

# Waitlists for CI-H/HW Subjects

## A Quick Guide for Advisors

### VIEWING WAITLISTS

After the student schedules have been run, the waitlists are published on the online **Enrollment and Waitlists for CI-H/HW Subjects** page, as shown to the right.

This page can be accessed via the **CI-H/HW Subjects** link on the MIT WebSIS for Advisors page, the Online Registration Student Subject Selections Approval page, or the Add/Drop Approval page.

Subject #	Title	CI Attribute	Enrollment Cap	Openings	Students on Waitlist
21L.003 (L01)	Reading Fiction	CIH	18	16	1
21L.003 (L02)	Reading Fiction	CIH	18	15	0
21L.010 (also 21W.042)	Writing with Shakespeare	CIHW	18	17	0
21L.011	The Film Experience	CIH	72	CLOSED	CLOSED

### SUBJECT AND WAITLIST INFORMATION

By default, the **Enrollment and Waitlists for CI-H/HW Subjects** page lists all CI-H/HW subjects. Use the **Show Only** filters to limit the list. Click on a Subject # or Title to link to the online Subject Listing. Click on a heading to sort by the column.

**Enrollment cap** is the maximum number of students in this subject under guidelines set by the Faculty Subcommittee on the Communication Requirement (SOCR). For sectioned subjects, it is the total of all section enrollment caps for the subject (unless the subject requires section registration, in which case it is the single section cap value only).

**Openings** is the enrollment cap minus the number of students registered and with pending registration (i.e., those who have been scheduled but have not completed registration, and those who have been offered admission from the waitlist).

**Students on Waitlist** is the number of students who are currently on the waitlist for the selection, excluding those with outstanding offers.

If **CLOSED** appears in the Openings and Students on Waitlist columns, the instructor has chosen to close the waitlist. No more students will be admitted, and students may not add themselves to the waitlist.

Enrollment Cap	Openings	Students on Waitlist
50	16	0
72	21	20
25	2	11

## DISPLAYING YOUR ADVISEE'S WAITLIST STATUS

**Search for a student:** In the **Student Name** field, type the student's name, Kerberos ID, or MIT ID number. When you enter at least three consecutive letters contained within the student name or Kerberos ID, a selection list of matching students displays. Keep typing until you see the student. Select the student and then click **Search Waitlisted Subjects**. The message 'Student Not Found' appears if the student is not on a waitlist. If the student is on a waitlist, you will see those subjects on which he or she is waitlisted.

The screenshot shows the MIT Registration interface for advisors. It includes a search bar for student names, filters for subject types (CI-H, CI-HW, or both), and a table of waitlisted subjects. A callout box with an orange arrow points to the 'Students on Waitlist' column in the table, which shows a value of 22 for the subject 21W.036.

Subject #	Title	CI Attribute	Enrollment Cap	Openings	Students on Waitlist
21W.036	Science Writing and New Media: Writing and the Environment	CIHW	1	0	22

Click **Students on Waitlist** to see how many currently waitlisted students have a higher priority than your advisee, as well as how many are within the same priority group.

## PRIORITY GROUPS

The waitlist places students within priority groups established by the Faculty Subcommittee on the Communication Requirement (SOCR).

*For CI-HW subjects,* CI-HW Required upperclassmen who have not completed a CI-HW subject will be in the highest priority group, followed by CI-HW Required freshmen who have not completed a CI-HW subject. Next will be freshmen who have not completed a CI-H. At the bottom are all other students.

*For CI-H subjects,* there is only one priority group. Students will be given equal priority regardless of their year and whether they have fulfilled the requirement.

Preference within priority groups will be given to students who requested the CI-H/HW the last time it was offered, were not scheduled into it, and did not register for it. **Continuing students who added themselves to waitlists after the CI-H/HW deadline will be placed below all other priority groups.**

When issuing enrollment offers, instructors are strongly encouraged to make offers to students in the highest priority group first, and so on.

### **YOUR ADVISEE'S WAITLIST POSITION FOR OTHER SUBJECTS**

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When you search for an advisee by name and click **Students on Waitlist** for a subject for which he or she is waitlisted, a pop-up window will display showing how many currently waitlisted students have a higher priority than your advisee, as well as how many are within the same priority group. Your advisee must be on the waitlist for this subject for you to see these statistics.

However, your advisee can see his or her projected position for any subject by clicking **Students on Waitlist**, whether or not he or she is on the waitlist for it. You can use this information to discuss his or her chances of getting into other subjects.

### **ADDITIONS TO AND DELETIONS FROM WAITLISTS**

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Only the student can update his or her waitlist status. As an advisor, you can view your advisee's waitlist status and advise him or her of possible options.

### **ENROLLMENT OFFER**

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An instructor can make an enrollment offer beginning on the first day of classes. The student will receive the offer via an email. The offer may include specific information from the instructor, for example, asking the student to attend the next class. The student generally has 24 hours in which to add the subject. Once the student has initiated the add, the instructor cannot rescind the offer.

When your advisee adds the subject, you will be required to approve it. Placement into the subject will be held until you are able to approve it. After you have approved the add, the student must submit the form online to the Registrar's Office.

For questions, concerns, or comments, contact [enrollment-tools@mit.edu](mailto:enrollment-tools@mit.edu).