

ADVISING SNAPSHOT

November 2022 Edition

Re-Enrollment Campaigns

A Re-Enrollment Campaign through Navigate allows you to reach out to students whose registration dates have passed but have not yet enrolled for the upcoming semester. This strategy not only helps students stay on track but helps departments/instructors fill classes. Re-Enrollment campaigns can serve a variety of purposes:

1. Encouragement and outreach to students for planning and enrolling in the next semester, especially in major specific courses
2. Notify students of major courses that are at risk of being cancelled due to low enrollment
3. Support students struggling with challenges, decisions, or other barriers preventing enrollment
4. Provide students choosing to cancel enrollment or transferring the chance to discuss options and next steps

Navigate has some great instructions for how to set up campaigns through this link: <https://helpcenter.eab.com/hc/en-us/articles/360011092253-Campaigns-Appointment-Campaigns>

Closed Class Policies & Wait Lists

Departments have the freedom to decide what they will do, if anything, when their courses close. Since there is not a standard practice across all departments, it is important for each department to clearly state what they want students to do on their department websites. Wait lists are a great way to manage enrollment and see the need/demand for courses. A quick and easy way to do this is through Titan Web.

The Registration Toolkit, which is a tool created in collaboration with the Registrar's Office and the UARC, provides clear instructions in [STEP 2: Registration](#) on how students can get added to a wait list in TitanWeb and how to enroll in a course through a wait list.

Brought to you by the UARC Faculty Advisor Development (FAD) workgroup. Send feedback to:
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