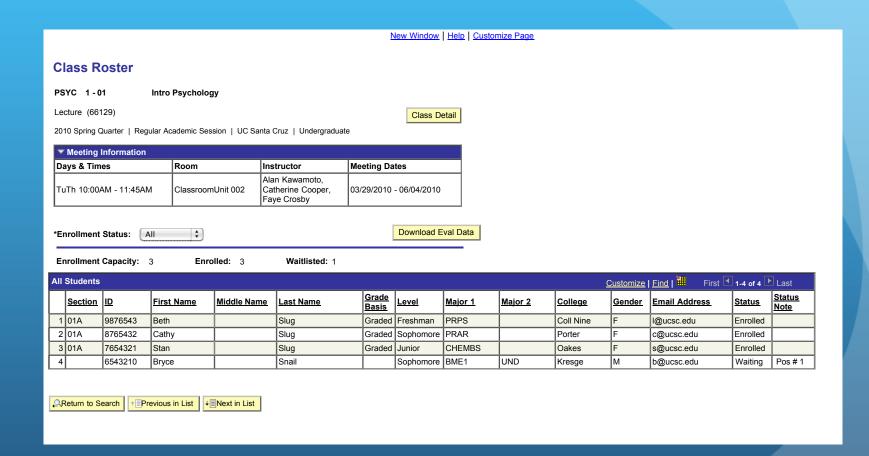| Class	Message	Status
	✔ Success: enrolled ✖ Error: unable to add class	

Class	Message	Status
PSYC 1	**Error:** You are unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements.	✖

MY CLASS SCHEDULE   ADD ANOTHER CLASS

Continuing student

Class	Message	Status
	✔ Success: enrolled ✖ Error: unable to add class	

Class	Message	Status
PSYC 1	**Message:** This course fulfills a General Education requirement.	✔
	Message: You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.	✔

MY CLASS SCHEDULE   ADD ANOTHER CLASS

New student

go to ...

Reserve Capacity Benefits and Challenges

Benefits	Challenges
Set up new student gating prior to the start of new student enrollment	Students will see classes as "open"
Allows tracking of new student enrollment	
Informs campus about reserve capacities	
Do not have to adjust the class Enrollment Capacity for gating	
Students cannot wait list the course until the class is full	

Wait Lists

Class Roster

PSYC   1 - 01   **Intro Psychology**

Lecture (66129)   [Class Detail]

2010 Spring Quarter | Regular Academic Session | UC Santa Cruz | Undergraduate

▼ Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:45AM	ClassroomUnit 002	Alan Kawamoto, Catherine Cooper, Faye Crosby	03/29/2010 - 06/04/2010

*Enrollment Status: [All ▼]   [Download Eval Data]

Enrollment Capacity: 3   **Enrolled:** 3   **Waitlisted:** 1

All Students   Customize | Find | ▦   First ◀ 1-4 of 4 ▶ Last

	Section	ID	First Name	Middle Name	Last Name	Grade Basis	Level	Major 1	Major 2	College	Gender	Email Address	Status	Status Note
1	01A	9876543	Beth		Slug	Graded	Freshman	PRPS		Coll Nine	F	l@ucsc.edu	Enrolled	
2	01A	8765432	Cathy		Slug	Graded	Sophomore	PRAR		Porter	F	c@ucsc.edu	Enrolled	
3	01A	7654321	Stan		Slug	Graded	Junior	CHEMBS		Oakes	F	s@ucsc.edu	Enrolled	
4		6543210	Bryce		Snail		Sophomore	BME1	UND	Kresge	M	b@ucsc.edu	Waiting	Pos # 1

[🔍Return to Search] [↑▤Previous in List] [↓▤Next in List]
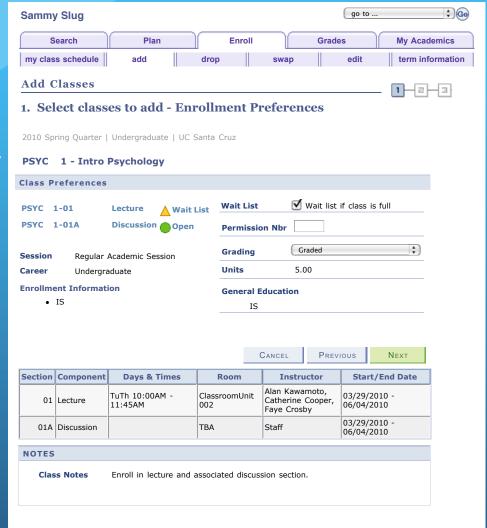
Enrollment Scenario

Student searches for all classes.

Finds a class is full.

Attempts to enroll and selects "Waitlist if Class is Full."

Sammy Slug

go to ... ⟳ Go

Search	Plan	Enroll	Grades	My Academics

my class schedule	add	drop	swap	edit	term information

Add Classes

[1]─[2]─[3]

1. Select classes to add - Enrollment Preferences

2010 Spring Quarter | Undergraduate | UC Santa Cruz

PSYC   1 - Intro Psychology

Class Preferences

PSYC	1-01	Lecture	⚠ Wait List	**Wait List**	☑ Wait list if class is full
PSYC	1-01A	Discussion	🟢 Open	**Permission Nbr**	

Session	Regular Academic Session	**Grading**	Graded ⇕
Career	Undergraduate	**Units**	5.00

Enrollment Information
- IS

General Education
    IS

CANCEL   PREVIOUS   NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	TuTh 10:00AM - 11:45AM	ClassroomUnit 002	Alan Kawamoto, Catherine Cooper, Faye Crosby	03/29/2010 - 06/04/2010
01A	Discussion		TBA	Staff	03/29/2010 - 06/04/2010

NOTES

Class Notes   Enroll in lecture and associated discussion section.

go to ... ⇕

Enrollment Scenario

Student Added to Wait List

Department Decisions

Auto Enroll ON	Auto Enroll OFF
Students on the wait list prevents others from enrolling in an open class	Students on the wait list doesn't prevent others from enrolling in an open class

Wait List Capacity
Determine how many students can sign up for the waitlist

Things to Consider as We Move Forward

- Auto-Enrollment
  - How often does the campus run the auto-enrollment process?
  - How do we notify students of changes to their schedule?

- Sections
  - Students may not sign up for a waitlist if all sections are full

- New Students
  - If we use auto-enrollment, how do new students enroll?

Draft Enrollment Timeline

- First Pass Enrollment

- Second Pass Enrollment

- Wait List Enrollment

- New Student Enrollment

- Auto-Enrollment Stops (FA Disbursement)

- Quarter Begins

- Wait List Turned Off

- Wait Lists Purged

Next Steps

- Looking for a couple of volunteers to explore the next steps in wait lists.

- Email cpsanger@ucsc.edu name of faculty, courses, and staff contact for wait list pilot.

- Email cpsanger@ucsc.edu if interested in reserve capacity for new student orientation.