

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Registration Waitlists and Capacity Increase Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-008	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Overview

AIU manages course sections that reach full capacity through two mechanisms, registration waitlists and section capacity increases, ensuring students have an equitable opportunity to enroll in the courses they need to progress in their programs, consistent with accreditation requirements.

Scope

This policy applies to all undergraduate course sections offered by AIU.

Purpose

The purposes of this policy are:

- Clearly define the waitlist and section-capacity increase processes.
- Demonstrate compliance with accreditation requirements

Definitions and Abbreviations

Capacity: The maximum number of students that may be enrolled in a course section.

Raise Capacity: The process of increasing the maximum number of seats in a section to accommodate additional students, authorized by the relevant School.

Waitlist: A first-come, first-served list of students seeking a seat in a full section.

Policy

Article 1: Registration Waitlists

Schools offer sections each semester aligned with students' Study Plans and registration load requirements. The minimum capacity of a section is set according to AIU's Class Size standards. Waitlist capacity is standardized across sections and arranged to accommodate at least 20 seats. Waitlists are accessible from the first day of online registration through the late registration period; a self-registered student is notified by University email when a seat becomes available and is given a specified window (18 hours) to complete registration before the seat is offered to the next student on the list. At the conclusion of the waitlist period, remaining students are removed from the list and advised to contact their School or explore alternative registration options.

Article 2: Raise Capacity

Schools may recommend an increase in section capacity on a case-by-case basis, subject to classroom capacity, pedagogical requirements, accreditation requirements where applicable, and approval by the VPAA or designee. Capacity increases are implemented only after all students have been removed from the automated waitlist for that section, to prevent conflict between the two mechanisms.

Procedures

1. The Registration Office standardizes waitlist capacity across sections in line with Class Size standards.
2. Students self-register for a waitlist once a section reaches capacity.
3. When a seat becomes available, an automated notification is sent to the first student on the list; if the student does not register within 18 hours, the seat passes to the next student.

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4. At the end of the waitlist period, the Registration Office forwards the waitlist roster to the relevant School for consideration of a capacity increase or new section.

5. The School submits a capacity-increase request through the e-services portal for approval in accordance with Article 2; students seeking an increase may submit a request through the same portal and register through self-service upon approval.

Exceptions

Exceptions, such as registering a student in a full section during the waitlist period, are approved by the Executive Director of Registration in consultation with the relevant School. An exception of substantial impact, such as a University-wide adjustment to waitlist capacity standards, requires escalation to the VPSA and approval by the President.

Related Policies

- REG-007 Registration, Add, and Drop Policy
- REG-009 Registration Load Policy

President Signature	Signature: _____ Date: _____
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