

Managing Course Capacities and Student Registration

Enrollment Services is working to improve the process of setting course enrollment capacities and managing the student registration process. This presentation goes over the improved process for establishing class capacities, and the tools and procedures available during registration.

One:

Base enrollment capacities on historical enrollment figures

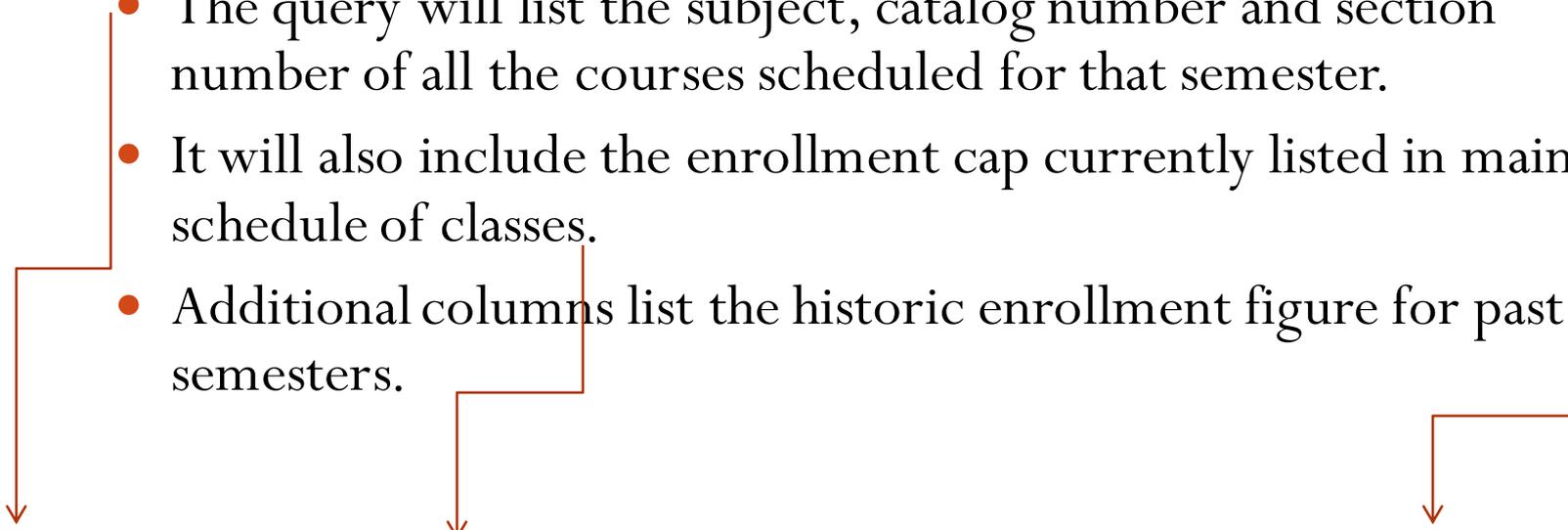
Enrollment Services requires academic departments to base requested enrollment capacities for a course on that course's historical enrollment. In general do not exceed the average historical enrollment by more than five students.

Tool: Historical Enrollment Query

- To assist with this, we have developed the following query:
9_IR_OFF_CLASS_JERABEK
- When you run the query, you'll be prompted to enter a semester code. Enter the code for the semester you are scheduling. While scheduling fall 13, enter 1138.
- The query will then pull up all courses scheduled for 1138.
- You can export the query to excel, and then sort it to look at only your department's courses.

Using the Query

- The query will list the subject, catalog number and section number of all the courses scheduled for that semester.
- It will also include the enrollment cap currently listed in maintain schedule of classes.
- Additional columns list the historic enrollment figure for past semesters.



Term	Subject	Catalog	Sect	EnrlCap	Current_Enrl	1121_Enrl	1118_Enrl	1111_Enrl	1108_Enrl	1101_Enrl	1098_Enrl
1131	MEG	342	01	25	0	14	0	22	0	19	0
1131	MEG	362	01	25	0	16	0	25	0	19	0
1131	MEG	442	01	25	0	23	0	18	0	15	0
1131	MEG	503	01	25	0	22	0	25	0	19	0
1131	MEG	392	01	25	0	18	0	24	0	0	0
1131	MEG	392	31	12	0	12	0	12	0	0	0
1131	MEG	392	32	12	0	6	0	2	0	0	0
1131	MEG	529	01	15	0	12	0	0	0	0	0
1131	MEG	510	01	25	0	4	0	0	0	6	0
1131	MEG	530	01	25	0	9	24	0	22	0	17
1131	MEG	533	01	25	0	11	0	0	0	0	0

How to use historical enrollment figures in semester planning

- Departments must set request enrollment capacities based on the historical enrollment figures.
- Do not exceed the average historical enrollment by more than **three** students.
 - If a higher enrollment capacities is needed for a particular reason, please just email cua-classes@cua.edu with a description of the need.
 - For example, if a larger freshman class has been accepted for a particular program, and larger first-year classes are needed.
- Enrollment Services also strongly encourages the use of waitlists to capture students interested in taking classes.

- In Cardinal Station, under Maintain Schedule of Classes- academic schedulers should adjust the Enrollment Capacity and Waitlist Capacity accordingly.

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID: 012624 Course Offering Nbr: 1
 Academic Institution: The Catholic Univ of America
 Term: Spring 2013 Undergrad
 Subject Area: ARPL Architecture and Planning
 Catalog Nbr: 102 Design Tools

Enrollment Control Find | View All First

Session: 1 Regular Academic Session Class Nbr: 1107
 Class Section: 01 Component: Studio Event ID:
 Associated Class: 1 Units: 3.00

*Class Status: Active Cancel Class

Class Type: Enrollment Enrollment Status: Open
 *Add Consent: No Consent Requested Room Capacity: 120 Total
 *Drop Consent: No Consent Enrollment Capacity: 150 0
 1st Auto Enroll Section: Wait List Capacity:
 2nd Auto Enroll Section: Minimum Enrollment Nbr:
 Resection to Section:

Auto Enroll from Wait List Cancel if Student Enrolled

Adjust the Enrollment Capacity to be within five of the average historical enrollment for a class.

Add a wait list capacity if you want to capture students interested in taking classes.

Beginning with Fall 2013, if an enrollment cap for a course exceeds the average historical enrollment by more than three students and justification has not been sent, Enrollment Services will adjust the enrollment capacity down to be in line with historical figures.

Two: Using Waitlist Capacities

Enrollment Services strongly encourages the use of waitlists to capture students interested in taking classes.

While we want to use historical enrollment figures to make educated estimates as to the number of students who will enroll in a course, we do not want these figures to prevent interested students from being able to register for a course. Utilizing the waitlist will allow us to capture students interested in taking a course.

Three:

Utilize Reserve Capacities

(This should be done prior to the start of registration)

Reserve capacities can be used to cap enrollment in a particular section of a class for students belonging to a specific enrollment requirement group. Capping the enrollment of students in one enrollment requirement group can effectively be used to “reserve” the remaining seats in the section for students not in that enrollment requirement group.

If, for example, a class has a total enrollment capacity of 25 students, and you want to ensure that at least 15 seats are available *only* to majors (or students with a particular number of credits, or students in the honors program, etc.), then the reserve capacity functionality can be used to cap the enrollment of non-majors at 10. The effect of this cap is that 15 seats are available only to majors.

Information about Reserve Capacities

- Using this functionality is essential to providing a transparent registration process as students are able to see that seats are capped for students who fall into certain enrollment groups.
- Keep in mind: Reserve capacities only take into consideration enrollment transactions occurring *after* they are added to the class section. If an enrollment cap is added to a class to limit enrollment of non-majors to 10 but 5 non-majors were already enrolled *prior* to the addition of that reserve cap then a total of 15 non-majors could conceivably enroll. For this reason, it is essential to add enrollment caps to class sections prior to the start of enrollment. Enrollment caps can, however, be added – or removed or adjusted – at any time.
- Reserve capacities are effectively dated and can be inactivated or changed at any point. If, for example, you have a class of 100 seats and want to “reserve” 40 for incoming freshmen you can do so by assigning a reserve cap of 60 non-freshmen students to the class. Once freshmen enrollment has begun, if the remaining 40 seats haven’t been filled you can either remove the cap (effectively opening those seats up to anyone) or you can drop the cap so that some seats continue to be reserved for freshmen but some of the seats previously reserved for freshmen become available to upperclassmen. You can also plan ahead and set up this sort of staggered enrollment cap at the very beginning – just let us know the future dates when you want the cap to be changed (or removed) and what you want to change it to. Email cua-enrollmentservices@cua.edu with requests.

The first step to utilizing Reserve Capacities is to define an enrollment requirement group.

- The enrollment requirement groups used to assign reserved capacities are the same as those used to assign pre-, co-, or anti-requisites to courses in the catalog. These groups can be built to look at academic plans (majors, minors, sub-plans, etc.), class standing, credits earned, GPA, student group membership, etc. – basically any “category” to which a student might belong. Enrollment requirement groups can NOT be built to include specific students (i.e., a department can’t pick and choose the specific students that will go into the group and, therefore, qualify for seats in a class).
- When using reserve capacities, the department must first define the category of students for which they wish to cap seats. Since capping seats for one category of student effectively “reserves” them for another, it may be easier for the department to define the desired cap by identifying, instead, a category of students for which they wish to reserve seats.

The second step is to then apply a reserve capacity to a class.

- You'll need to email cua-enrollmentservices@cua.edu to request a reserve capacity for a class section. You should indicate the course and section number, the number of seats you wish to cap, and for whom you wish to cap them. If it's easier, you can let us know the number of seats you're attempting to "reserve" and for whom...and we can let you know if there's a way to reserve them by assigning a cap to another category of students.

Four: Monitor Course Enrollment

As registration begins we urge all departments to monitor course enrollments to determine if an increased class capacity may be needed.

How to monitor enrollment

- The same 9_IR_OFF_CLASS_JERABEK query has an actual enrollment column next to the requested enrollment column. This will give schedulers an easy tool to see when the current course enrollment is approaching the enrollment capacity.

Adjusting Course Enrollment

- If a course's enrollment is approaching the capacity, and the department would like to raise the enrollment capacity they can complete an online form to request an increase in the class capacity. [The Adjust Class Capacity form](#) is available on the Academic Scheduling website. The form is accepted at any time up until the add/drop date for the semester.

Adjust course capacity form

Adjusting Course Capacity

This form should be used if an academic department wants to adjust the enrollment capacity for a course that is already scheduled for a particular semester.

* = required field

* Requestor Name:	<input type="text"/>
* Campus Phone Extension:	<input type="text"/>
* Campus Email Address:	<input type="text"/>
* For what term:	<input type="text"/>
If for the summer, what session:	<input type="text"/>
* Subject:	<input type="text"/>
* Catalog:	<input type="text"/>
* Section:	<input type="text"/>
* current Enrollment Capacity (as appears in Cardinal Station):	<input type="text"/>
* What would you like the new enrollment capacity to be?	<input type="text"/>
Would you like department consent required for enrollment?	<input type="text" value="No"/>
Explanation	<input type="text"/>

If the new enrollment capacity being requested is far greater than the historical enrollment figures, please provide a brief explanation of what is prompting the difference.

Submit

Five: Closed Classes

Once a course's enrollment capacity has been reached it will automatically become a closed class, not allowing any additional students to register.

Managing Closed Classes

- Once a course is closed, departments can request, using the adjust class capacity form, to increase the enrollment capacity for the course. The ability to increase the enrollment capacity will depend on the capacity of the classroom assigned to it, or on the ability to relocate the class to a larger room.

Allowing students into Closed Classes

- If after the enrollment capacity has been reached, departments would like to open up additional seats, but would like to control what students are able to register, then we can set that up using department consent.
- Schedulers should use the adjust class capacity form, and on the form note that they would like the Department Consent turned on for that course. That will increase the class capacity, but require that all additional students registering receive department consent. Academic departments can then issue consent to students they give permission to enroll in the course.

Managing closed classes

- Tip: Is your class full but you keep getting requests to add individual students? Use the Adjust Class Capacity form and ask that the class capacity be raised to whatever the classroom capacity is, and that department consent be added. This will allow the department to give consent to as many (or as few) students as they want, while still ensuring classroom fire safety standards are met.
- This process will be taking the place of the closed class consent that was historically given to students. By increasing the enrollment capacity and then requiring department consent to register, there will no longer be a need to issue closed class consent to students.
- Enrollment Services will no longer be processing closed class permissions.

Questions?

If you have any questions, please do not hesitate to contact:

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