

COURSE ENROLMENT MONITORING | A Guide for UTM Academic Units

Fall/Winter 2026-2027

Course enrolment monitoring refers to the ongoing review of course enrolment after registration begins, along with any resulting adjustments to the course timetable.

The purpose of enrolment monitoring is to:

- Respond to student demand for courses in a timely manner, especially for *first-year* and *graduating students* to facilitate access and progression in program(s).
- Minimize disruption to students and instructors by making changes as early as possible.
- Support effective use of instructional and space resources.

Enrolment monitoring is the responsibility of academic units with general oversight and support from the Office of the Vice-Principal Academic & Dean (OVPAD). Data on course enrolment is available in the Office of the Registrar [Current Course Enrollment](#) application.

Academic units should review enrolment regularly and adjust capacity, cancel or consolidate offerings based on:

- High demand (waitlists)
- Low demand (low enrolment)

Courses With Waitlists

Academic units should monitor waitlists throughout the enrolment period to identify courses needing increased capacity, particularly for:

- program required courses (especially 100-level)
- 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](#)

In cases where it is not feasible to raise the cap (or open another section) in a course with a waitlist, OVPAD recommends that the unit communicate alternative options to students, especially if the courses are required for program or the student is planning to graduate at the next ceremony.

Courses With Low Enrolment

Academic units are asked to closely monitor courses/sections with enrolment **below 15**, as part of the regular enrolment review process. The threshold is intended to support timely assessment during the registration

period, recognizing that enrolment typically changes before the start of term. Monitoring may identify responses such as targeted communication to students, consolidation of sections, or cancellation where warranted. In general, enrolment below 10 is not considered viable without strong academic justification. Decisions about cancellation due to low enrolment and notification to OVPAD, should be made as early as possible.

Be sure to consider the following when cancelling 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?

Courses with Closed Sections

Units are advised to closely monitor enrolment in courses with closed sections. If it is determined that the closed sections are not needed, then units are advised to work with the Office of the Registrar Scheduling team to cancel the sections and release the room(s) no later than the first week of classes. The Office of the Registrar Scheduling team will reach out to units approximately two weeks before the start of term to identify closed sections and invite units to decide on next steps.

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>Fall (F) and Fall/Winter (Y) Deadline</i>	<i>Winter (S) Deadline</i>
Cancel a course or close a lecture section (LEC)	As early as possible and no later than August 24, 2026.	As early as possible and no later than November 23, 2026.
Add new sections (LEC/TUT/PRA) (<i>associated with hiring additional lecturers or TAs</i>)	August 11, 2026, for 100-level program required courses. August 24, 2026, for remaining and 200+ level courses.	November 23, 2026.
Increase course cap	August 11, 2026, for 100-level program required courses. August 24, 2026, for remaining and 200+ level courses.	November 23, 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 Scheduling team.

Examples include:

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

****Note on 100-level Courses:** Opening closed LEC sections (to accommodate demand/ waitlists) does not require OVPAD approval. However, to ensure that first year students have seamless access to required courses, OVPAD recommends that units coordinate such changes directly with the Office of the Registrar Scheduling team by no later than **August 11, 2026 for 100-level Fall (F) and Fall/Winter (Y) program required courses and by no later than November 23, 2026 for 100-level Winter (S) program required courses.**

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

For course timetable changes that require OVPAD approval (or for related questions), contact us at academicplanning.utm@utoronto.ca. To coordinate changes with the Office of the Registrar scheduling team directly, email scheduling.utm@utoronto.ca.

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. Please see the “Courses with Low Enrolment” section for specific steps on communicating a course/section cancellation to students.

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.

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OVPAD thanks academic units for their ongoing commitment to enrolment monitoring. We look forward to working closely with units to align course offerings with enrolment patterns and demand indicators as early as possible.

If you have questions about anything in this document, please don't hesitate to contact the Academic Planning & Policy team at academicplanning.utm@utoronto.ca. Units can find relevant resources, tools and data at our ***new*** [website](#).