

# Reserve Capacity and Wait Lists

## UCSC Office of the Registrar



# Reserve Capacity

Define seats reserved for students

New Student Orientation Groups

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Course ID: 027389      Course Offering Nbr: 1  
Academic Institution: UC Santa Cruz      Class Nbr: 66129  
Term: 2010 Spring Quarter      Undergrad  
Subject Area: PSYC      Psychology  
Catalog Nbr: 1      Intro Psychology

**Class Sections** [Find](#) | [View All](#) | First 1 of 14 Last

Session: 1      Regular Academic Session      Class Nbr: 66129  
Class Section: 01      Component: Lecture      Event ID: 000044855

**Reserve Capacity** [Find](#) | [View 1](#) | First 1-5 of 5 Last

\*Reserve Capacity Sequence: 1      Enrollment Total: 0

Reserve Capacity Requirement Group [Customize](#) | [Find](#) | First 1 of 1 Last

*Start Date	*Requirement Group	Cap Enrl
01/01/1900	004681 New Student Orientation 1	10

\*Reserve Capacity Sequence: 2      Enrollment Total: 0

Reserve Capacity Requirement Group [Customize](#) | [Find](#) | First 1 of 1 Last

*Start Date	*Requirement Group	Cap Enrl
01/01/1900	004682 New Student Orientation 2	10

\*Reserve Capacity Sequence: 3      Enrollment Total: 0

Reserve Capacity Requirement Group [Customize](#) | [Find](#) | First 1 of 1 Last

*Start Date	*Requirement Group	Cap Enrl
01/01/1900	004683 New Student Orientation 3	10

\*Reserve Capacity Sequence: 4      Enrollment Total: 0

Reserve Capacity Requirement Group [Customize](#) | [Find](#) | First 1 of 1 Last

*Start Date	*Requirement Group	Cap Enrl
01/01/1900	004684 New Student Orientation 4	10

\*Reserve Capacity Sequence: 5      Enrollment Total: 0

Reserve Capacity Requirement Group [Customize](#) | [Find](#) | First 1 of 1 Last

*Start Date	*Requirement Group	Cap Enrl
01/01/1900	004685 New Student Orient Non-Attend	40

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# Enrollment Messages

✔ Success: enrolled
✘ Error: unable to add class

Class	Message	Status
PSYC 1	<b>Error:</b> 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

✔ Success: enrolled
✘ Error: unable to add class

Class	Message	Status
PSYC 1	<b>Message:</b> This course fulfills a General Education requirement.	✔
	<b>Message:</b> 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.	✔

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New student

# 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

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## 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:

[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

#### 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	<input checked="" type="checkbox"/> Wait list if class is full
PSYC 1-01A	Discussion	Open	Permission Nbr	<input type="text"/>
Session	Regular Academic Session	Grading	<input type="text" value="Graded"/>	
Career	Undergraduate	Units	<input type="text" value="5.00"/>	
Enrollment Information	General Education		<input type="text" value="IS"/>	
	<ul style="list-style-type: none"><li>IS</li></ul>			

[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.

# Enrollment Scenario

Student Added to Wait List

Sammy Slug go to ...

[Search](#) [Plan](#) [Enroll](#) [Grades](#) [My Academics](#)

[my class schedule](#) [add](#) [drop](#) [swap](#) [edit](#) [term information](#)

**Add Classes** 1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors:

2010 Spring Quarter | Undergraduate | UC Santa Cruz

Success: enrolled Error: unable to add class

Class	Message	Status
PSYC 1	<b>Message:</b> This course fulfills a General Education requirement.	
	<b>Message:</b> Class 66129 is full. You have been placed on the wait list in position number 1.	

[My CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

# 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](mailto:cpsanger@ucsc.edu) name of faculty, courses, and staff contact for wait list pilot.
- Email [cpsanger@ucsc.edu](mailto:cpsanger@ucsc.edu) if interested in reserve capacity for new student orientation.