

Using Historical Enrollment Data

Starting in the Spring 2013 semester, departments should be using historical enrollment data as a starting point for requesting enrollment capacities for courses.

The challenge

- In reviewing course data from past semesters, Enrollment Services has identified wide-spread discrepancies between the *requested* enrollment capacity for classes and the *actual* enrollment for the course.
- Predicting course enrollment is a challenge for all academic schools and departments.

Goals

- Enrollment Services would like to provide academic departments with additional tools to help them request enrollment capacities best suited for the class they are scheduling.
- To streamline the process for adjusting class enrollment capacity.

Scheduling Tools

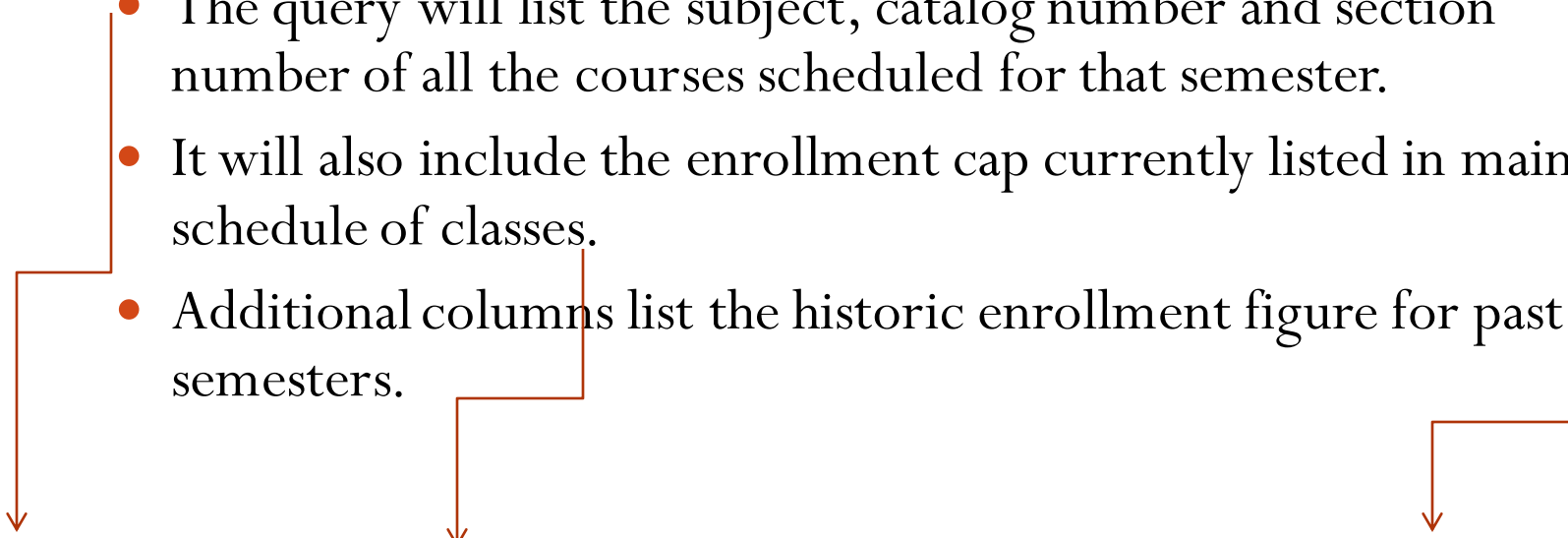
- Enrollment Services asks that academic departments base requested enrollment capacities for a course on that course's historical enrollment.
 - This will only be possible for courses that have been offered in the past.
- To assist with this, we have developed the following query:
`9_IR_OFF_CLASS_JERABEK`

Query Details

- 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 spring 13, enter 1131.
- The query will then pull up all courses scheduled for 1131.
- 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	Enr Cap	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

- We ask that departments request enrollment capacities based on the historical enrollment figures.
- In general, please try not to exceed the average historical enrollment by more than five 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

Class Type: Enrollment Enrollment Status: Open
 *Add Consent: No Consent 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.

Monitoring Enrollment

- The goal is to use previous semester enrollment information to help plan for upcoming semesters.
- While at the same time develop a process that will allow for class capacity growth to limit instances where students get closed-out of full classes.
- Enrollment Services encourages schedulers to monitor class enrollment during the registration period. The same 9_IR_OFF_CLASS_JERABEK query has an actual enrollment column right next to the requested enrollment.
 - Schedulers can see when a courses' actual enrollment is approaching the enrollment capacity.

Requesting Changes

- 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 Enrollment Services Academic Scheduling [Website](#).
- The form is accepted at anytime up until the add/drop date for the semester.

Questions?

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

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