

Guide to Resources Available for Enrollment Planning and Management

Revised August 2009

This guide lists selected tools for enrollment planning and management available online at the Office of Institutional Research & Assessment's website and from Enrollment Services, through CSLink.

Enrollment Planning (in advance of registration)

Online resources updated weekly, available from the Office of Institutional Research and Assessment

http://daf.csulb.edu/offices/univ_svcs/institutionalresearch/

From the office home page, click on Enrollment Planning:

http://daf.csulb.edu/offices/univ_svcs/institutionalresearch/ep_reports/index.html

On this site, you can access:

1. **New!** Interactive Enrollment Planning Report:

- a. Use during planning and during registration to determine any adjustments needed, e.g. number of sections, enrollment capacities.
- b. Drill down: college to course prefix to level (100-199, etc.) and to individual courses.
- c. Select components to display: lecture, seminar, activity, lab, supervision (default is all course components except supervision.)
- d. View forecast enrollments by student categories. Forecasts are based on an analysis of the student composition of each course the prior like term -- continuing and new freshmen, transfers, graduate, credential students -- adjusted for projected changes in admissions, continuation rates).
- e. View projected surplus or shortfall of seats (capacity – projected total enrollment. Red = too few seats currently scheduled; yellow = too many seats scheduled; green = about right.
- f. Once registration begins, view current enrollments by student categories, updated daily.
- g. View "fill rates" (course enrollment divided by enrollment capacity): Enrollment capacities should be meaningful and should be revised, if necessary.

Notes: Forecasts do not include students on the waitlist. Forecasts for courses not offered in the prior like term or the planning term are not predicted usefully; use other information to anticipate those needs. The report cannot factor in changing popularity of majors or courses. Direct any technical questions about the report to Van Novack, Assistant Vice President, Institutional Research & Assessment.

2. Enrollment and Budget Planning memoranda.

3. Enrollment planning targets for colleges and departments.

4. Bottleneck and High Demand Course Enrollment Report: View courses with a fill rate greater than 79% in one or more of the last three terms and/or the current registration term. Use to identify courses you are likely to want to offer in a future term to avoid bottlenecks for students. Be aware class fill rate can be misleading if enrollment capacity is not meaningful.

5. Low Demand Course Enrollment Report: View courses with a class fill rate less than 55% in the last like term, excluding supervision courses. Use to identify courses you may wish to consider not offering if the low fill rate is due to low demand rather than to other reasons. Be aware class fill rate can be misleading if enrollment capacity is not meaningful.

6. Summary Count of Classes & Seats by GE & Level: View number of GE sections and seats for the target term compared with the last like term. Use to determine if you have scheduled the appropriate number of prebaccalaureate and GE course offerings to meet student needs, in particular for first-time freshmen needing prebaccalaureate and GE Foundation courses, i.e. categories A1, A2, A3 and B2. Be aware that many courses meet more than one GE category and that data for these courses is counted more than once. Unduplicated counts are shown at the bottom of the report.

Enrollment Management (as registration progresses)

Online resources updated daily, available from the Office of Institutional Research and Assessment

http://daf.csulb.edu/offices/univ_svcs/institutionalresearch/

1. **New!** Interactive Enrollment Planning Report: See information on previous page.
2. Click Upcoming Term Enrollment Reports by Department for graphical display of FTES enrollment for whole university, each college, and each department:
http://daf.csulb.edu/offices/univ_svcs/institutionalresearch/upcoming/index.html
3. Click Courses or Students and then Enrollment and Registration for various historical and current enrollment reports for the whole university and each college and department including headcount, FTES, average unit load.
http://daf.csulb.edu/offices/univ_svcs/institutionalresearch/students/enrollment_registration.html

On Demand (Data as of Time Report Run)

The following reports are available through CS Link: <https://campus-cslink.csulb.edu/>

If you do not have access to these reports, please contact Academic Support, Enrollment Services, x55556.

1. **New!** LBSR0854-New Undergraduates Intending to Matriculate: View the number of admitted new undergraduates, by department, major (fall only) who indicated intent to enroll. Determine the number actually enrolled and the number still likely to enroll. Use to determine trends in majors. Use with The Enrollment History and Projection Report to determine the number of new students already enrolled and waitlisted, by course, compared with projected enrollment, by student level. Consider the projected surplus or shortfall in light of the number of new and continuing students already enrolled and waitlisted and the number still likely to enroll. Use to determine any adjustments needed, e.g., number of sections, enrollment capacities.
2. LBSR0777-Class Schedule Enrollment Summary Report: View enrollment, number on waitlist, available seats, unused permits, GE designation and more, by course. Note: Enrollment totals are broken down into state and non-state enrollment (self-support). Use to track enrollment demand and make adjustments to course offerings.
3. LBSR0419-Class Schedule Data Report: View class schedule offerings, class fill (actual enrollment/enrollment capacity) and room fill (actual enrollment/room capacity) percentages. Use the Excel format to sort and filter according to college or department needs, e.g., by class fill, waitlist, open seats, GE designation, etc. LBSR0419F-Class Schedule Data with Facility Information has similar information but also shows room fit (enrollment capacity/room capacity) and room furniture and equipment information. Use the Excel format to sort and filter according to college or department needs, e.g., by room fit or class fill to determine match between courses and classrooms, and to switch room assignments to best match class needs.
4. LBSR0544-Summary Count of Classes & Seats by Type & Level: View summary counts of classes by course type (lecture, seminar, activity, lab, supervision) and course level. Use to determine if you have the appropriate number of course offerings, by type and level, to meet student needs for the target term based on anticipated enrollment demographics.

Additional reports are available through CSLink.

Tip: Many CSLink reports have accompanying user guides. When running a report, click on the Help button directly under the Submit button near the top left corner of the page. If there is no Help button, a user guide is not yet available for that particular report.

Report Parameters

