



Process Name • Scheduling – Enrollment Reporting

Overview of MSO Enrollment Monitoring and Reporting

Purpose: To maintain a record of enrollment history and to provide focused reporting on enrollment trends in class sections of particular interest.

CNM Way Expert: Vice President for Academic Affairs

Functional Units Involved: Academic Affairs, Vice President for Academic Affairs (VPAA), Master Scheduling Office (MSO)

Beginning of Process: The Master Scheduling Office verifies with the VP for Academic Affairs which sections are of interest in the upcoming term.

End of Process: The term completes and the final report is archived.

Definitions: Definitions for any terms that someone out of the organization may not know or spelling out acronyms.

Appendices:

[Sample Special Sections report](#)

Related Documents and Forms:

- A. Special Sections Report
- B. ES 905 Argos Report
- C. Course Enrollment Ratio Analysis for Selected Term Astra Report
- D. Subject Enrollment Fill Ratio Astra Report

Process:

- 1) In the two weeks immediately prior to the start of registration for a term, the Scheduling Manager verifies with the Vice President for Academic Affairs (VPAA) which sections are of interest in the upcoming term. These sections are generally offered as part of a new or pilot program, in an unusual part of term (such as intersession or CBE), or at a unique location.
- 2) Following confirmation of the sections to be included and prior to the start of registration for the term, the MSO updates the Special Sections report template to include the requested information and the appropriate dates for the registration window. Each distinct population of classes receives its own tab in the workbook (e.g. on tab for intersession classes, a second for CBE, a third for South Valley campus evening courses, etc.).

- 3) At close of business the day before priority registration opens, an ES 905 Argos report is run, to include all sections from all schools in both the credit and noncredit Banner term codes for the upcoming term. This report is archived on the MSO Office Sharepoint site in a subfolder with the term name and year (i.e., Summer 2017) under the Enrollment Tracking folder.
- 4) Each subsequent weekday morning that the college is open until the end of the term, an ES 905 Argos report is run with the same parameters and archived in the same location.
- 5) Each subsequent weekday morning that the college is open until the end of the first week of the section on the report with the latest start date, information from the ES 905 report is used to update the Special Sections report. Enrollment and waitlist numbers are entered in the appropriate places, the formulas on the report are updated as necessary to reflect current information, high or low values are appropriately highlighted, new sections are added, and cancelled sections are color coded to reflect their change in status. The updated report is saved with the report name and the current date and sent as an email attachment to the VPAA prior to 9 am.
- 6) At the conclusion of the first week of the term, the final Special Sections report is archived on the MSO office Sharepoint page, in the appropriate subfolder of the Enrollment Tracking folder.
- 7) On the first day of the term, and at the beginning of the second and third weeks of the term, the MSO runs the "Course Enrollment Ratio Analysis for Selected Term" and the "Subject Enrollment Fill Ratio" Astra Course Offering Analysis reports for both credit and noncredit classes. The reports, in PDF and Excel formats, are saved with the report title, term, and week and archived on the MSO office Sharepoint page, in the appropriate subfolder of the Enrollment Tracking folder.

Form Distribution: Documentation distributed and archived as stated in process.

Activity Tracked/Results- What metric(s) or measurements are collected as part of this process or procedure

Reports specifically target enrollment ratio and waitlist count for each class section on the academic schedule from the first day of registration through the final day of the term. Collected information is also used to either verify or calculate additional measurements, including but not limited to section cancellation, addition, and change rates, timelines of these activities, course and section distribution patterns, and section room assignment changes.

Last Reviewed/Improvements made: Newly documented process.