



ACADEMIC AFFAIRS GUIDELINES

Section 5:	Course Instruction and Delivery		
Title:	Course Enrollment Reporting Guidelines		
Number (Current Format)	Number (Prior Format)	Date Last Revised	
5.7.C		08/2022	
Reference:	BOR Policy 2:35 – Course Enrollment Management Policy AAC Guideline 5.7 – Course Enrollment Management Guidelines AAC Guideline 5.7.A – Fall/Spring Course Enrollment Strategy Guidelines AAC Guideline 5.7.B – Summer Course Enrollment Strategy Guidelines AAC Guideline 5.7.D – Course Enrollment Compliance Guidelines		
Related Form(s):			

1. Course Enrollment Reporting

Course enrollment management enables the university to strengthen course offerings ensuring student success, academic quality, and financial health. BOR (Board of Regents) Policy 2:35 applies to all courses and academic units during the academic year (fall/spring). Each institution, while managing section size, should take into consideration careful planning, informed by enrollment histories and course rotations.

2. Objective

The strategy outlined has been designed to ensure academic quality and fiscal solvency for the institution.

3. Communication

The institution shall establish an appropriate framework and process for Course Enrollment Management to ensure the appropriate faculty and staff are aware of the process, institutional policy, practice and goals, and availability of the data, their role in the program review process, institutional goals for the program review, and future program review requirements.

4. Metrics Available

Several data metrics will be available in the APS (Academic Performance Solutions) System. While not intended to be an all-inclusive list, a few are inserted as examples.

1. Trend Analysis
2. Sections Size
3. Enrollments
4. Generated Student Credit Hours (SCH)
5. Maximum Capacity
6. Average Section Size

5. Reporting Procedures

This section serves as a guide to the institutions.

5.1. General Reporting

Reporting for course enrollment management will utilize student information systems data. This data will be refreshed daily overnight. Each morning the data should be refreshed with an updated snapshot. All cross-listed sections will be reported with a combined total enrollment. The primary course will be used as the section of record. If the cross-listed courses are taught at the undergraduate and graduate level, the primary course will be the undergraduate level.

There will be no exclusions to course enrollment reporting.

5.2. Undergraduate Sections

For undergraduate section reporting, those courses numbered 000-499 will be included. The course sections will be distributed to include the following: Enrollment of 1, Enrollment between 2-9, Enrollment between 10-19, Enrollment between 20-29, Enrollment between 30-39, Enrollment between 40-49, Enrollment between 50-99 and Enrollment greater than 99. The assignment of categories allows an institution the ability to manage those sections that could be identified for waitlist, management of size, evaluation of need for future sections, etc.

For the purposes of managing section size, the threshold for sections enrolled less than 10 students is 18% of the total sections. Therefore, 82% of the sections must be at 10 or greater.

• Enrollment 1 Student	
• Enrollment 2-9 Students	*Maximum of 18% of all Sections
• Enrollment 10-19 Students	
• Enrollment 20-29 Students	
• Enrollment 30-39 Students	
• Enrollment 40-49 Students	
• Enrollment 50-99 Students	
• Enrollment greater than 99 Students	*Minimum of 82% of all Sections

5.2.1. Enrollments shall not exceed 18% within the groupings of 1 and 2-9 students for undergraduate courses/sections.

5.2.2. Enrollments shall be at a minimum of 82% of the section enrollments within the groupings of 10+ students for undergraduate courses/sections.

5.2.3. Institutions may want to manage section enrollments of the following: 10-19, 20-29 and 30-39. By increasing enrollment within these groups, financial solvency of the courses and programs can be positively realized.

5.3. Graduate Sections

For graduate section reporting, the course numbers will be differentiated due to the academic needs of the class. The assignment of categories at the graduate level allows an

institution the ability to manage those sections that could be identified for waitlist, management of size, evaluation of need for future sections, etc.

5.3.1. All institutions should ensure that their lower division graduate section enrollment reporting reflects enrollments of no less than 25% in the groupings of less than seven. (Course Numbering 500-699).

All Institutions

- Course 500-699 Enrollment 1-6 Student *Maximum of 25% of all Sections
- Course 500-699 Enrollment 7+ Students *Minimum of 75% of all Sections

5.3.2. Regional campuses should ensure that their upper division graduate section enrollment reporting reflects enrollments of no less than 50% in the groupings of less than four. Institutions should manage their upper division graduate courses (700+) based on the needs of the program, experiential learning, and other needs of the campus.

Regional Comprehensive

- Course 700+ Enrollment 1-3 Student *Maximum of 50% of all Sections
- Course 700+ Enrollment 4+ Students *Minimum of 50% of all Sections

5.3.3. Specialty and Research campuses should ensure that their upper division graduate section enrollment reporting reflects enrollments of no less than 75% in the groupings of less than four. Institutions should manage their upper division graduate courses (700+) based on the needs of the program, experiential learning, and other needs of the campus.

Specialty/Research Universities

- Course 700+ Enrollment 1-3 Student *Maximum of 75% of all Sections
- Course 700+ Enrollment 4+ Students *Minimum of 25% of all Sections

5.4. Technology Solutions

All reporting solutions are managed by the Board of Regents.

5.4.1. Student Information Systems

The student information system provides section enrollment data on the Section. The Board of Regents with the Technology Affairs Council have identified a system standard visualization reporting tool (APS). The data utilized for this tool will be managed by the Board of Regents Institutional Research and Regents Information Systems. Institutions will have access to their data. If a section is canceled, that section must be updated in the student information system to accurately reflect the canceled section.

5.4.2. Reporting

The following criteria were utilized in sourcing the metrics.

1. Only courses that have enrollments greater than 0 and active are included in the report.
2. Cross-listed sections where a faculty member(s) assignment is split to equal 100% for the sections will be listed as one section.
3. Cross-listed sections will have a primary indicator on the section in the student information system identifying where the section is categorized.
4. Grouping by Category
 - Undergraduate Section Size Grouping (Course Numbers 000-499):
 - Section size of 1
 - Section size between 2-9
 - Section size between 10-19
 - Section size between 20-29
 - Section size between 30-39
 - Section size between 40-49
 - Section size between 50-99
 - Section size greater than 99
 - Lower Division Graduate Section Size Grouping (Course Numbers 500-699):
 - Section size of 1
 - Section size between 2-6
 - Section size between 7-12
 - Section size between 13-19
 - Section size between 20-39
 - Section size greater than 39
 - Upper Division Graduate Section Size Grouping (Course Numbers 700+):
 - Section size of 1
 - Section size between 2-3
 - Section size between 4-7
 - Section size between 8-15
 - Section size between 16-39
 - Section size greater than 39
5. Enrollments are defined as the headcount of students enrolled.
6. Student generated hours (SGH) include all the credit hours the sections have calculated. This calculation is credit hours multiplied by enrollment headcount.

7. Maximum academic capacity is the maximum academic capacity for enrollment that a section allows. This information is pulled from the section.
8. Maximum facility capacity is the maximum facility capacity allowed in the building/room. This information is pulled from the capacity of the room.
9. Section enrollments are the number of students enrolled in that category of sections (i.e., 10-19, 20-29, etc.).

6. Schedule

Course enrollment management shall be conducted each term. Effective September 2022 the course enrollment data will be available in the APS System.

SOURCE:

AAC August 2022.