

College of Sciences Policy

SUBJECT: Academic Policy: Use of Waitlists	Effective Date: XX/XX/2019	Policy Number: COS00X-XX	
	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 student 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 allocations 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 (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 associate dean.
3. Departments and the School 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 add 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/the school will communicate with the COS Deans Office's Facilities Scheduler regarding 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 add, 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
- (attached) List of Current GEP Courses (18/19 Catalog)
- (attached) Waitlist in PeopleSoft Schedule of Classes
- (attached) Example: Weekly waitlist reports (COS Generated)
- (attached) Example: Waitlist tracking report (COS Generated)
- (attached) Waitlist Presentation (6/2014)

DRAFT

List of Current COS, GEP Courses (18/19 Catalog)

ANT 2000 - General Anthropology
ANT 2511 - The Human Species
AST 2002 - Astronomy
BSC 1005 - Biological Principles
BSC 1050 - Biology and Environment
BSC 2010C - Biology I
CHM 1020 - Concepts in Chemistry
CHM 1032 - General Chemistry
CHM 2040 - Chemistry Fundamentals IA
CHM 2041 - Chemistry Fundamentals IB
CHM 2045C - Chemistry Fundamentals I
CHS 1440 - Principles of Chemistry
COM 1000 - Introduction to Communication
EVR 1001 - Introduction to Environmental Science
GEO 1200 - Physical Geography
GEO 2370 - Resources Geography
GLY 1030 - Geology and its Applications
GLY 2038 - Environmental Geoscience
MAC 1105C - College Algebra
MAC 2311C - Calculus with Analytic Geometry I
MET 2104 - The Earth's Climate
MGF 1106 - Finite Mathematics
MGF 1107 - Explorations in Mathematics
PHY 1038 - Physics of Energy, Climate Change and Environment
PHY 2020 - Concepts of Physics
PHY 2048C - General Physics Using Calculus I
PHY 2053C - College Physics I
POS 2041 - American National Government
PSC 1121 - Physical Science
PSY 2012 - General Psychology
SPC 1603C - Fundamentals of Technical Presentations
SPC 1608 - Fundamentals of Oral Communication
STA 2023 - Statistical Methods I
SYG 2000 - Introduction to Sociology

Waitlist in PeopleSoft Schedule of Classes

Check "Student Specific Permissions" so permissions can be set up that allow students on the waitlist with certain types of overrides (e.g. prerequisite)

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

Course ID: 008837 Course Offering Nbr: 1
Academic Institution: University of Central Florida
Term: Summer 2016 Undergrad
Subject Area: PSY Psychology
Catalog Nbr: 2012 GENERAL PSYCHOLOGY

Auto Create Component

Class Sections Find | View All First 1 of 3 Last

*Session: A A - First Six Weeks Class Nbr: 58872
*Class Section: AW58 *Start/End Date: 05/16/2016 06/24/2016
*Component: LEC Lecture Event ID:
*Class Type: Enrollment
*Associated Class: 58 Units: Associated Class Attributes
*Campus: MAIN MAIN Add Fee
*Location: CENTRALOFF UCF Central Region Off Campus
Course Administrator:
*Academic Organization: PSYCHOLOGY Psychology
Academic Group: COS College of Sciences
*Holiday Schedule: HLS Academic Holidays
*Instruction Mode: WW World Wide Web (W)
Primary Instr Section: AW58

Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

Set the Wat List Capacity to 9999; Check Auto Enroll

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

Course ID: 008837 Course Offering Nbr: 1
Academic Institution: University of Central Florida
Term: Summer 2016 Undergrad
Subject Area: PSY Psychology
Catalog Nbr: 2012 GENERAL PSYCHOLOGY

Enrollment Control Find | View All First 1 of 3 Last

Session: A A - First Six Weeks Class Nbr: 58872
Class Section: AW58 Component: Lecture Event ID:
Associated Class: 58 Units:
*Class Status: Active Cancel Class
Class Type: Enrollment Enrollment Status: Closed
*Add Consent: No Consent Requested Room Capacity: 125 Total
*Drop Consent: No Consent Enrollment Capacity: 125 125
1st Auto Enroll Section: Wait List Capacity: 9999 1
2nd Auto Enroll Section: Minimum Enrollment Nbr:
Resection to Section: Room Capacity:
 Auto Enroll from Wait List Cancel if Student Enrolled

Student View (in Student Center) of Waitlisted Course

This Week's Schedule

<u>Class</u>	<u>Schedule</u>
CHM 2210-0002 LEC (13720)	MoWeFr 10:30AM - 11:20AM CL1 0104
CHM 2210-0003 LEC (19030) WAITLIST	TuTh 6:00PM - 7:15PM COMM 0101
HSC 3537-0W61 LEC (12305)	Room: TBA
PCB 3233-0001 LEC (18696)	MoWeFr 11:30AM - 12:20PM COMM 0101
PHY 2053C-0002 LEC (13812)	MoWeFr 3:30PM - 4:20PM MAP 0260
PHY 2053C-0023 LAB (14461)	Th 10:30AM - 1:20PM MAP 0307

Classes in red = WAITLIST. You are not enrolled in this class.

[weekly schedule](#) ▶

Example: Weekly Waitlist Report (COS Generated)

Last Update: 08/24/18 8:15AM

Table 1: Unduplicated and Not Otherwise Enrolled (i.e. excludes those with Swap)

Table 2: Table 1 Ordered by Size

Table 3: Duplicated and Otherwise Enrolled (i.e. includes those with Swap)

Row Labels	Sum of UniqueEmpl
	0
ADV4101	3
ANT2410	1
ANT3026	1
ANT3541	1
ANT4521	2
APK3400	9
AST2002	18
BCH4053	30
BSC1005	2
BSC2010C	25
BSC2011C	24
BSC4445C	1
CHM2040	9
CHM2045C	0
CHM2046	19
CHM2210	13
CHM2211	5
CHS1440	8
CLP3143	3
CLP3184	2

Row Labels	Sum of UniqueEmpl
MAC2311C	120
PHY2053C	76
COM1000	65
MAC2312	60
MAC1105C	54
SPC1608	53
PHY2054C	43
PHY2048C	34
MAC2313	34
BCH4053	30
PHY2049C	28
MAP2302	27
BSC2010C	25
BSC2011C	24
SPC1603C	23
MAS3105	22
CHM2046	19
AST2002	18
PSY3204C	13
CHM2210	13
CHM2040	9

Row Labels	Count of EMPL
	(blank)
ADV4101	3
ANT2410	1
ANT3026	1
ANT3541	1
ANT4521	2
APK3400	9
AST2002	20
BCH4053	32
BSC1005	2
BSC2010C	59
BSC2011C	56
BSC4445C	1
CHM2040	10
CHM2045C	4
CHM2046	21
CHM2210	19
CHM2211	6
CHS1440	16
CLP3143	5
CLP3184	2

Example: Waitlist Tracking Report (COS Generated)

FALL 2017		Courses in the list reached a min of 30 on the WL in any given week											
		Peak Waitlist Weeks										First day of classes	Monday after regist close
		7/5	7/10	7/17	7/25	8/2	8/7	8/14	8/18	8/21	8/23		
dep	Undup Total	2597	2686	3178	3286	3541	3558	3280	3048	2931	2133	667	
Bio	BSC2010C	37	50	63	66	101	88	63	56	51	22	7	
Bio	BSC2011C	65	75	55	68	27	21	16	13	11	3	0	
Bio	BSC3312	33	33	35	37	34	32	32	30	25	20	10	
Bio	ZOO4480	27	28	29	31	33	37	38	38	34	31	9	
Bio	ZOO4513	31	31	33	34	32	39	38	36	34	27	11	
Chem	BCH4053					32	36	27	22	19	14	5	
Chem	CHM2040	120	116	145	139	140	128	47	20	11	10	4	
Chem	CHM2041	36	45	53	51	55	65	62	59	57	53	24	
Chem	CHM2046	72	78	88	98	104	115	104	68	57	26	4	
Chem	CHM2210	39	62	70	78	96	107	95	76	67	53	11	
Chem	CHM2211		33	54	68	74	72	61	55	47	29	7	
Math	MAC1105C	242	164	57	49	47	50	53	37	50	29	17	
Math	MAC1114C	96	109	113	43	85	98	66	50	58	33	7	
Math	MAC2311C	43	53	120	154	126	128	154	169	170	146	63	
Math	MAC2312	61	69	111	106	119	120	122	125	120	100	46	
Math	MAC2313	56	73	107	117	126	126	129	134	130	100	45	
Math	MAD2104			35	35	33	31	31	29	29	22	6	
Math	MAP2302	41	46	63	69	65	55	47	63	74	50	15	
Math	MAS3105	71	73	81	87	93	94	99	101	96	76	27	
Math	MAT1033C			83	98	37	18	14	8	8	6	2	
NSC	COM1000	165	163	177	187	185	185	169	166	155	120	52	
NSC	COM3013	19	19	21	21	19	20	23	26	27	22	1	
NSC	COM3406			31	28	27	30	32	34	34	33	11	
NSC	COM1503C	58	57	73	74	74	70	55	41	30	25	8	

Waitlisting




UNIVERSITY OF CENTRAL FLORIDA
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6/4/2014

Waitlist Feature

- ❖ **What is Waitlisting?**
 - Lets the student put him/herself in line for an open seat in a course if they are eligible to enroll
- ❖ **What does “Eligible to Enroll” mean?**
 - It means they have:
 - ❖ No prerequisite issues,
 - ❖ No hold,
 - ❖ No time conflict, and
 - ❖ Additional enrollment won’t result in excess hours



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Waitlist Feature

- ❖ Closes (ends) with the close of registration
- ❖ Is specific to a certain course and section in a certain semester



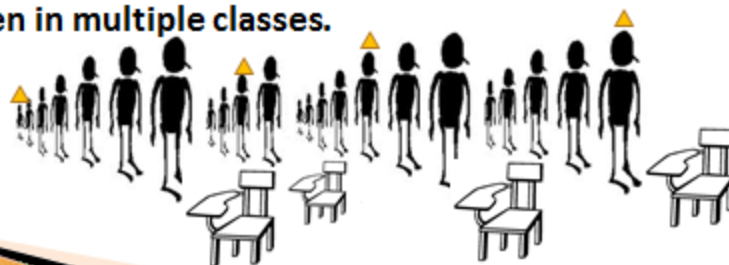
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How it Works

- ❖ Lets student “stand in line” for a seat to open in a class.



- ❖ Lets student “stand in multiple lines” for seats to open in multiple classes.



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How it Works

- ❖ **A student can “Add” or “Swap” on a waitlist.**
 - “Add” will add the student to the course if they are eligible to enroll.
 - “Swap” will process the drop from the course they are no longer interested in being enrolled into and add the student into the course if they are eligible to enroll.

- ❖ **Registrar’s Office notifies students (by text and email) when the process is run**



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How it Works

- ❖ **Will work with student-specific overrides**
 - Prerequisites override
 - Consent (permission) override

- ❖ **Student-specific overrides are only for specific sections**
 - A prerequisite override for one section, does not transfer to another section (think about swaps...)



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What it Looks Like

This Week's Schedule	
Class	Schedule
CHM 2210-0002 LEC (13720)	MoWeFr 10:30AM - 11:20AM CL1 0104
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Classes in red = WAITLIST. You are not enrolled in this class.

[weekly schedule](#)

This student successfully added him/herself to a waitlisted course.



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However...

- ❖ Did they get in? Were they skipped?
- ❖ A student may be prevented from “standing in line” or may be skipped (if they’re “in line”) if they have:
 - Prerequisite Errors
 - Excess Hours
 - Time Conflicts
 - Registration Holds

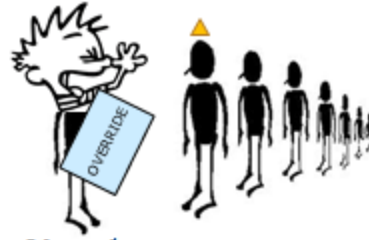


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How it Doesn't Work

❖ With Limit Overrides

- Limit override bumps those who have been waiting
- No "cutting in line" allowed!



❖ With General Permission Numbers

- Limit permission numbers let a student "cut in line"
- Prerequisite and Consent general permission numbers aren't recognized by the waitlist system
- Have the student request a Student-Specific Override instead so he can put himself in line!



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How to Use it

- ❖ Once you turn it on, it has to stay on...
- ❖ Once you decide you're not using it, if registration has started, it should stay off...



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