May 8, 2013

TRACY LARRABEE
CEP Chair

Dear Tracy,

I write to seek CEP's consultation on the attached proposed campus wait list policy. We would like to implement this policy beginning with enrollment for the spring 2014 term.

Electronic wait lists were implemented in AIS in fall 2010, and can automatically enroll students into a class when a seat becomes available. Departments currently have wide discretion in wait list implementation. For each class, departments/ faculty may decide:
• whether to use a wait list,
• how many students to allow on each wait list, and
• whether to allow automatic enrollment from the wait list or use an "interest-only wait list." (Departments can prioritize enrollment from a wait list by reducing the course capacity to zero, which results in the auto-enrollment process not running. Permission numbers are then issued to students based on department priority, not by numerical position on the wait list. This is commonly referred to as an "interest only wait list.")

Allowing local control over wait list options has demonstrated benefits and drawbacks of different approaches, and the campus has learned a good deal about the most effective ways to utilize this functionality. Without a common definition of how a wait list behaves, however, students face an environment that is very difficult to navigate. When enrolling on a wait list, students do not know if they will be automatically enrolled or if they need to contact the instructor or department. Incorrectly establishing a wait list may allow a student who is not on the wait list to enroll directly into the class while bypassing a full wait list. Lack of a campus-wide policy and practice has been confusing and, at times, unfair to students, and significantly affects staff and faculty workload in responding to numerous questions.

In addition, during this resource-impacted time it is important that we are able to identify at the campus level the demand on our curriculum. AIS wait lists give us the unique opportunity to do this.

Please note that the proposed policy would not affect a department's ability to utilize permission numbers to grant access to students whose progress would be affected by not taking a class. Because permission numbers override all prerequisites and enrollment limits, and because they are ignored by the failed prerequisite drop process, permission numbers should in most cases be distributed by advisers or others familiar with the student's record and the major's curriculum. Student progress and course requisite satisfaction should be central in the decision to override enrollment.

I wish to express my appreciation to Registrar Pam Hunt-Carter, Associate Registrar Tchad Sanger, and Academic Advising Coordinator Stacey Sketo-Rosener for their collaboration in developing this proposal.

Thank you,

Richard Hughey
Vice Provost and Dean
 of Undergraduate Education

The following proposed wait list policy would apply 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) cannot be set up with a wait list. Special study courses have unlimited enrollment and interview-only courses require enrollment by permission number, so wait lists would not be utilized.

Proposed Campus Wait List Policy:

- All undergraduate courses and secondary discussion sections and labs will be set up with an AIS wait list.
- 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 the quarter 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.
- Following the two-pass enrollment schedule, wait list enrollment will begin after everyone has had the opportunity to enroll. This practice is designed to ensure equitable distribution of available wait list enrollment, including an increased opportunity for students with later appointments. Allowing continuing students to sign up for a wait list prior to new student enrollment would negatively impact new students' ability to enroll in a class already at capacity.

Administrative Deletes:

In support of this proposed policy and the larger goals on which it is based, it is important to note the instructor's ability to request, within the first week of instruction, that the Office of the Registrar administratively delete from the roster and from 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.