

# Guide to Resources Available for Enrollment Planning and Management

Revised November 2010

## Enrollment Planning

1. **New! Planning directives and updates** are on the Academic Affairs Enrollment Planning webpage:  
[http://www.csulb.edu/divisions/aa/planning\\_enrollment/enrollmentplanning.html](http://www.csulb.edu/divisions/aa/planning_enrollment/enrollmentplanning.html)
2. **FTE targets and reports**, available from Office of Institutional Research and Assessment:  
[http://daf.csulb.edu/offices/univ\\_svcs/institutionalresearch/ep\\_reports/index.html](http://daf.csulb.edu/offices/univ_svcs/institutionalresearch/ep_reports/index.html)
  - a. FTE targets, by college.
  - b. Interactive Enrollment Planning Report: Use during schedule planning and building to determine projected enrollment demand in courses and number of course sections and seats to offer. See separate [Tips for Using the Interactive Enrollment Report](#).
  - c. Bottleneck and High Demand Course Enrollment Report: View courses with a fill rate greater than 79% in one or more of the last three state-support 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 continuing and new students. Be aware class fill rate can be misleading if enrollment capacity is not meaningful.
  - d. 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.
  - e. 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

1. **Resources updated daily**, from Office of Institutional Research and Assessment:  
[http://daf.csulb.edu/offices/univ\\_svcs/institutionalresearch/](http://daf.csulb.edu/offices/univ_svcs/institutionalresearch/)
  - a. Click Courses or Students and then Enrollment and Registration for various historical and current enrollment reports for the university, colleges and departments, including headcount, FTES, average unit load.  
[http://daf.csulb.edu/offices/univ\\_svcs/institutionalresearch/students/enrollment\\_registration.html](http://daf.csulb.edu/offices/univ_svcs/institutionalresearch/students/enrollment_registration.html)
  - b. Upcoming Term Enrollment Reports by Department for graphical display of FTES enrollment by university, college, department:  
[http://daf.csulb.edu/offices/univ\\_svcs/institutionalresearch/upcoming/index.html](http://daf.csulb.edu/offices/univ_svcs/institutionalresearch/upcoming/index.html)
2. **FTE targets and reports** from Office of Institutional Research and Assessment:  
[http://daf.csulb.edu/offices/univ\\_svcs/institutionalresearch/ep\\_reports/index.html](http://daf.csulb.edu/offices/univ_svcs/institutionalresearch/ep_reports/index.html)
  - a. FTE targets, by college
  - b. Interactive Enrollment Planning Report: Use as the registration cycle progresses to compare current enrollment with projected enrollments to determine if the number of sections & seats needs to be increased or reduced to match enrollment demand. See separate [Tips for Using the Interactive Enrollment Report](#).

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### 3. On Demand Data (as of time report run)

CS Link: <https://campus-cslink.csulb.edu/>

For access to these reports, please contact Academic Support, Enrollment Services, x55556.

- a) LBSR0854-New Undergraduates Intending to Matriculate: View the number of admitted new undergraduates, by department, major (fall only) who have indicated intent to enroll. View the number actually enrolled and the number still likely to enroll. Use to determine trends in majors. Use with the Interactive Enrollment Planning Report to determine the number of new students already enrolled, by course, compared with projected enrollment, by student level. Consider the projected surplus or shortfall in seats in light of the number of new and continuing students already enrolled and waitlisted (see 2. below) and the number still likely to enroll. Determine any adjustments needed, e.g., number of sections, enrollment capacities.
- b) 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. Be aware that this report includes sections in 'tentative status', if any; tentative sections will have zero enrollment and an enrollment status of closed.
- c) LBSR0419-Class Schedule Data Report: View class 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 status, 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. Use the Excel format to sort and filter, 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.  
Note: Both reports identify 'class status', e.g. active, tentative.
- d) 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.
- e) LBSR0073- Class Status Edit Report: Use to determine number of sections in tentative or cancelled status.

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 available for that particular report.

#### Report Parameters

