



COURSE ENROLMENT MONITORING
A Guide for UTM Academic Units
Summer 2026

Data on course enrolment is available in the Office of the Registrar [Current Course Enrollment](#) application.

Academic units should regularly monitor enrolment and respond to the following:

- Courses with waitlists
- Courses with low enrolment

Courses With Waitlists

Ongoing monitoring of waitlists should inform decisions to increase capacity, particularly for:

- program required courses
- courses that impact program progression
- courses needed for students to graduate

Data on the number of unique students waitlisted in courses with multiple sections is available in PowerBI at the following link: [328. Course Waitlist and Enrolment](#)

Courses With Low Enrolment

Academic units are asked to closely monitor courses/sections with enrolment **below 15**. Decisions about cancelling courses due to low enrolment (and informing OVPAD) should be made as early as possible, and **no later than April 15, 2026** (for Summer 2026 F/Y courses) or **June 10, 2026** (for Summer S courses).

Be sure to consider the following when deciding to cancel a course/section:

- Can enrolled students be accommodated in another section?
- [if the course is being cancelled] is the course required for program or critical for program progression?
- [if the course is being cancelled] does it impact graduating students?

Course Timetable Changes Requiring OVPAD Consultation

The table below outlines timetable changes that should be discussed with OVPAD, along with the recommended timelines for doing so. These are changes that may impact students and/or have implications for instructional resources.

Academic units should consult OVPAD before proceeding with the following changes:



<i>Change</i>	<i>Summer 2026 F/Y Deadline</i>	<i>Summer 2026 S Deadline</i>
Cancel a course or close a lecture section (LEC)	As early as possible and no later than April 15, 2026.	As early as possible and no later than June 10, 2026.
Add new sections (LEC/TUT/PRA) (<i>associated with hiring additional lecturers or TAs</i>)	April 15, 2026	June 10, 2026.
Increase course cap requiring additional TA support	Apr 15, 2026	June 10, 2026.
Change course meeting time (term, day, time)	As early as possible.	As early as possible.

All other timetable changes may be coordinated directly with the Office of the Registrar. Examples include:

- Releasing rooms associated with closed sections
- Minor changes to class location or time
- Opening closed sections (e.g, to accommodate waitlists).

If uncertain whether a change should be discussed with OVPAD, academic units are encouraged to reach out.

Communicating Changes with Students

As appropriate, communicate with students any changes that directly impact them, for instance, notifying students about cancelled course/section, notifying students of alternative courses, inviting students for advising, etc.

Academic units can find contact information for students enrolled and/ or waitlisted in courses in PowerBI at the following link: [328. Course Waitlist and Enrolment](#). OVPAD can help with email templates to students, upon request.