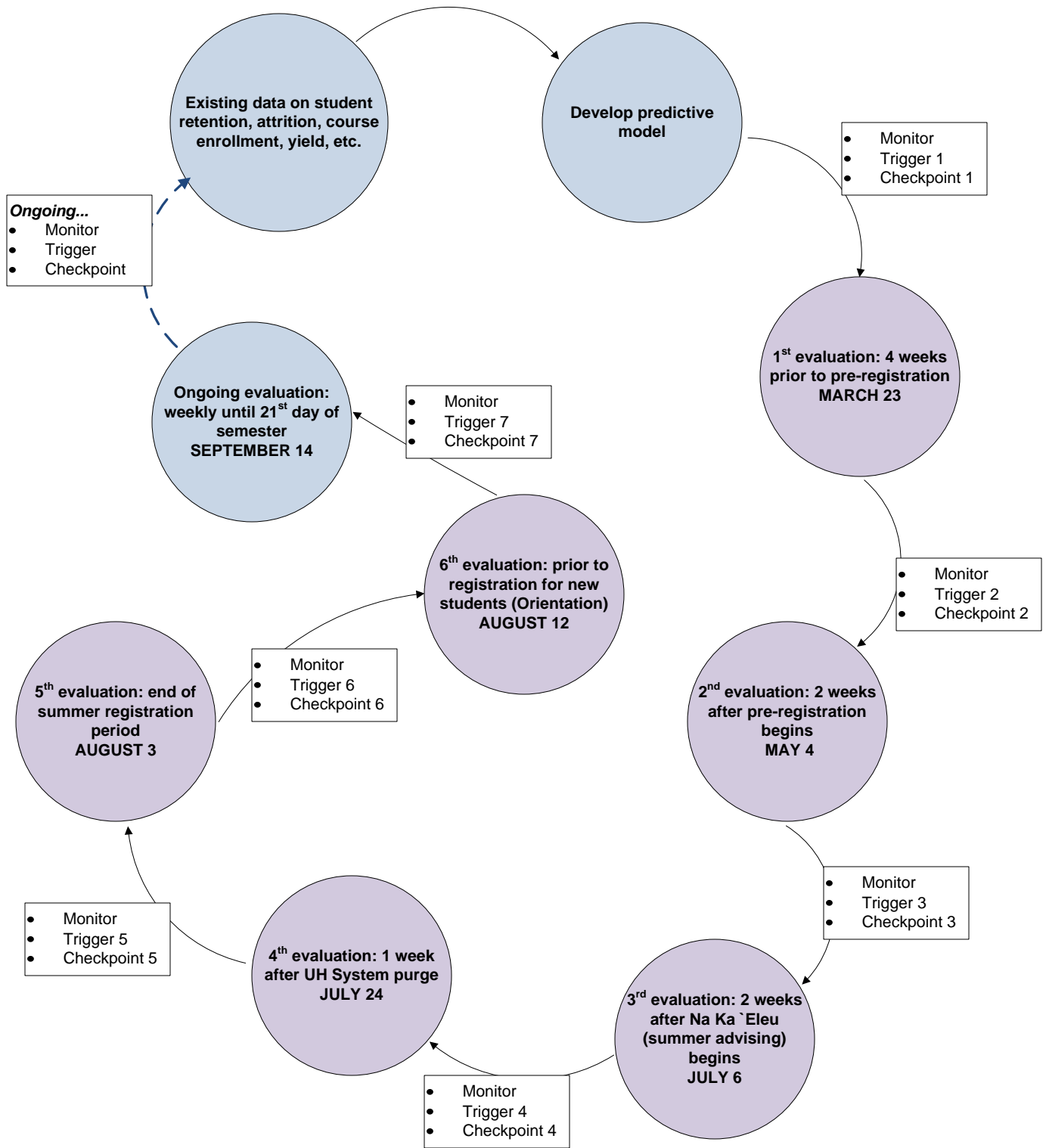


Life Cycle Management for Predicting Student Enrollment – Fall 2009

Revised 5/6/09 with correction



FALL 2009 ENROLLMENT CHECKPOINT SCHEDULE & ACTION ITEMS

Revised 05/06/2009

Checkpoint #1: March 23 (four weeks prior to early registration, which is April 20)

- Check schedule for accuracy and completeness
- Review for time conflicts within majors, e.g., two courses required for graduation aren't scheduled at the same time
- Check seat counts and course sections
- Properly identify and code distance learning, Web and HITS courses
- Properly code writing intensive courses
- Properly identify and code internships and other experiential-based courses, e.g., practicums

Note: Primary responsibility for review needs to take place at the college level, with the Vice Chancellor for Academic Affairs initiating the process. This presumes that the initial schedule (based on 2- and 4-year curriculum plans) has been built and validated appropriately. Goal is to "catch" last minute inaccuracies and inconsistencies prior to the schedule "going live" for students to view.

Checkpoint #2: May 4 (two weeks after early registration begins)

- Check for closed courses
- Check available seat counts
- Make necessary course schedule adjustments

Note: Division of Student Affairs should analyze currently enrolled students (excluding NSE, global exchange and unclassified students) to determine who is eligible to return in the fall but has not yet registered and follow up to encourage their registration.

Checkpoint #3: July 6 (two weeks after Na Ka 'Eleu begins)

- Check for closed courses
- Check available seat counts
- Make necessary course schedule adjustments
- Academic deans to determine whether low-enrollment courses should be purged

Note: A report is needed that will compare, for example, the number of new freshmen admitted versus the number that have registered. At any given time we need to know not only how many have registered but also how many more must be accommodated. IRO will be able to provide rigorous and detailed data.

Checkpoint #4: July 24 (one week after the fall purge which is scheduled for July 17)

- Check for closed courses
- Check available seat counts
- Make necessary course schedule adjustments

Checkpoint #5: August 3 (end of early registration period)

- Check for closed courses
- Check available counts
- Make necessary course schedule adjustments

Checkpoint #6: August 12 (prior to registration for new students which starts August 18)

Note: This is our last chance to get it right before Orientation and Registration week.

Checkpoint #7: Ongoing through add/drop period