



## GRADUATE INSTRUCTIONAL SKILLS WORKSHOP

### Registration Process

Thank you for your interest in the Instructional Skills Workshop (ISW) offered for Graduate Students at the UBC Centre for Teaching, Learning and Technology (CTLT). The ISW is an internationally recognized workshop in high demand, resulting in wait lists averaging from 20+ people for each ISW that we offer. We currently offer the maximum number of ISWs available within our budget.

### Background Information

Our past policy of 'first come first served' has resulted in workshops reaching full enrollment within 5-10 minutes of announcement and many prospective participants being placed on waitlists up to 10 times without successfully enrolling in the workshop. Based on graduate student feedback, we are implementing a new registration procedure with the goal of making the process more equitable.

### Sign Up System

Our registration system places the names of all people registering within the first five days of the ISW being announced by CTLT to a potential selection list. Additionally, registrants that have been on a previous ISW waitlist will have their name added to the potential selection list one additional time for each waitlist they have been on in the preceding 12-month period. From the potential selection list, **12 names** will be randomly selected and informed via e-mail of their opportunity to enroll in the ISW **2-3 weeks prior** to the start of the workshop.

### Example of Sign Up System

Sam signs up for the March ISW within 48 hours of the ISW being announced by CTLT and Sam's name is added to the potential selection list. Sam has also been on four waitlists for previous ISWs in the last 12 months, thus Sam's name is added four additional times to the potential selection list. Sam's name is therefore on the potential selection list five times, increasing Sam's chance when 12 names are randomly selected from the potential selection list for enrollment in the March ISW.

Thank you again for your interest in the Graduate Student ISW. We hope that this new system provides greater equity in the enrollment process.