MIT | Registrar's Office

Enrollment Tools User Guide

Designate limited-enrollment subjects

Before pre-registration opens, department administrators need to indicate which of the following tools their limited-enrollment subjects (other than CI-H/HW) will use:

- **Manage Pre-Registration Class Lists**: Allow gradesheet instructors to remove students from their pre-registration lists to prevent them from registering.

- **Establish Waitlist**: Start a waitlist that can be managed by gradesheet and secondary instructors.

Department administrators are able to designate subjects within their department that will be using these tools by going to the "Manage Limited Enrollment Subjects" link on WebSIS.

Manage pre-registration class lists

Beginning when pre-registration opens and ending the evening before the first day of class, department administrators using this tool can access it by clicking on the "Manage Pre-Registration Class Lists" link on WebSIS.

Instructors — click the "Manage" button on your pre-registration class list report

- In the Manage Pre-Registration Class Lists page, you can flag one or more students and click Remove from Pre-Reg. If the subject also has a waitlist, you can move the student(s) to the waitlist instead.

- After clicking the "Remove from Pre-Reg" button, an overlay will appear asking you to enter the reason for removal. This email will be sent to the selected students and their advisors.

- Pre-registered students who are removed from the list and new students who didn't pre-register for the subject will not be able to add it to their registration. If they try, they will get the message: "This is a limited-enrollment subject that cannot be added in Online Registration. Please contact the subject's academic department for additional information on enrollment options for this subject."

Accessing a subject's waitlist

As soon as pre-registration opens, you can view your subject's waitlist:
- from WebSIS for Instructors, via the Waitlists link

- from WebSIS for Instructors, via the Class Lists link (click the Waitlist button on the Pre-registration Class List report or the Registration Class List report)

In addition, instructors who are also advisors can access the waitlists from WebSIS for Advisors, via the Waitlists link. Click "Go To My Waitlist" next to your subject(s).

Waitlist screen for limited-enrollment subjects

- The waitlists are view-only until registration opens.

- For instructors and their proxies, only the "Email Waitlisted Students" and "Close Waitlist" buttons are active before registration opens; the other buttons will be disabled until then.

- 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.

Manage waitlists

- Waitlists are active when pre-registration opens.

- If Manage Pre-Registration Class Lists is also being used in the subject, the gradesheet instructor can move pre-registered students to the waitlist by clicking the Move to Waitlist button beginning when pre-registration opens. An overlay will appear asking you to enter the reason for removal. This email will be sent to the selected students with a cc to their advisors.

- The limited-enrollment subject waitlists become visible as soon as registration opens. Students can add themselves to and remove themselves from waitlists from that point until the last day of classes.

- If students want to enroll in subjects with waitlists, they must get on the waitlists and then receive enrollment offers from you via the waitlists before they can add the subjects. Once registration opens, you can make an offer to a waitlisted student via the waitlist tool.

- 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 pre-registration opens. You should check it frequently during the first two weeks of class 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

- 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.

Contacting students on your waitlist

Clicking **Email Waitlisted Students** will let you email 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 email 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.

- **Advertised cap:** the maximum number of students allowed in this subject or section if section registration is required. This line only appears if your department administrator entered a cap number when establishing the waitlist. Caps are optional for limited-enrollment subjects with waitlists, and your department administrator can adjust this number if needed. You may exceed the cap when making offers in limited-enrollment subjects, except CI-H/HW subjects.

- **Registered:** 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:** the total number of students who have been scheduled into the subject but have not completed registration for the subject. 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:** the total number of enrollment offers made for which the student has not initiated the add process or removed him/herself from the waitlist.

- **Offers have been extended and the student has initiated the add process:** the total number of enrollment offers made for which the student is in the process of adding the subject.

- **Enrollment is now X students (above/below) cap:** the total number of new students that could be added in order to stick to the cap. This line only appears if your department administrator entered a cap number when establishing the waitlist. Waitlist openings available = class size cap - (registered + pre-registered, registration not completed + offers extended).

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
- 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 "Make Multiple Offers." On the next screen, select students you want, and click "Offer." 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."

- While you cannot edit this message, you can add comments that will appear as the final paragraph when the message is sent.

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

- 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, "Rescind" is replaced by "Student has initiated approval process."

- 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 "View Offer History" 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 the end of classes.

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."

Help and questions

Contact enrollment-tools@mit.edu with questions.