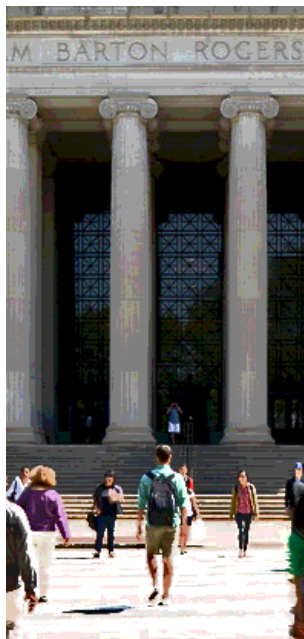


# Waitlists for CI-H/HW Subjects

## A Quick Guide for Instructors



### WAITLIST PROCESS

The overall process begins when students select their CI-H and CI-HW subject preferences. Continuing students select their subjects during pre-registration. In the Fall term, new students make their selections as they register during Orientation. Students may also opt to be waitlisted for subjects using the subject selector. During this period, department administrators can provide instructors with numbers of students who selected their subjects as well as projected enrollment numbers.

When the Registrar's Office runs the schedules, students are placed in CI-H/HW subjects up to the enrollment cap and onto waitlists if they requested them. The waitlists become visible once the schedules are created.

Students can register for subjects that were assigned during scheduling. Otherwise, if students want to enroll in CI-H/HW subjects, they must get on the waitlists as the first step, and then they must receive enrollment offers from you via the waitlists before they can add the subjects. In the Spring term, new students may only add themselves to waitlists, since schedules will already have been run by the time they register.

As of 6 am on the first day of classes if there is an opening in your subject, you can make an offer to a waitlisted student via the waitlist tool. The student is then permitted to add the subject to his/her registration.

Students can remove themselves from waitlists. They also can drop subjects directly without going through the waitlist process.

### CHECKING CLASS LISTS AND WAITLISTS

It's important to understand that waitlists change in real time as students submit their registration changes and make their waitlist selections.

You can check your waitlist as soon as schedules are run - but offers cannot be made until after 6 am on the first day of classes.

You should check the waitlist frequently during the first two weeks of class - daily is recommended - until your subject is filled.

By default, you will get an email prompt once classes begin if:

- a student adds him/herself to the waitlist, which was previously empty, and there is at least one opening in the subject (or section); or



## Waitlists for CI-H/HW Subjects Quick Guide for Instructors

- a student drops a subject in which there were no openings, and there is at least one student on the waitlist.

To change your email notification defaults, click **Settings** at the top of your waitlist.

### ACCESSING A SUBJECT'S WAITLIST

Once schedules are run, you can view your subject's waitlist:

- from WebSIS for Instructors, via the **CI-H/HW Waitlists** link
- from WebSIS for Instructors, via the **Class Lists** link (click the Waitlist button on the Pre-registration Class List page or the Registration Class List page)

In addition, instructors who are also advisors can access the waitlists from WebSIS for Advisors, via the **Enrollment and Waitlists for CI-H/HW subjects** link (click Go To My Waitlist next to your subject(s)).

### WAITLIST SCREEN FOR CI-H/HW SUBJECT

MIT REGISTRATION

Settings Help

Waitlist for CI-H/HW Subject: 21W. Fall 2015-2016

[View Class List](#)

Below you may offer available enrollment to one or more students who are on the waitlist for this subject. You are strongly encouraged to offer enrollment to any student within the top priority group displayed below. You may rescind your enrollment offer unless a student's Add request is in progress. More information including a full explanation of priority group definitions can be found at [enrollmenttools.mit.edu](http://enrollmenttools.mit.edu).

There are 17 students on the waitlist awaiting enrollment offers.  
Class size capped at 18:  
2 registered  
1 pre-registered, registration not completed  
3 offers have been extended, but the student has not taken action  
0 offers have been extended and the student has initiated the add process  
12 openings available

[View Offer History](#)  
[Make Multiple Offers](#)  
[Email Waitlisted Students](#)  
[Close Waitlist](#)

Offer Enrollment / Rescind	Name	Year	Major	Offered
<a href="#">Rescind</a>	<a href="#">[Name]</a> <b>NEW</b>	U	UND.2	08/11/2015 02:46 PM
<b>Priority 2 (4 awaiting offers, 1 with offer)</b> • Upperclassmen who have not completed their CI-HW Required subject				
<a href="#">Rescind</a>	<a href="#">[Name]</a> <b>NEW</b>	1		08/11/2015 05:15 PM
<a href="#">Rescind</a>	<a href="#">[Name]</a> <b>NEW</b>	1		08/11/2015 02:47 PM
<a href="#">Offer</a>	<a href="#">[Name]</a> <b>NEW</b>	1		
<a href="#">Offer</a>	<a href="#">[Name]</a> <b>NEW</b>	1		
<a href="#">Offer</a>	<a href="#">[Name]</a> <b>NEW</b>	1		
<b>Priority 3 (6 awaiting offers, 0 with offers)</b> • Freshmen who have not completed a CI-H subject				
<a href="#">Offer</a>	<a href="#">[Name]</a> <b>NEW</b>	1		
<a href="#">Offer</a>	<a href="#">[Name]</a> <b>NEW</b>	1		

### VIEW-ONLY UNTIL FIRST DAY OF CLASSES

For instructors and their proxies (departmental administrators), only the Email Waitlisted Students and Close Waitlist buttons are active before the first day of classes; the other buttons will be disabled until the morning of the first day of classes. Others who can view the class lists will always have view-only access to the waitlist.

The first time you see a student's name on the waitlist, it will be flagged with a yellow "NEW" icon so you can identify which students have added themselves since the last time you looked.

## CONTACTING STUDENTS ON YOUR WAITLIST

---

Clicking **Email Waitlisted Students** will let you send email to all or a subset of students on the waitlist if, for example, you want to tell them to attend the first class in order to be considered for admittance. If you just want to send email to one student, you may also click the information icon next to a student's name as described under Student Information, below.

While you can contact students via email directly from the waitlist, **please remember that the only way to make a formal offer is to click the Offer button.**

## ENROLLMENT INFORMATION

---

This information is updated in real-time as offers are made, rescinded, and accepted. Refresh the page to display updates.

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

**There are 5 students on the waitlist awaiting enrollment offers.**  
Class size capped at 18:  
9 registered  
0 pre-registered, registration not completed  
0 offers have been extended, but the student has not taken action  
0 offers have been extended and the student has initiated the add process  
9 openings available

**Registered** is the total number of students who have completed registration for the subject (or section if section registration is required). See your registration class list for the names of these students.

**Pre-registered, registration not completed** is the total number of students who have been scheduled into the subject (or section if section registration is required) but have not completed registration for the subject(/section). Once the registration class list is populated, you can identify these students by comparing the registration and pre-registration class lists.

**Offers have been extended, but the student has not taken action** is the total number of enrollment offers made for which the student has not taken action to either add the subject or remove him/herself from the waitlist.

**Offers have been extended and the student has initiated the add process** is the total number of enrollment offers made for which the student is in the process of adding the subject. Once the process is complete, the student will no longer appear on the waitlist and will be listed on the class list instead. (The waitlist number will drop by 1 and the Registered number will increase by 1.)

**Openings available** is the total number of new students that could be added at this time. Waitlist openings available = class size cap - (registered + pre-registered, registration not completed + offers extended).

## PRIORITY GROUPS

---

The waitlist places students within priority groups:



The screenshot shows a table with a yellow header row for 'Priority 1' and a grey header row for columns: Offer Enrollment/Rescind, Name, Year, Major, and Offered. A single row is visible with an 'Offer' button, a student name, an information icon, Year 4, Major 5, and an 'Offered' column.

Priority 1 Upperclassmen who are CI-HW Required, need this subject to fulfill the requirement, and who pre-registered for this subject the last term offered but had not been scheduled/enrolled into it.				
Offer Enrollment/Rescind	Name	Year	Major	Offered
Offer	[Redacted Name]	4	5	

These are the priorities 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.

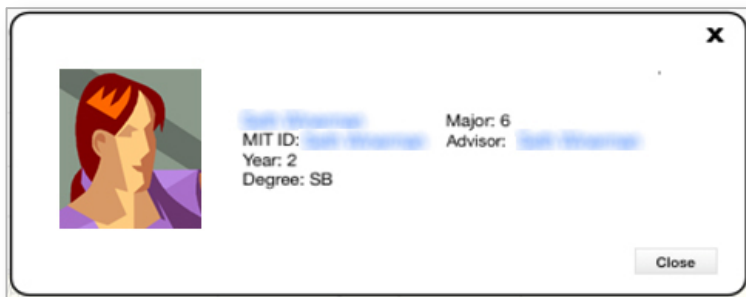
**For both types of subjects, continuing students who added themselves to waitlists after the CI-H/HW selection deadline will be placed below all other priority groups.** In addition, students who didn't get into subjects they requested in the subject selector both this time and the last time the subjects were offered will be prioritized higher within each priority group.

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

## STUDENT INFORMATION

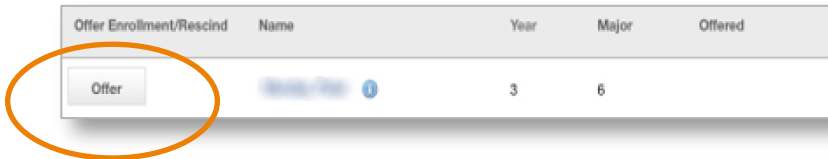
---

Click on the information icon beside a student's name to view detailed information (year, degree, major[s], advisor[s]) about the student. Within the information box, click on the student's name to send an email.



## MAKING AN OFFER

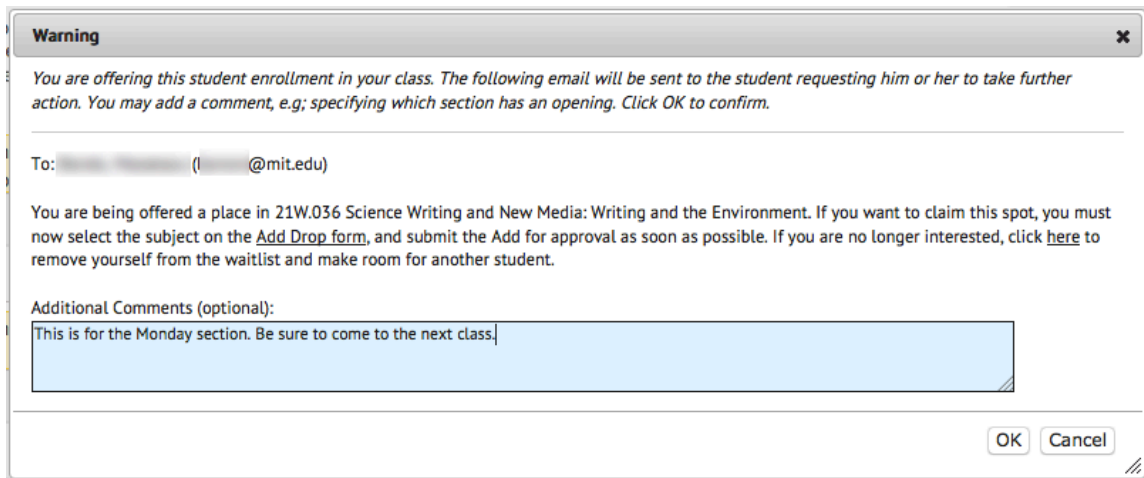
You can make an offer only if a waitlist opening is available. The system will not allow you to make an offer if there is no waitlist opening. *To make an offer to one student at a time*, click **Offer** next to the name.



If you would like to make offers to *many students at once*, click the **Make Multiple Offers** button. On the next screen, select students you want, and click **Offer**. You will not be able to select more students than there are openings. You will not see names of students who already have outstanding offers.

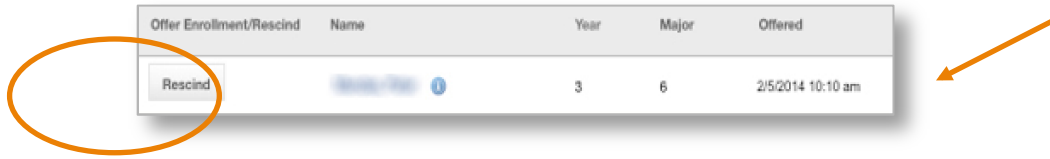
After you click Offer, a message asks you to confirm your intent. You will see the system-generated email to the student that will be sent if you click OK. The message varies slightly, depending on whether the student has or has not completed online registration for the subject and whether you are making multiple offers.

While you cannot edit this message, you can add comments that will appear as the final paragraph when the message is sent. If you are making multiple offers, the message will be sent to all offered students. Click OK to make the offer, or Cancel if you change your mind.

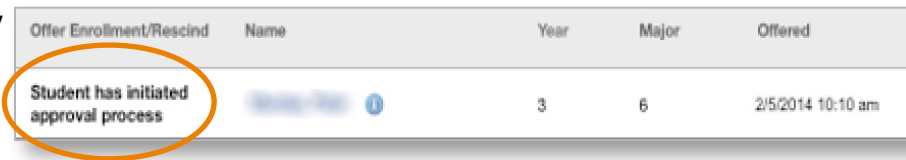


Once you have made an offer, a **time and date stamp** appears beneath the Offered column. The Offer button becomes a **Rescind** button.

## Waitlists for CI-H/HW Subjects Quick Guide for Instructors



You may rescind an enrollment offer unless a student's Add request is in progress. It is recommended that you give students 24 hours to act on an offer. Once the student starts the add process, the Rescind button is replaced by



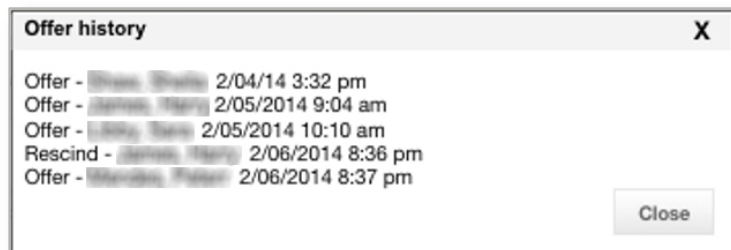
Students do not get an email if the offer is rescinded.

Your offer constitutes your approval for the student's add process. You do not have to approve the student's online add form for this subject. Once the advisor approves the add and the student submits the form to the Registrar's Office, the student is removed from the waitlist and appears on the class list.

### OFFER HISTORY

Click the **View Offer History** button to see a real time list of all offers and rescinds.

If a student removes him/herself from the waitlist, the name disappears. However, if an offer has been made to that student, the offer history remains.



Once you finish with waitlist work, click Close Window.

The waitlists will be available to students until Add Date. However, after the first week or so of classes when available openings should be used to accommodate students on the waitlist, you need make offers only as long as new students are acceptable in the subject.

### CLOSING THE WAITLIST

If you no longer want to admit students from the waitlist, click the **Close Waitlist** button. Students will not be able to add themselves to the waitlist and you will not be able to make offers. You can reopen the waitlist by clicking **Open Waitlist**.

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