

College of Sciences Policy

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| SUBJECT: Use of Waitlists | Effective Date: 03/01/2019 | Policy Number: COS007-1.1 | |
| | Supersedes: n/a | PAGE 1 | OF 2 |
| | Responsible Authority: Dean | | |

Purpose:

In Fall of 2012, the University of Central Florida established a “waitlist” functionality within the registration system to assist both academic units and students with better managing enrollment. As students place themselves on a waitlist of a closed course, this functionality auto-enrolls students in the course as seats become available. Waitlists are used by the College of Sciences to determine high-demand courses and help with resource allocation decisions. Colleges and academic units may set their own enrollment goals, monitor enrollment needs, and facilitate enrollment for students in previously closed courses, while at the same time minimizing override and/or permission number requests.

POLICY STATEMENT:

1. All courses that can be used to meet general education program (GEP) requirements will be waitlisted.
2. Select courses identified as “high demand” will be waitlisted.
 - a. “High Demand” courses are those that consistently enroll at 99% or higher and have been flagged either by the department/school or college.
3. Departments/ Schools will select any additional courses to be waitlisted.

Requirements:

1. The Waitlist “cap” will be set to 9999 (no limit) to ensure accurate assessment of demand for the course.
2. All “like” sections of a course will be waitlisted (e.g. a department may choose to waitlist all regular sections but not the honors sections).
3. When the waitlist is used, course overrides and permission numbers (to allow enrollment into the closed class) will not be issued or processed until the last day of the add period and only if the room capacity limit is not exceeded.
4. All students wanting to enroll into a closed course that is waitlisted are required to place themselves on the waitlist of the course they need.

Procedure:

Each department/ school will communicate with the COS Deans Office's Facilities Scheduler to designate the courses that will use the waitlist functionality. Students will self-enroll in waitlists when classes reach their capacity of student enrollment. The enrollment appointment schedule is designed to allow earlier enrollment for students who are closer to graduation (earned more credit hours).

Because overrides into waitlisted courses cannot be processed until the last day of the add period, several options to prioritize student enrollment are available with courses that are waitlisted. For more information about scheduling and waitlisting, please contact the College Facilities Scheduler.

Resources:

- How to use WL (student version): <https://registrar.ucf.edu/waitlist/>
- Waitlist Query (PSQuery Manager):
Reporting Tools > Query > Query Manager > UCCF_SR_WAITLIST_BY_STUDENT
- List of Current GEP Courses (18/19 Catalog)
- Various Waitlist Reports (available from COS Dean's Office)
- Waitlist Presentation (6/2014)