Teach and Learn – Tips, Tricks, and Tools to Manage Section Enrollment

Office of the Registrar

March 10, 2023
## Tips, Tricks, and Tools to Manage Section Enrollment

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What is a Restriction?

- A restriction is used to limit the type of student enrolling in a section. For example, a restricted to majors restriction would allow only a student majoring in the academic unit offering the course.

How is a restriction created?

- Department submits a [Restriction and Seat Reservation Request Form](#)
- Form is processed through workflow
- Reviewed for approval by college, our office, and in some circumstances, the Office of the Provost
- Information reviewed for approval:
  - Number of students affected
  - Courses using the restriction
  - Targeted population of students
  - Rationale for request
- If approved, Office of the Registrar creates restriction using information provided on form
Seat Reservation Basics
Seat Reservation Basics

→ What is a Seat Reservation?
   • Based on a restriction, which can be separate from the overall section restriction, the seat reservation holds a set number of seats within a section.

→ What is a One-Click Seat Reservation?
   • One-Click course combinations allow students to enroll in a given set of course sections in one step. Typically, they are used for students attending Orientation.

→ Adding a Seat Reservation
   • Department requests seat reservation to be added via Restriction and Seat Reservation Request Form
   • Approval follows same workflow path as Restriction Request
Can Waitlists be used with Seat Reservations?

- Yes, but not for sections with One-Click course combinations until the seat reservation expires. Sections with future seat reservations will not have waitlists available until after all seat reservations are open.

Can I update Optimum Enrollment when seat reservations are in place?

- If you wish to make an optimum enrollment change in either direction for a section, please contact Reg-MAUI-Support prior to any updates. Otherwise, without the collaboration, the seat reservation and waitlist process may not work as you anticipated.
Waitlist Basics
Waitlist Basics

• Department indicates "MAUI Waitlist" at section level
• Students able to join waitlists when all seats are claimed/reserved
• In effect through 11:59 pm: full semester length courses – day prior to first day of session; off-cycle courses – day prior to the section start date
• Seat becomes available: first on waitlist notified via UI email, MyUI message and text message (in most cases)
  – Reminders are sent 12, 6, and 1 hour(s) prior to the waitlist offer expiring.
• If seat not accepted within 24 hours of initial offer, it expires for the student, and offer sent to next student on waitlist.
The waitlist program looks at the last student dropped and finds the next similar student on the waitlist.

- If a reserved seat is available the next student on the waitlist qualifying for the reserved seat, will be sent a waitlist offer.
- If the offer expires or is declined, the waitlist program offers the seat to the next student on the waitlist who qualifies for the reserved seat (as long as reserved seats have not been released).
- If there are no additional waitlisted students for the reserved seat, the reserved seat remains open for enrollment until the reserved seat release date.
- If a student farther down on the waitlist qualifies for one of the reserved seats and others ahead of them do not qualify, they would get into the course before the first prioritized student.
Waitlists & Seat Reservations

→ How Student Qualifies for Reserved Seat

• If the section has a restriction, students must meet both the restriction (or have special permission) and seat reservation criteria to use a reserved seat.

• If any program of study meets seat reservation criteria and a reserved seat is available, student uses the reserved seat. Use of reserved seats looks at all programs of study for a student, not just primary.

→ Pending Waitlist Offers and Reserved Seats

• Pending waitlist offers are included in the current enrollment count. If a reserved seat pending offer has been sent out, the offered seat will also be reflected in reserved seat used count. Student’s name is also included in the names of students using the reserved seat.
Enrollment Management for Summer

Cornelia Lang, Maureen Schafer and Kari Yankey
It takes a village.....

Maureen Schafer, Assistant Provost & Director
Academic Advising Center

Kari Yankey, Administrative Services Coordinator
Academic Advising Center

Cornelia Lang, Associate Dean for Undergraduate Education
College of Liberal Arts and Sciences
Orientation for Entering Students

Check out Orientation Services information for entering students

Part 1: Orientation Registration Advising Appointments (required)

Part 2: Becoming a Hawkeye Program (optional)
Orientation Registration Advising Appointments (ORA)

• ORA 1 – May 8-12
• ORA 2 – May 30-June 2
• ORA 3 – June 5-9
• ORA 4 – June 12-16
• ORA 5 – June 20-23
• ORA 6 – June 26-30
• ORA 7 – July 3, 5-7
• ORA 8 – July 10-14
• ORA 9 – August 14-18
Advising by the Numbers – Summer 2022

• ORA 1 – May 2022  266 students
• ORA 2-8 – June/July 2022  5,756 students
• ORA 9 - August 2022  78 students

New Advising Model for summer 2023 will spread students out over a more manageable period of time
Seat Reservations

- Courses in Common
- College Transition Program
- Iowa LINK
- General Education seats for entering students
Seat Reservations in CLAS Core Courses

**Priority areas before early registration, including Honors sections**

<table>
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<tr>
<th>DIVERSITY AND INCLUSION**</th>
<th>INTERPRETATION OF LITERATURE**</th>
<th>RHETORIC</th>
<th>WORLD LANGUAGES</th>
</tr>
</thead>
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<tr>
<td>Explore historical and structural inequality, reflect on US culture and values, communicate your ideas, listen to others, and challenge and expand your horizons.</td>
<td>Read, enjoy, write, and discuss literature, voice your ideas and insights about fiction, plays, poetry, and expand your sense of yourself while better understanding others.</td>
<td>Argue, listen, write, read, research, and discover other perspectives as you form your own ideas and learn how to present your views and ideas using convincing strategies.</td>
<td>Venture outside your borders, practice communicating across barriers, and learn about other cultures and their histories, preparing you for international travel and work.</td>
</tr>
</tbody>
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After early registration, many remaining general education seats will be reserved for summer orientation (especially in VC, HP, IGI, and DI areas)
Communication with CLAS dept/programs

- Mid to late March (soon) email to appropriate dept/program administrator
- Email outlines the seats that will be reserved
- Concerns can be shared directly with cornelia-lang@uiowa.edu
  (in the future: CLAS Academic Data Analyst role in CLAS UP)
CLAS requests that departments offering Gen Eds and classes typically taken by 1st year/transfer students start with their sections fully open (do not lower optimum enrollments to try to hold back seats). CLAS will not set seat reservations until after early registration occurs, allowing returning students a chance to enroll in courses they still need.
Restrictions
Waitlists
Optimum Enrollment
Seat Reservations
**Course Section Needs Restriction Added**

**Does a restriction you want to use already exist?**

**YES**
- Is there a waitlist on the section?
  - Yes
    - Any waitlist prioritization must occur prior to increasing opt enrollment to ensure offer(s) goes to correct individual(s)
    - Lowering opt enrollment after an offer goes out does not guarantee the section will remain enrolled at that lower number
  - No
    - Follow instructions for adjusting optimum enrollments, ensuring classroom sizes are taken into account if classrooms have already been assigned

**NO**
- Proceed with Optimum Enrollment adjustments either within the section or on the Sections Panel
- For courses with related sections, optimum enrollments must be adjusted for all sections at once
Course Section Needs a Waitlist Added

• To add waitlist to one section of a course
  – Change Waitlist Plan within course section to MAUI Waitlist

  Current Enrollment: 0
  Optimum Enrollment: 20
  MyUI Opt: 20
  Waitlist Plan: No Waitlist

• To add waitlists to multiple sections of a course
  – Change Waitlist Plan on the **Waitlist Panel**

• **Administratively Add or Seed a Waitlist**
Waitlist Functionality – Things to Keep in Mind

• Lowering optimum enrollment after sending a waitlist offer does not guarantee the section will be capped at the lowered number
  – If a student is sent a waitlist offer and does not act on the offer, another offer will go out to the next student on the waitlist, even if the opt enrollment has been lowered
  – Lowering the opt enrollment does not "shut off" the waitlist

• Waitlist offers will not trigger on sections with seat reservations if there are future seat reservations
  – Students can add to waitlists, but they will not start sending offers until the date any future seat reservations open
Waitlist Offer Progression

• When section is full and has a waitlist
  – **No Restriction**: student joins waitlist when attempting to enroll
  – **With Restriction**: student needs to meet restriction before they can join waitlist
Steps for Student to Accept a Waitlist Offer

1. Student clicks “Accept Seat” link in MyUI
2. Message indicates what section will be added
3. Student views class schedule with new section included
4. Student clicks “Accept Offer” to enroll in section
5. Message confirms enrollment has occurred

Reg-MAUI-Support, Office of the Registrar
Accept Waitlist Offer Screens in MyUI

**INCOMING ENROLLMENTS**

Welcome to your incoming enrollments. By accepting this offer, the following courses will be added to your Spring 2023 schedule:

<table>
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<tr>
<th>Course #</th>
<th>Title</th>
<th>Time/Location</th>
<th>Notes</th>
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<tr>
<td>CDP13400062</td>
<td>Major and Career Explorations</td>
<td>Mar 30, 2023 - May 5, 2023</td>
<td>Arranged Time - Assigned Location</td>
</tr>
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**SCHEDULE AFTER ACCEPTING OFFER**

The following represents what your schedule will look like after accepting this offer. If you've exceeded your hour limit, you will need to either pursue permission or remove another registration around your current credits hours before the limit.

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**COURSES / REGISTRATION**

Successfully accepted offer to join CDP13400062

You are authorized to register for the Spring 2023 session. You can use the fields or links below to search for courses. If you find an open course, there will be an Enroll link on the right that you can click to register for the course.

**YOUR SPRING 2023 SCHEDULE**

Add Course

**LIST VIEW**

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Waitlist Offers – No Seat Reservations

Example Case: POLI:1000:0999

- **Student A** drops with **Student B** in 1st position on waitlist; **Student C** in 2nd position
  - **Student B** is offered seat and has 24 hours to accept seat & offer
    - **Student B** is included in enrolled student count
      - Accepts within 24 hours of offer – remains in enrollment count
      - Does not accept seat & offer or offer expires
    - Seat is offered to **Student C** and the within 24 hours clock restarts
Waitlist Offers – With Seat Reservations

Example Case: POLI:1000:0999

- **Student A** drops – *is not* taking one of the reserved seats
  - **Student B** is offered seat and has 24 hours to accept seat & offer
    - **Student B** is included in enrolled student count
      - Accepts within 24 hours of offer – remains in enrollment count
      - Does not accept seat & offer or offer expires
        - Seat is offered to **Student C** and the within 24 hours clock restarts

- **Student A** drops – *is in* one of the reserve seats
  - **Student B** is offered seat and does not meet seat reservation criteria, **Student B** is skipped and not offered seat
    - **Student C** does meet seat reservation criteria; **Student C** is offered the seat
Opt Enrollment Adjustments – No Seat Reservations

Are students enrolled?

- YES
  - Is there a waitlist on the section?
    - Yes
      - Any waitlist prioritization must occur prior to increasing opt enrollment to ensure offer(s) goes to correct individual(s)
      - Lowering opt enrollment after an offer goes out does not guarantee the section will remain enrolled at that lower number
    - No
      - Follow instructions for adjusting optimum enrollments, ensuring classroom sizes are taken into account if classrooms have already been assigned
  - NO
    - Proceed with Optimum Enrollment adjustments either within the section or on the Sections Panel
    - For courses with related sections, optimum enrollments must be adjusted for all sections at once
Course Section Needs a Seat Reservation Added

Are students enrolled?

**YES**
- Requests to add seat reservations should only be submitted if there are not students enrolled
- Contact Reg-MAUI-Support with questions about this policy

**NO**
- Submit the Restriction and Seat Reservation Request form
  - Kari Yankey (AAC) adds seat reservations for 1st year/transfer students
  - Office of the Registrar adds seat reservations for all other students
Viewing a Seat Reservation (MAUI)

- Offerings Planner
  - Located within the Restriction Field

- First date indicated is seat reservation open date
  - opens at 12:01 a.m. that day

- Second date indicated is release (expiration) date
  - releases (expires) at 12:01 a.m. that day

- May have multiple lines for same or different seat reservations

- A future seat reservation is one that has not opened yet. In the example below, the seat reservation with an update date of 1/3 would be considered current. The one with a 1/11 open date would be considered a future seat reservation.
Viewing a Seat Reservation (MyUI)

- Section listing indicates “Some seats are reserved”

- Hover over “Some seats are reserved” to see student population for which seats are being held

- If all seat reservations are future seat reservations, “Some seats are reserved” will not display until the day the seat reservation opens

- After clicking on course hyperlink, additional information regarding seat reservation is displayed

- Only current seat reservations are displayed here; future seat reservations display on the day they open.
How are Unreserved Seats Calculated?

- Example: ASL:1001:0001
  - Overall opt enrollment: 14
  - Total of future reserved seats: 2 (would be visible on MAUI Offerings Restriction panel)
  - Opt enrollment displaying on MyUI: 12
  - Current enrollment: 1
  - Remaining seats available: 11
  - Current reserved seats still not used: 7
  - Unreserved seats available: 4

- MyUI opt enrollment display reduces the opt enrollment count by the number of seats not yet open.

- Unreserved seat calculation on section listing is updated at time of MyUI refresh from MAUI (approximately 30 minutes).

- Unreserved seat calculation is live when viewing course section.
Adjust Optimum Enrollment – Seat Reservations in Place

• Have all seat reservations been released?
  – Yes
    • Department can proceed with optimum enrollment adjustments
  – No
    • Please contact Reg-MAUI-Support for assistance
      – Adjusting opt enrollment without collaboration with Reg-MAUI-Support can result in the seat reservation and waitlist process not working as you might have anticipated
        • Students from the waitlist might not slot into a seat reservation as you might expect
        • Waitlist offers may continue to be sent even after opt enrollments have been lowered by the department
          • When in doubt, reach out!
Resources

- How to Seed a Waitlist
- MAUI Help Site
- Optimum Enrollment Management
- Orientation Services
- Restriction and Seat Reservation Request Form
- Seat Reservations Report
- Teach and Learn March 10 (Recorded Meeting)
- Waitlist Panel
- Waitlist Prioritization
- Waitlists and Seat Reservations
Thank you!

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Academic Advising Center
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