Title: PROGRAM ADMISSIONS WAITING LISTS	Code: FF0206
Policy Reference: F0202 PROGRAM ADMISSIONS WAITING LISTS	Revised/Reviewed: 7/1/2025

This procedure outlines the steps for managing program waitlists at Milwaukee Area Technical College (MATC) in alignment with TCS 10 guidelines. Its goal is to ensure a fair, transparent, and consistent process while supporting students throughout the waitlist experience. This procedure addresses key aspects of waitlist management, including eligibility, academic preparedness, residency requirements, and priority enrollment.

WAITLIST ADMINISTRATION

Purpose of the Waitlist
The waitlist is designed to track district and non-district state residents who cannot be admitted to a program due to capacity limitations. It ensures that, as program capacity permits, these individuals are considered for admission in a fair and timely manner.

Offering the Waitlist
District and non-district state residents who are not admitted due to capacity limitations will be informed of a waitlist program at the time of application. They will be offered the option to be placed on the waitlist (opt-in). The notification will also explain the waitlist process and priority status. Students may renew their waiting list status until admission is achieved. The college cannot have a process to deactivate the waiting list of students who continue to opt in.

Initiating the Waitlist
MATC will monitor program capacities and will activate the waitlist process when limitations arise, preventing students from accessing core program-level courses.

Eligibility for Individuals without a High School Diploma
Students without a high school diploma can apply to programs and will be eligible for inclusion on the waitlist. These students will be required to meet any additional criteria specified by the program.

Waitlist Deferral
A student interested in the program but not able to start core program courses in the term

offered can defer their seat and remain on the waitlist. If a student chooses to defer, MATC cannot guarantee a seat in the very next semester the student is ready to register. Here's why:

- **Application Order:** The waitlist is primarily based on the date students apply. If you defer, other students who applied before you and are ready to enroll may be offered seats ahead of you in a future term.
- **Academic Preparedness:** Your position also considers when you complete any required academic preparedness steps. Students who have completed all necessary requirements and are ready to register may be prioritized.
- **Previous Deferrals:** There might also be other students who previously deferred their spot and are now ready to enroll, placing them ahead of you for an available seat.

Deferring means you are holding your general interest, but your specific position on the waitlist for a future term will be re-evaluated based on all active applicants for that term. You will not automatically get the "next" available seat simply because you deferred.

STUDENT WAITLIST STATUS TERMS

- **PCWL: Pre-Core Student**
  A student admitted to the college but on the program waitlist for core courses. This student has met the admission requirements but may still need to satisfy academic preparedness criteria.
- **CRWL: Core Ready Student**
  A student admitted to the college, on the program waitlist for core courses, and has completed both the admissions and/or academic preparedness requirements, if applicable. This student has waitlist priority over all other applicants based on the admission date and residency status.
- **CAWL: Core Active Student**
  A student who has been offered a seat in the program. Once a student accepts their seat and registers for the course, their status will update from Core Active to ADM.

- **DEFER: Deferring Offered Seat:**
  A student offered a seat and is interested in the program but not able to start core program courses in the term offered can defer their seat and remain on the waitlist. Their admit status will move to Defer and the application status of CAWL

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WAITLIST PROCESS

1. Beginning March 1 for Fall and October 1, for Spring, before the registration cycle opens for the term, the Admissions Office will verify the capacity for the program. During this process, students currently on the waitlist will be contacted by admissions requesting students to respond confirming they would like to continue to opt-in to the waitlist. Students that respond no will be removed from the waitlist and their program inactivated. Students that do not respond will be removed from the waitlist and their program inactivated.

2. The Pathway programs will review students with PCWL status to see who meet the academic requirements (if required by the programs) and inform the Admissions Office to change their status to CRWL. The pathway will send to admissions the students name and documentation verifying the student is set to move to the next status. This information will be scanned to the students record and used for auditing purposes.

3. Students with PCWL status will be informed by their respective pathway office that one or more requirements are not met, where to review them as well as the average waitlist time.

4. The Admissions Office will prioritize **CRWL** students who will be offered a spot to enroll in program courses. They are prioritized by the following sorting criteria:
   - The date the application was submitted.
   - Residency
     - In-district state residents
     - Out-of-district state residents
     - Minnesota Reciprocity
     - Out-of-state

5. Those students, up to the capacity, will be moved from **CRWL** to **CRWL** to take core program courses for the next start term. Admissions will send a communication offering a spot in the program for the next term. The student will be required to respond to the offer by March 15 (Fall) or October 15 (Spring) indicating one of the following.
   - They are still interested in the program and will register in core program courses for the next term by April 30 (Fall Term) or November 30 (Spring Term). Their status will update to ADM, so they are able to register. If a student does not register by April 30 and does not communicate to MATC to defer their admit status, they will be removed from the waitlist.
   - They are still interested in the program but are not interested in starting core program courses in that term and would like to be deferred and remain on the waitlist. Their admit status will move to Defer and the application status of CAWL

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- They are no longer interested in the program and would like to be removed from the waitlist. Their program will be deactivated and the student will be removed from the waitlist.

6. On May 1 (Fall Term) or December 1 (Spring Term), admissions will review the record of the **CAWL** students who were offered a spot in the next term to confirm they are registered.
    - Students who have not registered or who did not respond to the offer by the dates specified above will be deactivated from the program and removed from the waitlist.

7. If the program has remaining capacity due to **CAWL** students who requested deferral, removal, didn't register, or dropped, we will repeat the same process starting at #3 until the program reaches capacity.

Office Responsible: VP, Enrollment and Retention