



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

TO: Vice Presidents, Instruction
Vice Presidents, Student Services
Instructional Deans
Deans, Student Development
Directors, Admissions and Records

FROM: Susan Topham, Vice Chancellor, Educational Services

DATE: January 29, 2026

SUBJECT: Changes in Waitlist Process

The current waitlist process for San Diego City, Mesa and Miramar Colleges is a complex process that allows students an opportunity to enroll in classes that are at capacity when a seat becomes available.

Prior to allowing the student to place their name on the Waitlist, the system verifies the following:

- The student meets course requisites
- There is no time conflict
- The student has not already enrolled and/or completed the class successfully
- The student does not have a registration hold

Once students are on the waitlist, a regularly scheduled job runs to see if there is a seat available in the class. If there is an open seat, and the student is next on the waitlist, the job will enroll the student in the class.

While the system checks for issues that may prevent successful registration before adding a student to the waitlist, holds and time conflicts may occur after they are added. If the student has a hold or a time conflict, the job will reserve the open seat for the student for up to three business days.

This causes enrollment issues; the class may appear to have open seats, but because it has a waitlist, it is closed to enrollment until the waitlist has been fully processed. This

effectively holds up the class for up to 3 business days, affecting other students' opportunities to enroll.

Changes in Waitlist Process

After discussions with the Vice Presidents of Instruction, the following changes to the waitlist process takes effect Spring 2026:

- **Remove the grace period.** If the student has not resolved the hold or time conflict, they will be removed from the waitlist. Students will be notified to ensure they have no holds or time-conflicts when adding themselves to the waitlist.
- **Drop from Waitlist.** Mass drop processes (DNP, Fraud, etc.) drop the student from the waitlist in addition to dropping the student from any enrolled classes. This ensures that the waitlist process will not hold up enrollment for other students.

These changes address equity concerns in our enrollment process by ensuring that available seats are accessible to all qualified students without unnecessary delays. This modification provides a more equitable opportunity for enrollment while maintaining the integrity of the waitlist system.